



**Small Business Division**  
200 2<sup>nd</sup> Street, 2nd Floor  
West Palm Beach, FL 33401  
Tel. (561) 822-1275  
Fax (561) 822-1279

**Small Business Program  
Letter of Intent**

Instructions: The bidder/proposer shall complete Section I. The Small Business subcontractor shall complete Sections II and III. It is the responsibility of the bidder/proposer to verify that the undersigned is a Certified Small Business. **City of West Palm Beach and Palm Beach County Certified Small Businesses can be used to meet the goal** established for this project/contract. **This completed form will be required before contract award.**

**SECTION I. General Information**

Bidder or Proposer's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Sealed Bid or RFP Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

**SECTION II. Small Business Participation**

The undersigned intends to perform the following work pertaining to the above project:

Work To Be Performed	Contract Amount
1)	\$
2)	\$
3)	\$
4)	\$
5)	\$

**SECTION III. Information on the Small Business**

Small Business Name: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

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