**Manufacturer’s Authorization Form**

Instructions for Attachment 9 Manufacturer’s Authorization Form:

This letter of authority shall be on the letterhead of the Manufacturer and be signed by a person authorized to legally bind the Manufacturer.

The original signed Manufacturer’s Authorization Form shall be submitted by the Bidder in its bid.

The Bidder must include the following forms with their proposal:

* If bidding Lot 1 ‘Photovoltaic Systems’ only, then include ‘Manufacturer’s Authorization Form, Lot 1 – Photovoltaic Systems’ for all manufacturers included in the proposal;
* If bidding Lot 1 ‘Photovoltaic Systems’ and Lot 2 ‘Installation Services’, then return both ‘Manufacturer’s Authorization Form, Lot 1 – Photovoltaic Systems’ and ‘Manufacturer’s Authorization Form, Lot 2 – Installation Services’ for all manufacturers included in the proposal.

**Manufacturer’s Authorization Form, Lot 1 – Photovoltaic Systems**

To: New York State Office of General Services

 Procurement Services

 Corning Tower - 38th Floor

 Empire State Plaza

 Albany, NY 12242

This letter is to certify, that [name of the Bidder] of [address of Bidder] is authorized to sell [name of Manufacturer] Photovoltaic products, and certifies that the manufacturer will supply the Bidder with all quantities of Products required by the Bidder in fulfillment of its obligations under any resultant Contract with the State.

For any question please contact me directly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature for and on behalf of Manufacturer]

Name Printed

Title

Address

Phone number

email

**Manufacturer’s Authorization Form, Lot 2 – Installation Services**

To: New York State Office of General Services

 Procurement Services

 Corning Tower - 38th Floor

 Empire State Plaza

 Albany, NY 12242

This letter is to certify, that [name of the Bidder] of [address of Bidder] is authorized to install [name of Manufacturers] Photovoltaic products, and certifies that the manufacturer will supply the Bidder with all quantities of Products required by the Bidder in fulfillment of its obligations under any resultant Contract with the State.

For any question please contact me directly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature for and on behalf of Manufacturer]

Name Printed

Title

Address

Phone number

email