

**CERTIFICATION**

Project No. TOCA MEA

*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
  
- 3) 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.)