|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Certificate (of Authority)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Awarding Authority Project No.:** | | | | | | | | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **I** | Click or tap here to enter text. | | | | | | | | **,** | | Click or tap here to enter text. | | | | | | | | | | | | | | | |  |
|  | | *(Signer’s Name)****1*** | | | | | | | | |  | | *(Signer’s Title)* | | | | | | | | | | | | | | | |  |
|  | |  | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
| **of** | | Click or tap here to enter text. | | | | | | | | | **,** | | **an entity lawfully organized and existing under the laws** | | | | | | | | | | | | | | | | |
|  | | *(Name of Entity)* | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
| **of** | | Click or tap here to enter text. | | | | | | | | | **,** | | **do hereby certify that the following is a true and correct** | | | | | | | | | | | | | | | | |
|  | | *(Name of State or Commonwealth)* | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
| **copy of a resolution adopted on the** | | | | | | | Enter text. | | **day of** | | | | | | Enter text. | | | | | | **, 20** | | Enter text. | | | **by the governing body of** | | | |
|  | |  | | | | | *(Day)****2*** | |  | | | | | | *(Month)* ***2*** | | | | | |  | | *(Year)* ***2*** | | |  | | | |
|  | |  | | | | | | | | |  | | | | |  | | | | | | | | | | | | | |
|  | | Click or tap here to enter text. | | | | | | | | | **,** | | | **in accordance with all of its documents of governance and** | | | | | | | | | | | | | | | |
|  | | *(Name Of Entity)* | | | | | | | | |  | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **management and the laws of** | | | | | | Click or tap here to enter text. | | | | | | | | | | | | | **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 | | | Click or tap here to enter text. | | | | | | | | | | | | **,** | | | Click or tap here to enter text. | | | | | | | | |  |
|  | |  | | | *(Name of Signer of Contract Documents)* ***3*** | | | | | | | | | | | | |  | | | *(Title of Signer of Contract Documents)* ***3*** | | | | | | | |  |
|  | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **of** | | Click or tap here to enter text. | | | | | | | | **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** | | | | | | | | | | | | | | | | | | | | | Enter text. | | | **day of** | Enter text. | | **, 20** | Enter text. | **.** |
|  |  | | | | | | | | | | | | | | | | | | | | *(Day)* ***4*** | | |  | *(Month)* ***4*** | |  | *(Year)* ***4*** |  |
|  |  | | | | | | | | | | |  | | | |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  | | | |  | | | | | | | | | | | | |  |
|  | *(Signature)* | | | | | | | | | | |  | | | |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | |
|  | Click or tap here to enter text. | | | | | | | | | | |  | | | | Click or tap here to enter text. | | | | | | | | | | | | |  |
|  | *(Print Name)* | | | | | | | | | | |  | | | | *(Title)* | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Reference Notes:** | |
| ***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 Bid Proposal (or Contract). |
| ***3*** | This person shall sign the Contract and other required documents. |
| ***4*** | This date must be on or after the **date of signing** of the Bid Proposal (or Contract). |

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| The **Certificate** states that the organization has authorized the signatory to sign the **pertinent documents *other* than** **the Certificate (of Authority)** and that, as of the date of **execution** of the **Certificate** (i.e., the date set forth in the “In Witness Whereof” blanks), there has been no change in that authorization. |
| **Instructions for the Certificate (of Authority) to Accompany the Bid Proposal Form:** |
| **All Bidders:** Upload a completed, signed **PDF** of the Certificate (of Authority) to **CTsource**. |
| 1. **1st Paragraph:**   **1.1** First, enter the name and title of the individual signing the Certificate (of Authority).  **1.2** Second, enter the legal name of the entity (exactly as it is shown on the Secretary of State registry).  **1.3** Third, enter the name of the state or commonwealth the entity is registered in.  **1.4** Fourth, enter the **date** the **resolution** was adopted by the governing body. This **date** is **on** or **before** the date the **Bid Proposal** is signed.  **1.5** Fifth, enter the name of the state or commonwealth the entity is registered in.   1. **2nd Paragraph:**   **2.1** First, enter the name and title of the individual signing bid documents for the entity.  **2.2** Second, enter the legal name of the entity (exactly as it is shown on the Secretary of State registry).   1. **Last Paragraph:**   **3.1** Enter the **Witness Date*1*.** This date will likely be the date of execution of the **Bid Proposal form**.  ***1 This* Witness *Date Should Not Be Before The Date Of Execution Of The Bid Proposal***. |
| **Instructions for the Certificate (of Authority) to Accompany the Contract:** |
| 1. **1st Paragraph:**   **1.1** First, enter the name and title of the individual signing the Certificate (of Authority).  **1.2** Second, enter the legal name of the entity (exactly as it is shown on the Secretary of State registry).  **1.3** Third, enter the name of the state or commonwealth the entity is registered in.  **1.4** Fourth, enter the **date** the **resolution** was adopted by the governing body. This **date** is **on** or **before** the date the **Contract** is signed.  **1.5** Fifth, enter the name of the state or commonwealth the entity is registered in.   1. **2nd Paragraph:**   **2.1** First, enter the name and title of the individual signing contract documents for the entity.  **2.2** Second, enter the legal name of the entity (exactly as it is shown on the Secretary of State registry).   1. **Last Paragraph:**   **3.1** Enter the **Witness Date*1*.** This date will likely be the date of execution of the **Contract**.  ***1 This Witness Date Should Not Be Before The Date Of Execution Of The Contract***. |

**End of Section 00 40 14**

**Certificate (of Authority)**