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

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

Name of SLBE: _____
Address: _____
_____

Contract Person: _____
Telephone: _____Fax: _____
Email: _____

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

_____
_____
_____

D. Cost of work to be performed by SLBE: _____

E. Cost of work to be performed by SLBE as a percentage of total City contract amount: _____

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

Bidder/Proposer: _____ Date: _____
Signature and Title

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 the City of Tampa's procuring department.

Bid/Proposal/Contract Name – Please record the bid/proposal/contract name provided by the City of Tampa's procuring department.

To be Completed by the Bidder/Service Provider: Please record the prime contractor or main bidder's detailed company information as indicated.

To be completed by the SLBE – Please record the SLBE subcontractor's detailed company information as indicated.

The bidder is to identify the scope of work to be performed or the item(s) to be supplied by the SLBE. On unit price bids, indicate the bid line item that the SLBE's scope of work or supply corresponds to. – Please record the details of the services or supplies the SLBE will provide.

Cost of work to be performed by SLBE – Provide an agreed-upon estimate of the total price of work or supplies. (Unit prices are accepted if specific quantities have yet to be determined).

Bidder/Proposer—The signature of an authorized agent for the prime contractor or main bidder, with the date signed.

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

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