

**LETTER OF INTENT**

The undersigned acknowledges the General Terms and Conditions of the Solicitation and intends to respond to HCSO. We understand that any amendments, clarifications, and addenda to the Solicitation will be promptly communicated to the individual authorized below to receive this information. Please print clearly. We acknowledge the mandatory pre-bid site visit and will attend.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRIMARY CONTACT NAME/TITLE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
SIGNATURE OF COMPANY OFFICER

\_\_\_\_\_  
DATE

ANTICIPATED SITE VIST ATTENDEES:

\_\_\_\_\_

\_\_\_\_\_

When responding to this Letter of Intent, in good faith, it will allow the Buyer to coordinate solicitation related correspondence in an effective manner to all participants, when applicable, in addition to the HCSO's official means of communication – HCSO's website: <https://TeamHCSO.com/>.

If you do not wish to participate, please instead return Appendix II - *Statement of No Participation*. The "No Participation" information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.

**\*\*NOTE:** THIS FORM SHOULD BE SENT IMMEDIATELY TO THE BUYER LISTED ON THE FRONT OF THIS DOCUMENT, AT FAX NUMBER 813-242-1826, OR TO [Purchasing@HCSO.Tampa.FL.US](mailto:Purchasing@HCSO.Tampa.FL.US).