

# SAMPLE - FOR REFERENCE ONLY



FOR  
CONSTRUCTION  
PROJECTS ONLY

SCHEDULE C

MBE/WBE Letter of Intent to

Perform as a Subcontractor to the Prime Contractor

Project Name: WO # - Project Name Specification No.: 376113 (98447)

From: Prime Contractor Company  
(Name of MBE/WBE Firm)

To: Prime Contractor Company and the City of Chicago.  
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, attach additional sheets as necessary:

NAICS Code(s) and work description falling within the appropriate NAICS Code(s).

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The above described performance is offered for the following price and described terms of payment:

<u>Pay Item No./Description</u>	<u>Quantity/Unit Price</u>	<u>Total</u>
Work description filled in here must match above.	(Provide if applicable.)	\$1,000,000.00

Subtotal: \$ \$1,000,000.00

Total @ 100%: \$ \$1,000,000.00

Total @ 60%: \$ \_\_\_\_\_

**Partial Pay Items**

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount(s):

<u>Pay Item No./Description</u>	<u>Quantity/Unit Price</u>	<u>Total</u>

Subtotal: \$ \_\_\_\_\_

Total @ 100%: \$ \_\_\_\_\_

Total @ 60%: \$ \_\_\_\_\_

**SUB-SUBCONTRACTING LEVELS**

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

20 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

In this example, 20% of the scope of work included in the \$1,000,000 noted above, will be subcontracted to another company.