

#### **CERTIFICATION**

Contract No. <insert #>

Project No. <insert #>

*Instructions:*

**ALL BIDS AND CONTRACTS MUST BE SIGNED BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM.**

*Provide the information requested below, including the type of organization for your firm, such as partnership, limited partnership, corporation, limited liability company, etc., and attach to this form a true and accurate copy of the firm’s official record adopted by the firm’s executives/board that authorizes certain of the firm’s officers or employees to bind the firm. An example of such official record would be a corporate resolution duly adopted by a Board of Directors for a Corporation.*

This is to certify that

1. I am   
    Name and Title of Authorized Signatory (such as John Smith, President)

2) of ; and

Name of Firm

1. the attached official record, which lists only the officers or employees of our firm who are authorized to bind the firm, is a true and accurate copy as duly adopted by the Executives/Board of the firm on .

Date

Signature Date

Firm’s Type of Organization *(see instructions above)*

### IMPORTANT NOTE

(If your firm is a sole proprietorship, you need not complete this form. For all other types of firms, be sure to attach to this certification a copy of firm’s official record authorizing officers or employees of the firm to execute Contract Documents or to execute a bid submittal. If attaching more than one document, modify the form to reflect that fact.)