



Procurement Division/Small Business Program

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West Palm Beach, FL 33402

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Website: [www.wpb.org/purchasing/sbiz](http://www.wpb.org/purchasing/sbiz)

**Form SB03**

**Letter of Intent**

**Instructions:** The Bidder/Proposer will complete Section I. The Small Business subcontractor will complete Sections II and III. It is the responsibility of the bidder/Proposer to verify that the undersigned is a City Certified Small Business. Only City of West Palm Beach or Palm Beach County Office of Small Business Assistance (PBC-OSBA) certified Small Businesses can be used to meet the goal established for this project/contract. This completed form will be required before contract award.

**Please note:** This form is required for each certified Small Business selected.

**SECTION I. General Information**

Proposer's Name: \_\_\_\_\_

ITB or RFP Title: \_\_\_\_\_

ITB or RFP Number: \_\_\_\_\_

**SECTION II. Small Business Participation**

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

Item No.	Item Description or Work to be Performed	Contract Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

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

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

Preparer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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