

## Procedures for Contractor Requesting Release of Retainage – Horizontal

**Purpose:** To provide a means to streamline the release of retainage.

**Procedures:**

1. Inspector will provide the Contractor an electronic copy of the Request for Release of Retainage form right after the final inspection and notify the PRIMELink Helpdesk to setup the workflow.
2. Contractor will complete all the tasks required for release of retainage.
3. Contractor will complete the Request for Release of Retainage form and upload it into PRIMELink under Logs section in the Retainage Release Request.
4. The Request for Release of Retainage form will be routed using the below workflow to approve it. Staff will review the form in PRIMELink and approve if they concur with the Contractor's entry.

Step	Step Description	Approval Type	Personnel
1	Contractor Submits	Only One Approve	Contractor
2	Staff Reviews	All Must Approve	<ul style="list-style-type: none"><li>• City Inspector Supervisor</li><li>• Project Team</li><li>• Wage and Hour</li><li>• Contract Services</li><li>• Joint Bidders</li></ul>
3	Project Manager Approves Retainage Release	Only One Approve	Project Manager
4	Horizontal Manager Approves Retainage Release	Only One Approve	Horizontal Manager
5	Fiscal Notification	Only One Approve	Fiscal

5. Prior to Fiscal releasing retainage, Fiscal should verify that they have everything that is required.