



**City of Tampa
Official Letter of Intent**

A Letter of Intent is required for each SLBE listed on the Schedule of Subcontractors to be Utilized (MBD-20 Form). Letter of Intent must be signed by both the Bidder/Service Provider and SLBE firm.

Bid/Proposal/Contract Number: _____

Bid/Proposal/Contract Name: _____

A. To be completed by the Bidder/Service Provider

Name of Bidder: _____

Address: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

B. To be completed by SLBE (Only Section B is to be completed by SLBE)

Name of SLBE: _____

Address: _____

Contract Person: _____

Telephone: _____ Fax: _____

Email: _____

C. Identify the scope of work to be performed or item(s) to be supplied by the SLBE. On unit price bids identify which bid line item the SLBE's work scope or supply corresponds:

D. Cost of work to be performed by SLBE: _____

E. Cost of work to be performed by SLBE as a percent of total City contract amount: _____

Bidder/Proposer certifies that it intends to utilize the SLBE listed above, and that the work described above is accurate. Bidder/Proposer will provide City with copy of the related subcontract agreement and/or purchase order prior to commencement of the SLBE's work. The SLBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder/Proposer: _____ Date: _____

Signature and Title

SLBE Firm: _____ Date: _____

Signature and Title

Official Letter of Intent Instructions
City of Tampa
Equal Business Opportunity Program

The Official Letter of Intent must be submitted to the soliciting department within ten (10) work days of the bid opening, prior to award. Not providing all letters of intent within the prescribed time frame may be cause to delay award or declare the bid to be non-responsible.

Bid/Proposal/Contract Number- Please provide bid/proposal/contract number provide by City of Tampa procuring department.

Bid/Proposal/Contract Name – Please provide bid/proposal/contract name provide by City of Tampa procuring department.

To be Completed by the Bidder/Service Provide – Please provide prime contractor or main bidders detailed company information as indicated.

To be completed by the SLBE – Please provide SLBE subcontractor detailed company information as indicated.

Bidder is to Identify the scope of work to be performed or item(s) to be supplied by the SLBE. On unit price bids indentify, which bid line item the SLBE’s scope of work or supply corresponds – Please provide details of the services or supplies the SLBE will provide.

Cost of work to be performed by SLBE – Provide agreed upon estimate of work or supplies total price (Unit prices are accepted if specific quantities have yet to be determined).

Bidder/Proposer – Signature of authorized agent for the prime contractor or main bidder with date signed.

SLBE firm – Signature of authorized agent for the SLBE subcontractor or supplier with date signed.

Contract Confirmation – A copy of the executed subcontract agreement and/or purchase order with the SLBE must be filed with the City of Tampa Minority Business Development Office immediately upon execution and/or prior to commencement of work by SLBE.