

Small Business Opportunity Program

SBOP Form 4

Letter of Intent

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

Per Part D, Section 5.3.1, in the event Modified GFEs are incorporated into a Project, *Proposers 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 Consultant	
Name of Consultant: _____	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.

Upon execution of a Contract with the City for the above referenced project, the Consultant 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.

Consultant: _____	Date: _____
Signature and Title	
SBE Firm: _____	Date: _____
Signature and Title	

¹ SBO Policy v.2009 amended April 8, 2011 2009