



Department of Transportation
Office of Project Development
 700 E Broadway Avenue
 Pierre, South Dakota 57501-2586 605/773-3268
 FAX: 605/773-6608

BIDDING AUTHORIZATION FORM

This document has been developed for contracting firms to give individual employees the authorization to submit bids on behalf of their business. The successful completion and submission of this form will result in the Department issuing a Bidder ID and Password to each individual listed as being granted such authority. The Bidder ID and Password, coupled with a previously Department assigned Company ID, will serve as authentication that an individual is a valid bidder and will assure the secure electronic delivery of bid proposals to the Department. This authorization shall remain in full force and effect until written notice of termination of this authorization is sent by an Officer of the company and received by the Department.

The form shall be completed, in ink, by an Officer of the company and notarized. The form must be received, by the Department, a minimum of 48 hours prior to a designated bid opening time in order for Bidder ID(s) and Password(s) to be assigned in advance of the letting. No individual will be eligible to submit bids without a Department assigned Bidder ID and Password. The original notarized form shall be sent to:

South Dakota Department of Transportation
 Becker-Hanson Building – Room 312 (Bid Letting)
 700 East Broadway Avenue
 Pierre, SD 57501

I _____ acting as an Officer of _____
Full Name, Title Company

grant the following employee's authorization to submit bids:

_____	_____	_____
_____	_____	_____
<small>Full Name</small>	<small>Title</small>	<small>Email Address</small>

Note: The officer completing this form should include his/her name, title and email address if intending to submit bids.

Company Officer Signature: _____ Date: _____

ACKNOWLEDGEMENT

STATE OF _____)
)SS
 COUNTY OF _____)

On this ___ day of _____, 20__ before me, a Notary Public within and for said County and State, personally appeared _____, who acknowledged himself/herself to be _____ of _____, and that he as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

Notary Signature: _____ Date: _____

Date of Expiration of Notary's License/Commission: _____

State/Province in which Notary is Licensed/Commissioned: _____

Notary Seal: