**Connecticut Department of Administrative Services, Construction Services (DAS/CS)**

**Office of Legal Affairs, Policy & Procurement**

**450 Columbus Boulevard, Suite 1307**

**Hartford, Connecticut 06103**

|  |
| --- |
| **CERTIFICATE (of Authority)** |
|  |
|  | **I** |  | , |  |  |
|  | *(Signer’s Name)1* |  | *(Signer’s Title)* |  |
|  |  |  |  |
| of |  | , | an entity lawfully organized and existing under the laws |
|  | *(Name of Entity)* |  |  |
|  |  |  |  |
| of |  | , | do hereby certify that the following is a true and correct  |
|  | *(Name of State or Commonwealth)* |  |  |
|  |  |  |  |
| copy of a resolution adopted on the |  | day of |  | , | 20 |  | by the governing body of |
|  |  | *(Day)****2*** |  | *(Month)* ***2*** |  | *(Year)* ***2*** |  |
|  |  |  |  |
|  |  | , | in accordance with all of its documents of governance and  |
|  | *(Name Of Entity)* |  |  |
|  |
| management and the laws of |  | and further certify that such resolution has not |
|  |  | *(Name of State or Commonwealth)* |  |
|  |
| been modified, rescinded or revoked, and is at present in full force and effect. |
|  |
|  | **RESOLVED:** that |  | , |  |  |
|  |  | *(Name and Title of Signer of Contract Documents)* ***3*** |  |
|  |  |  |
| of |  | is empowered and authorized, on behalf of the entity, |
|  | *(name of entity)* |  |
|  |
| to execute and deliver contracts and amendments thereto, and all documents required by the Governor, the Connecticut |
|  |
| Department of Administrative Services, the Connecticut State Properties Review Board and the Office of the Attorney General |
|  |
| associated with such contracts and amendments. |  |
|  |  |
|  | **IN WITNESS WHEREOF**, the undersigned has executed this certificate this |  | day of |  | , 20 |  | . |
|  |  | *(Day)* ***4*** |  | *(Month)* ***4*** |  | *(Year)* ***4*** |  |
|  |  |  |  |
|  |  |  |  |
|  | *(Signature)* |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  | *(Print Name)* |  | *(Title)* |  |
|  |

1 – The signer of this certificate must be someone *other than* the signer of the contract documents *except for* a sole managing member of an LLC or the sole officer or sole principal of a corporation. *If* the signer is a sole managing member of an LLC, *then* along with this certificate the signer must provide a letter on company letterhead that indicates the signer is a sole member and managing member. If the signer is the sole officer or sole principal of a corporation, then the signer must provide with the certificate a letter on company letterhead setting forth this fact.

2 – This date must be on or before the **date of signing** of the contract document.

3 – This person shall sign the contract document and other required documents.

4 – This date must be on or after the **date of signing** of the contract documents.