



LETTER OF INTENT (LOI) PURCHASING / GOODS & SERVICES FOR GOALS & INDEPENDENT PARTNERSHIPS

Office of Economic Development
Division of Small Business Opportunity
DEN- Compliance Unit
8500 Pena Blvd., Suite 7810
Denver, CO 80249
Phone: 303-342-2180

INSTRUCTIONS FOR COMPLETION & SUBMISSION:

- All lines must be completed or marked N/A for Not Applicable
- Submit the attached completed checklist with this letter
- Submit a copy of the certified firm current certification letter
- **RFPs: LOIs must be submitted with Proposal.**

Bid/RFP No.:		Procurement Title:							
A. The Following Section Is To Be Completed by the Bidder/Proposer This Letter of Intent Must be Signed by the Bidder/Proposer and M/WBE.									
Name of Bidder/Proposer:					Self-Performing (Certified Vendor Only) <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone:		
Contact Person:				Email:			Fax:		
Address:				City:			State:	Zip:	
B. The Following Section is To Be Completed by the M/WBE, at any Tier This Letter of Intent Must be Signed by the M/WBE and Bidder/Proposer									
Name of Certified Firm:						Phone:			
Contact Person:				Email:			Fax:		
Address:				City:			State:	Zip:	
Please check the designation(s) which apply to the certified firm.				M/WBE ()	SBE ()				
A Copy of the M/WBE Letter of Certification must be Attached									
Identify the scope of the work to be performed or supply item that will be provided by the M/WBE. <u>On unit price bids only, identify which bid line items the M/WBE scope of work or supply corresponds to.</u>									
Check one that applies to the M/WBE:									
<input type="checkbox"/> Subcontractor		<input type="checkbox"/> Supplier			<input type="checkbox"/> Distributor			<input type="checkbox"/> Broker	
<input type="checkbox"/> Packager		<input type="checkbox"/> Manufacturer			<input type="checkbox"/> Manufacturer's Rep				
Bidder/Proposer intends to utilize the aforementioned M/WBE for the Work/Material described above. The cost of the work/material and percentage of the total subcontractor M/WBE bid amount is:									
\$						%			
Bidder/Proposer Signature:							Date:		
Title:									
M/WBE or Self-Performing Firm's Signature:							Date:		
Title:									
If the above named Bidder/Proposer is not determined to be the successful Bidder/Proposer, this Letter of Intent shall be null and void.									

Letter of Intent (LOI) Checklist

*All lines must be completed or marked N/A for Not Applicable
Submit the attached completed checklist with this letter.*

Completed ✓	
<input type="checkbox"/>	Procurement Number & Project Name
<input type="checkbox"/>	Section A: Name of Bidder/Proposer, Contact Person, Address, City, State, Zip, Phone, Email
<input type="checkbox"/>	Section B: Name of Certified Firm, Contact Person, Address, City, State, Zip, Phone, Email
<input type="checkbox"/>	Designation checked for M/WBE or SBE
<input type="checkbox"/>	Indirect Utilization: Name of subcontractor/subconsultant, supplier or broker is indicated if using the participation of a 2 nd tier subcontractor/subconsultant, supplier or broker.
<input type="checkbox"/>	Scope of work performed or item supplied by M/WBE or SBE
<input type="checkbox"/>	Line items performed, if line-item bid.
<input type="checkbox"/>	Copy of M/WBE, or SBE Letter of Certification Attached
<input type="checkbox"/>	Designation checked for Subcontractor, Supplier, Distributor, Broker, Manufacturer, Manufacturer's Representative, or Packager
	If project is a hard bid...
<input type="checkbox"/>	Bidder has indicated dollar amount for value of work going to Subcontractor, Supplier, Distributor, Broker, Manufacturer, Manufacturer's Representative, or Packager
<input type="checkbox"/>	Bidder has indicated percentage for value of work going to Subcontractor, Supplier, Distributor, Broker, Manufacturer, Manufacturer's Representative, or Packager
	If project is an RFP/RFQ...
<input type="checkbox"/>	Consultant has indicated percentage for value of work going to Subcontractor, Supplier, Distributor, Broker, Manufacturer, Manufacturer's Representative, or Packager & contact name for M/WBE.
<input type="checkbox"/>	Fee amount if fee amount of work to be performed is requested.
<input type="checkbox"/>	Bidder/Proposer's Signature, Title & Date
<input type="checkbox"/>	M/WBE Firm's Signature, Title and Date

REMEMBER	Bidder/Proposer must include the LOI at within the Bid/Proposal when submitted to Purchasing.
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The complete and accurate information that is required for the Letter of Intent is based on the following sections of the Ordinance: Section 28-126 through -137 and Section 28-151. Failure to complete this information on the Letter of Intent (LOI) may automatically deem a bid or proposal non-responsive.



DENVER
OFFICE OF ECONOMIC
DEVELOPMENT

**COMMITMENT TO MWBE
PARTICIPATION
(Goods/Services)**

Office of Economic Development
Division of Small Business Opportunity
DEN-Compliance Unit
8500 Pena Blvd., Suite 7810
Denver, CO 80249
Phone: 303-342-2180
small.business@flydenver.com

***The undersigned has satisfied the MWBE participant requirements in the following manner
(Please check the appropriate box):***

The Bidder/Proposer is committed to the minimum _____% **MWBE** utilization on the project, and will submit Letters of Intent (LOI) for each subcontractor/subconsultant listed in the Bid Forms as follows:

Hard Bids: With the bid when due.

Request for Proposals: With the proposal when due.

The Bidder/Proposer is unable to meet the project goal of _____% **MWBE**, but is committed to a minimum of _____% **MWBE** utilization on the project. The Bidder/Proposer understands that they must submit a detailed statement of their good faith effort under sealed bid procedures, as a matter of responsiveness, or with initial proposal as a matter of responsibility as in accordance with DRMC Section 28-128(a) of Ordinance 86 to the Division of Small Business Opportunity.

The Bidder/Proposer is a certified **MWBE** in good standing with the City and is committed to self-perform a minimum of _____% of the work on the contract. The self-performing Bidder/Proposer understands that they must submit a Letter of Intent (LOI) for themselves within its bid or initial proposals as a matter of responsibility as in accordance with DRMC Section 28-129(b) of Ordinance 86 to the Division of Small Business Opportunity.

Bidder/Proposer (Name of Firm):

Firm's Representative (Please print):

Signature (Firm's Representative):

Title:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

A copy of the MWBE Certification letter must be attached to each Letter of Intent (LOI).



DENVER
OFFICE OF ECONOMIC
DEVELOPMENT

**List of Proposed
MWBE
Bidders, Subcontractors,
Suppliers (Manufacturers) or
Brokers**

Office of Economic Development
Division of Small Business Opportunity
DEN- **Compliance Unit**
8500 Pena Blvd. Suite 7810
Denver, CO 80249
Phone: 303-342-2180

City and County of Denver Contract No.: _____

The undersigned Bidder proposes to utilize the following MWBE for the project. All listed firms are **CURRENTLY** certified by the City and County of Denver. Only the level of MWBE participation listed at the bid opening will count toward satisfaction of the project goal. Only bona fide commissions may be counted for Brokers. MWBE prime bidders must detail their bid/proposal information below.

Prime Bidder

Business Name:		
Address:	Contact Person:	
Type of Service:	Dollar Amount: \$:	Percent of Project:

MWBE Prime Bidder

Business Name:		
Address:	Contact Person:	
Type of Service:	Dollar Amount: \$:	Percent of Project:

Subcontractors, Suppliers Manufacturers or Brokers (check one box)

<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
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Business Name:		
Address:	Type of Service:	
Contact Person:	Dollar Amount: \$:	Percent of Project:

<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
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Business Name:		
Address:	Type of Service:	
Contact Person:	Dollar Amount: \$:	Percent of Project:

<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
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Business Name:		
Address:	Type of Service:	
Contact Person:	Dollar Amount: \$:	Percent of Project:

Subcontractors, Suppliers Manufacturers or Brokers (check one box)							
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
Business Name:							
Address:			Type of Service:				
Contact Person:			Dollar Amount: \$:	Percent of Project:			
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
Business Name:							
Address:			Type of Service:				
Contact Person:			Dollar Amount: \$:	Percent of Project:			
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
Business Name:							
Address:			Type of Service:				
Contact Person:			Dollar Amount: \$:	Percent of Project:			
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
Business Name:							
Address:			Type of Service:				
Contact Person:			Dollar Amount: \$:	Percent of Project:			
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
Business Name:							
Address:			Type of Service:				
Contact Person:			Dollar Amount: \$:	Percent of Project:			
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker
Business Name:							
Address:			Type of Service:				
Contact Person:			Dollar Amount: \$:	Percent of Project:			
<input type="checkbox"/>	Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Broker