**Owner’s Authorization Form**

**Attachment 11**

Instructions for Attachment 11 – Owner’s Authorization Form:

This letter of authority shall be on the letterhead of the Community Solar facility owner and be signed by a person authorized to legally bind the owner. (Reference Sections 2.1 – *Minimum Qualifications* and 4.1 – *Owner’s authorization form*)

The original signed Owner’s Authorization Form for either Lot 1 – VDER or Lot 2 – NEM shall be submitted by the Bidder in its bid if they are not the owner of the project being submitted to qualify.

The form must also be submitted to the Authorized User when responding to Request for Quotes at a later date, after Contract award.

***Community Solar project owner’s letterhead***

**Owner’s Authorization Form, Subscriptions to Community Solar Projects**

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 subscriptions on behalf of [name of Community Solar project owner] for the Community Solar projects listed below and certifies that the owner will support the Bidder with all requirements in fulfillment of its obligations under any resultant Contract with the State.

|  |  |  |
| --- | --- | --- |
| **VDER Project Name** | **NY-Sun Project Number** | **Zip Code** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **NEM Project Name** | **NY-Sun Project Number** | **Zip Code** |
|  |  |  |

For any questions please contact me directly.

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

[signature for and on behalf of the project owner]

Name Printed

Title

Address

Phone number

email