



CBI FORM 4: Letter of Intent

Per Section 3.5 of the CBI Administrative Procedures Manual, 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), a Bidder must submit a separate Letter of Intent for each SBE listed on CBI Form 3 and CBI Form 3A (if applicable).

Project Name:	
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To be completed by the Bidder	
Name of Bidder:	
Address:	
Contact Person:	Email:
Telephone:	Fax:

If the Bidder has entered into a Quick Pay Agreement, in association with this Letter of Intent and as defined in the CBI Administrative Procedures Manual, please attach a copy of the executed Agreement with the undersigned SBE.

Identify in complete detail the scope of work to be performed or item(s) to be supplied by the SBE.

Cost of work to be performed by the SBE: \$

To be completed by the SBE	
Name of the SBE:	
Address:	
Contact Person:	Email:
Telephone:	Fax:

Upon execution of a Prime 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:		Date:	
	Signature and Title		
SBE Firm:		Date:	
(Circle one or both)	Signature and Title		