



City of Tampa  
Official Letter of Intent  
(DMI-40 Form)

A Letter of Intent is required for each WMBE & SLBE listed on the Schedule of Subcontractors to be Utilized form (DMI 20 Form). Letter of Intent must be signed by both the Bidder/Service Provider and WMBE & 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 WMBE & SLBE**

Name of WMBE & SLBE: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contract Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Cost of work to be performed by WMBE & SLBE:** \_\_\_\_\_

**E. Cost of work to be performed by WMBE & SLBE as a percent of total City contract amount:** \_\_\_\_\_

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

Bidder/Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature and Title

WMBE & 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) workdays after the **notice of intent to award is posted**. Not providing all letters of intent within the prescribed timeframe may cause a delay in the award or declare the bid to be non-responsive.

**Bid/Proposal/Contract Number**- Please record the bid/proposal/contract number provided by City of Tampa procuring department.

**Bid/Proposal/Contract Name** – Please record the bid/proposal/contract name provided by City of Tampa procuring department.

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

**To be completed by the WMBE & SLBE** – Please record the WMBE & 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 WMBE & SLBE. On unit price bids, indicate the bid line item the WMBE & SLBE's scope of work or supply corresponds.**– Please record the details of the services or supplies the WMBE & SLBE will provide.

**Cost of work to be performed by WMBE & SLBE** – Provide an 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 an authorized agent for the prime contractor or main bidder with the date signed.

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

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