



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

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

Name of W/MBE & SLBE: _____

Address: _____

Contract Person: _____

Telephone: _____ Fax: _____

Email: _____

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

D. Cost of work to be performed by W/MBE & SLBE: _____

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

Bidder/Proposer certifies that it intends to utilize the W/MBE & 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 W/MBE & SLBE's work. The W/MBE & SLBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder/Proposer: _____ Date: _____

Signature and Title

W/MBE & 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 W/MBE & SLBE – Please record the W/MBE & 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 W/MBE & SLBE. On unit price bids, indicate the bid line item the W/MBE & SLBE’s scope of work or supply corresponds.– Please record the details of the services or supplies the W/MBE & SLBE will provide.

Cost of work to be performed by W/MBE & 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.

W/MBE & SLBE firm – Signature of an authorized agent for the W/MBE & SLBE subcontractor or supplier with the date signed.

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