



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

BIDDING ADMINISTRATOR AUTHORIZATION FORM FOR RAIL PROPOSERS

This document has been developed for Companies to authorize and designate up to 2 employees as Bidding Administrators within the web-based South Dakota Electronic Bidding System (SDEBS). A Bidding Administrator will have privileges in the SDEBS to upload, submit, and withdraw a proposal to the Department. The successful completion and submission of this form will result in the Department assigning the employee(s) listed on this form as Bidding Administrator(s) and issuing a bidder ID and password to the employee(s). A bidder ID and password, coupled with a company ID previously assigned by the Department, will serve as authentication that an individual is a valid Proposer for the company.

The form shall be completed, in ink, by an Officer of the company and notarized. Companies must allow for 2 business days for the Department to set-up Bidding Administrator(s) and issue bidder ID(s) and password(s) upon receipt of the completed form. 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 be Bidding Administrator(s):

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

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 the _____ of _____, and that he/she 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: