

SIGN IN SHEET

RFP CO-2009-29	REQUEST FOR PROPOSALS TO CONDUCT FAIR HOUSING ANALYSIS OF IMPEDIMENTS – STATEWIDE
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INSTRUCTIONS

Please fill out this sheet and leave original at the respective office where you picked up your Request for Proposals (RFP) packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at (808) 832-6038.

Pre-Proposal Conference:	Wednesday, February 17, 2010 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST) HPHA, 1002 N. School Street, Building E Conference Room, Honolulu, HI 96817.
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on Thursday, March 11, 2010 at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	March 2010
Contract Execution and Start Date:	April 1, 2010

Date: _____

Company: _____

Address: _____

Phone No. _____ **Cell No.** _____

Fax No. _____

Email Address: _____

Contact Person: _____

Signature of Person Picking Up Packet

REQUIRED ATTACHMENTS:

The following must be submitted with the proposal:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Wage Certificate | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

The following shall be submitted prior to award of contract and no later than March 31, 2010.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Insurance(s) | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |