



**CBI FORM 4: Letter of Intent**

Per Part B, Section 3.4 and Part C, Section 2.1 of the CBI Policy, within three (3) Business Days after receiving a request from the City (or within such longer time as may be communicated by the City in writing), a Bidder must submit a separate Letter of Intent for each MBE, WBE, or SBE listed on CBI Form 3 and CBI Form 3A (if applicable).

<b>Project Name:</b>	
<b>Project Number:</b>	

To be completed by the Bidder	
Name of Bidder: _____	Vendor #: _____
Address: _____	
Contact Person: _____	Email: _____
Telephone: _____	Fax: _____

If the Bidder has entered into a Quick Pay Agreement, in association with this Letter of Intent and as defined in the CBI Policy, please attach a copy of the executed Agreement with the undersigned MBE, WBE, or SBE.

Identify in complete detail the scope of work to be performed or item(s) to be supplied by the MBE, WBE, or SBE.

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**Cost of work to be performed by MBE, WBE, or SBE:** \_\_\_\_\_ \$ \_\_\_\_\_

To be completed by MBE, WBE, or SBE	
Name of MBE, WBE or SBE _____	Vendor#: _____
Address: _____	
Contact Person: _____	Email: _____
Telephone: _____	Fax: _____

Upon execution of a Prime Contract with the City for the above referenced project, the Bidder certifies that it intends to utilize the MBE, WBE, or SBE listed above, and that the description, cost and percentage of work to be performed by the MBE, WBE, or SBE as described above is accurate. The MBE, WBE, or SBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder: _____	Date: _____
Signature and Title	
MBE/WBE/SBE: _____	Date: _____
(Circle one) Signature and Title	