

**SBE Assurance and Participation** Select one of

the following responses:

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**No. Respondent is NOT proposing SBE participation goal.**

No specific goal for SBE participation has been established for this Solicitation; however, the Respondent will make a good faith effort, in accordance with Authority SBE Policy and Program, throughout the Term of the awarded Contract, to subcontract with SBE firms certified as a small business by the City of Tampa, Hillsborough County, City of St. Petersburg, Pinellas County, or as a Disadvantaged Business Enterprise (DBE) under the Florida Unified Certification Program (FLUCP) in the performance of the awarded Contract.

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**Yes. Respondent is proposing SBE participation goal.**

The Respondent assures that it will subcontract with SBE firms in an amount equal to at least \_\_\_\_\_ % of the total dollar amount of the awarded Contract. The Respondent is required to submit a Letter of Intent for each SBE that is proposed to participate in the awarded Contract at the time the Response is submitted to the Authority. The actual SBE contractual commitment will be the total amount of participation shown on the validated Letter(s) of Intent submitted by the Respondent. It is understood that the amounts shown on the Letter(s) of Intent are estimates and that actual amounts paid to SBE subcontractors may vary depending on the final adjustments of the estimated quantities; however, the SBE contractual commitment can only be modified by an amendment or change order.

By: Name of Respondent: \_\_\_\_\_

Date: \_\_\_\_\_

Respondent Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_

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(Respondent Representative's Signature)

**Part 2**  
**Letter of Intent Instructions Checklist**

Follow this checklist for completing the Letter of Intent.

- ☐ A separate Letter of Intent has been completed for each proposed SBE firm.
- ☐ The Respondent's name, address, telephone number and e-mail address has been entered.
- ☐ The proposed SBE firm's name, address, telephone number and e-mail address has been entered.
- ☐ The description of the Services to be performed by the proposed SBE firm has been entered.
- ☐ The amount of the proposed SBE firm's subcontract has been entered.
- ☐ The Respondent has completed and signed the Commitment section.
- ☐ The proposed SBE firm has completed and signed the Affirmation section.
- ☐ A copy of the proposed SBE firm's certification letter by the City of Tampa, Hillsborough County, City of St. Petersburg, Pinellas County, or DBE certification letter under the FLUCP program is attached to the Letter of Intent. SBE firm should be certified in the NAICS code and/or description of work that Respondent has indicated as scope of services SBE will perform under the Contract.

**Part 2**  
**Small Business Enterprise Letter of Intent**

Name of Respondent's firm:

Address:

City:

State:

Zip Code:

-

Phone:     -     -

Email:

Name of W/MBE firm:

Address:

City:

State:

Zip Code:

-

Phone:     -     -

Email:

Description of work to be performed by the SBE firm:

SBE firm percentage of Respondent's fee:         %    

**Commitment**

The Respondent is committed to utilizing the above-named SBE firm for the work described above.

By: Name of Respondent:

Date:

Respondent Representative's

Name:

Title:

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(Respondent Representative's Signature)

**Affirmation**

The above-named SBE firm affirms that it will perform the work described above.

By: Name of SBE firm:

Date:

SBE firm Representative's Name:

Title:

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(W/MBE firm Representative's Signature)

**If the Respondent does not receive award of the Contract, any and all representations in this Letter of Intent will be null and void.**

**NOTE:** The cost of materials and/or supplies obtained and/or equipment leased by the SBE to perform the subcontract work (except supplies and equipment the SBE subcontractor purchases or leases from the prime contractor or its affiliate) may be included in the subcontract amount. In addition, the Authority will count 100% of the expenditures on materials and/or supplies obtained from a SBE manufacturer or regular dealer. With respect to materials or supplies purchased from a SBE which is neither a manufacturer nor a regular dealer, the Authority will count only the amount of fees or commissions charged for assistance with the procurement of the material or supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site.