



Small Business Opportunity Program
Letter of Intent

SBOP Form 4

§Per Part B, Section 3.7 of the SBO Policy (v.2009)¹, within (3) Business Days after receiving a request from the City (or within such longer time as may be communicated by the City in writing), Bidders must submit a separate Letter of Intent for each SBE listed on Form 3 and for any additional SBEs for which the Bidder seeks credit under the last sentence of Part B, Section 3.5. Each Letter of Intent must be executed by both the SBE and the Bidder.

Per Part D, Section 5.3.1, in the event Modified GFEs are incorporated into a Project, Bidders shall be required to provide a FORM 4 for each SBE added to a Contract subsequent to Contract award.

Project Name:
Project Number:

To be completed by the Bidder
Name of Bidder: VMS (Vendor) #:
Address:
Contact Person: Email:
Telephone: Fax:

I, the bidder, have provided a Quick Pay Commitment to this SBE for the work identified below. I have submitted, either previously or with this Form 4, a copy of said Agreement. YES [ ] NO [ ]

Identify in complete details the scope of work to be performed or item(s) to be supplied by the SBE. On unit price bids, identify the bid line item the SBE's scope of work or supply corresponds:

Cost of work to be performed by SBE: \$
Cost of work to be performed by SBE as a percentage of total amount of City contract: %

To be completed by SBE
Name of SBE: VMS (Vendor)#:
Address:
Contact Person: Email:
Telephone: Fax:

NOTE: SBEs must be actively Certified with the City, as of the Bid Opening, in order to be counted towards the Established SBE Goal for the project.

Upon execution of a Contract with the City for the above referenced project, the Bidder certifies that it intends to utilize the SBE listed above, and that the description, cost and percentage of work to be performed by the SBE as described above is accurate. The SBE Firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder: Signature and Title Date:
SBE Firm: Signature and Title Date:

¹ SBO Policy v.2009 amended April 8, 2011