

**DIVISION OF SMALL BUSINESS OPPORTUNITY (DSBO)
LETTER OF INTENT (LOI) - MWBE, SBE or EBE**

Project/Contract No.: _____ **Project Name:** _____

A. The undersigned Bidder/Proposer will utilize the undersigned MWBE, SBE or EBE to perform work if awarded the contract. This Letter of Intent must be Signed by the Bidder/Proposer and MWBE, SBE or EBE. Certified self-performing Prime must complete both sections A and B. If the MWBE, SBE or EBE is a lower tier, section C must be completed and signed by the firm directly utilizing the certified firm.

Bidder/Proposer (Name of Firm): _____		Self-Performing: Yes No
Firm's Representative: _____	Title: _____	
Signature (Firm's Representative): _____		Date: _____
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	

B. The Following Section is To Be Completed by the MWBE, SBE or EBE, at any tier. Identify the scope of the work and NAICS code(s) to be performed and/or supply item that will be provided by the MWBE, SBE or EBE.

Name of Firm: _____	MWBE EBE	SBE
Firm's Representative: _____	Title: _____	
Signature: _____		Date: _____
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	

Scope of Work: _____

NAICS Code(s): _____

The Bidder/Proposer will utilize the aforementioned MWBE, SBE or EBE for the Work/Supply described above. The cost of the total MWBE, SBE or EBE bid amount is (List total \$ subcontract amount):

\$ _____

C. Lower Tier Utilization: If the certified firm is not a direct first tier subcontractor, subconsultant, and/or supplier to the Bidder/Proposer, please indicate the name of the firm that is utilizing the certified firm:

Name of Firm: _____	
Firm's Representative: _____	Title: _____
Signature: _____	
Date: _____	

*If the above-named Bidder/Proposer is not determined to be the successful Bidder/Proposer by the City, this **Letter of Intent** shall be null and void.*