



**CBI FORM 4: Letter of Intent**

Per Section 3.5 of the CBI Administrative Procedures Manual, 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 M/W/SBE listed on CBI Form 3 and CBI Form 3A (if applicable).

<b>Project Name:</b>	
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To be completed by the Bidder	
Name of Bidder:	
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 Administrative Procedures Manual, please attach a copy of the executed Agreement with the undersigned M/W/SBE.

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

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**Cost of work to be performed by the M/W/SBE:** \$ \_\_\_\_\_

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

Bidder:		Date:	
	Signature and Title		
M/W/SBE Firm: (Circle one or both)		Date:	
	Signature and Title		