



CBI FORM 4: Letter of Intent

Per Part B, Section 3.4 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 and/or SBE listed on CBI Form 3 and CBI Form 3A (if applicable).

Project Name:	
Project Number:	

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 and/or SBE.

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

Cost of work to be performed by MBE and/or SBE: _____ \$ _____

To be completed by MBE and/or SBE	
Name of SBE and/or MBE: _____	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 and/or SBE listed above, and that the description, cost and percentage of work to be performed by the MBE and/or SBE as described above is accurate. The MBE and/or SBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder: _____	Date: _____
Signature and Title	
MBE/SBE Firm: _____	Date: _____
(Circle one or both)	Signature and Title