

IDENTITY CONFIRMATION

PROJECT: _____

Contractor's Name _____

Office Address _____

If an individual, so state _____

If a partnership, co-partnership, or firm, so state, giving the names and addresses of individuals constituting the organization.

If a corporation, give the following information:

Name of President _____

Name of Secretary _____

Organized under the laws of the State of _____

Name and address of local representative _____

Telephone _____

Fax _____

(Attach an incumbency certificate, or certificate of secretary of corporation, or corporate resolution to confirm: (1) the identity of the officer who signs the Bid; (2) the fact that he/she is the officer named; and (3) his/her authority to bind the Bidder. See attached sample forms.)

INCUMBENCY CERTIFICATE

The undersigned, Secretary/Assistant Secretary of _____ (the "Company"), hereby certifies to the City of Pasadena ("City") as follows:

1. That he/she is the duly elected, qualified, and acting Secretary/Assistant Secretary of the Company, and that, as such, he/she is authorized to execute this Incumbency Certificate on behalf of the Company.
2. That pursuant to the Company's By-Laws, as amended by resolutions, the following named person(s) was/were designated and appointed to the office(s) indicated below, and that said person(s) does/do continue to hold such office(s) at this time.

NAME

OFFICE/TITLE

_____	_____
_____	_____
_____	_____

3. That the person(s) named above is/are authorized to sign the Bid, the bid bond, the Contract performance bond and payment bond submitted or to be submitted to the City, and to enter into the Contract on behalf of the Company, and that the signature set forth on each of the documents is that of the person(s) named above.

IN WITNESS WHEREOF, the undersigned has executed this Incumbency Certificate under penalty of perjury under the laws of the State of California on _____, 20__ at _____ [designate location].

(Signature)

(Print or type name)

Its: _____
(Insert Secretary or Assistant Secretary)

CERTIFICATE OF SECRETARY OF CORPORATION

I, _____, Secretary of _____, a corporation incorporated under the laws of the State of _____ ("Corporation"), do hereby certify that the foregoing is a full, true and correct copy of the resolution of the Board of Directors of this Corporation, duly and validly adopted by the Board of Directors as required by law, and by the by-laws of this Corporation.

I further certify that the foregoing resolution remains in full force and effect and has not been amended or revoked, and that the specimen signatures appearing below are the signatures of the officers authorized to sign for this Corporation by virtue of the foregoing resolution.

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary of the Corporation this _____ day of _____, 20____.

AUTHORIZED SIGNATURES:

(Signature)

(Name) (Title)

(Signature)

(Name) (Title)

(Signature)

Secretary of _____,

a _____ Corporation

RESOLUTION

WHEREAS, this Board of Directors of _____ [name of corporation] deems it desirable and in the best interests of this Corporation and its shareholders to enter into contracts for the performance of _____ [type of services];

NOW, THEREFORE, the Board of _____ [name of corporation] finds and declares that conferring authority to sign bids, bid bonds, contract performance bonds and payment bonds, and to enter into contracts on behalf of _____ [name of corporation] upon certain officers [and/or directors] of the corporation is in the best interest of _____ [name of corporation] and does hereby resolve, determine, and order as follows:

_____ [Name], the _____ [Title] [list others as appropriate] is duly authorized to sign bids, bid bonds, contract performance bonds and payment bonds, and to enter into and sign said contracts on behalf of _____ [name of corporation].

[Name] currently holds the _____ [Title] and has held that office since _____ [date] [list others as appropriate]. The _____ [Titles] is [are] further authorized to provide such additional information and execute such other documents as may be required in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

Date

Director

Date

Director

Date

Director