



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

MEMORANDUM

TO: ALL PREQUALIFIED CONTRACTORS

FROM: Jim Johnson
Division of Construction Procurement

DATE: May 20, 2011

SUBJECT: Revised Authority to Sign

Beginning in March 2010, the Division of Construction Procurement began keeping a file copy of an Authority to Sign for all contractors. The Authority to Sign should include a listing of the officers of a company and all persons of sufficient authority to bind the company. This document is used for digital ID applications, Pre-Bid meeting attendance, etc. So it is important the Authority to Sign be current and includes all applicable employees.

If you have not supplied us with a new Authority to Sign, please do so as soon as possible. Changes or updates to the Authority to Sign may be made at anytime.

If a Contractor would like to have an Authority to Sign to be contract specific, they are to fill one out noting which contract it applies to and send it in with the contract.

The Authority to sign TC 14-27 is located in the E-Forms library at <http://transportation.ky.gov/kytci-forms/formslibrary.htm#Procurement>

If you have any questions, please contact us at (502-564-3500).

JJ



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