

# **INSTRUCTIONS FOR** **SDO LETTER OF INTENT — CONSTRUCTION PHASE**

## **General Instructions:**

The SDO-certified MBE, WBE, VBE, or SDVOBE completes and signs this form. This applies regardless of whether the SDO-certified MBE, WBE, VBE, or SDVOBE is a supplier, manufacturer, service provider, subcontractor, sub-subcontractor, sub-sub-subcontractor, sub-supplier, etc.

The prime contractor, i.e., the firm executing the contract with the project's owner, collects the form and submits it to the owner no later than five business days after bid opening or GMP amendment. Every firm listed on the Schedule for Participation must complete a Letter of Intent. The prime contractor and the owner each must have all Letters of Intent on file.

The Letter of Intent must be accompanied by the most recent SDO certification letter for the MBE, WBE, VBE, or SDVOBE. (The SDO certification letter can be saved and "on file" for use on future projects.)

## **Definitions and Instructions:**

### **Project Number:**

State the project's alphanumeric identifier. This identifier is assigned by the Commonwealth's funding agency. Do not list the identifier assigned by the designer, constructor, or any entity other than the funding agency. If unavailable, leave this field blank.

### **Project Name:**

State the project's name, as identified in the project manual.

### **Project Street Address:**

State the street address at which the project is located. Include the number, street, municipality, and ZIP code.

### **Name of General Bidder submitted to:**

State the name of the company that is contracting with the owner. This is the name of the prime contractor.

### **Name of Sub-bidder/lower-tier submitted to:**

If the SDO-certified MBE, WBE, VBE, or SDVOBE will have a direct contract with the prime contractor, answer "n/a". If the SDO-certified MBE, WBE, VBE, or SDVOBE will have a contract with a company that then has a direct contract with the prime contractor, state the name of the company with which the SDO-certified MBE, WBE, VBE, or SDVOBE will enter into a contract.

### **Indicate SDO Certification:**

Mark the box of each certification held by the SDO-certified firm.

### **MBE, WBE, and VBE/SDVOBE Participation:**

In this table, use a separate line for each separate scope.

### **Section / Item Number:**

State the MasterFormat (CSI) subsection number for the work to be performed by the SDO-certified MBE, WBE, VBE, or SDVOBE. If there is no corresponding subsection number, write "N/A."

### **Describe MBE, WBE, and/or VBE/SDVOBE Scope of Work:**

Detail the scope of work that the SDO-certified MBE, WBE, VBE, or SDVOBE is to perform. Identify whether the scope consists of only *labor*, of only *materials*, or of both *labor and materials*.

Value of Materials:

If the work consists of supplying only materials (without on-site labor), state the total value of the contract award to the SDO-certified MBE, WBE, VBE, or SDVOBE.

If the SDO-certified MBE, WBE, VBE, or SDVOBE is the manufacturer of the materials, leave this box blank.

If the work by the SDO-certified MBE, WBE, VBE, or SDVOBE includes on-site labor, leave this box blank.

Value of Participation:

If the previous box ("Value of Materials") included a dollar value, multiply that amount by 0.6 (i.e., 60%). The resulting amount is the participation value that is being credited to that supply work.

If the previous box ("Value of Materials") was blank, list the total dollar value of the award for the work described in the first two boxes.

Total Dollar Value:

State the dollar value of the total award to the SDO-certified MBE, WBE, VBE, or SDVOBE.

Name of MBE/WBE/VBE/SDVOBE Firm:

State the legal name of the SDO-certified MBE, WBE, VBE, or SDVOBE. Include any DBAs.

Business Address:

State the street address at which the SDO-certified MBE, WBE, VBE, or SDVOBE is located. Include the number, street, municipality, and ZIP code.

Printed Name of Authorized Signatory:

In print lettering, state the name of the individual who is signing the form. This individual must be someone who is authorized to contractually bind the SDO-certified MBE, WBE, VBE, or SDVOBE. The signatory is from the SDO-certified MBE, WBE, VBE, or SDVOBE.

Authorized Signature:

The authorized individual from the SDO-certified MBE, WBE, VBE, or SDVOBE signs. The signature must be digitally verifiable (e.g., DocuSign, AdobeSign) or 'wet'/original. Typed signatures are insufficient, as are digital reproductions.

Title:

State the title or position of the individual who signed.

Date Signed:

State the date of the signature.

Email Address:

List the contact email address for the company. Ideally, this should be for the individual who has signed the form.

Telephone No.:

List the contact telephone number for the company. Ideally, this should be for the individual who has signed the form.