



Disadvantaged Business Enterprise Program

DBE Form 4: Letter of Intent

Letter of Intent must be executed by both the DBE subcontractor and the Bidder

V.4.9.2026

Project Name:	
Project Number:	

To be completed by Bidder/Proposer:						
Name of Bidder/Proposer			Email		Phone	
Address	Street		City		State	Zip
Contact Person		Email		Telephone		

Identify in complete detail the scope of work to be performed or item(s) to be supplied by the DBE/Subcontractor:	
Details of Work	
NAICS Code(s)*	
Cost of work to be performed by DBE/Subcontractor	\$
First Tier Subcontractor?	Second Tier Subcontractor?

**All NAICS codes must be properly matched to the DBE firms' certification*

To be completed by DBE/Subcontractor:						
Name of DBE/Subcontractor			Reporting #			
Address	Street		City		State	Zip
Contact Person		Email		Telephone		



TITLE VI

The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

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

Bidder/Proposer:		
Title	Signature	Date
DBE/Subcontractor:		
Title	Signature	Date