

# Instructions to Offerors Non-Construction

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

#### 7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

#### 8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

#### 9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

# Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No: 2577-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and
- (2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

## 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b)  is,  is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c)  is,  is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- Black Americans                       Asian Pacific Americans  
 Hispanic Americans                       Asian Indian Americans  
 Native Americans                       Hasidic Jewish Americans

## 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### 6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### 7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

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Signature & Date:

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Typed or Printed Name:

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Title:

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## Federal and State Low Income Public Housing Properties

AMP No.	Project No.	Project Name	Address	City
<b>Oahu</b>				
30	1026	Puuwai Momi	99-132 Kohomua Street	Aiea
30	1027	Hale Laulima	1184 Waimano Home Road	Pearl City
30	1038	Waipahu I	94-111 Pupupole Street, Apts. 1-19	Waipahu
30	1039	Waipahu II	94-132 Pupupuhi Street	Waipahu
30	1066	Salt Lake	2907 Ala Ilima Street	Honolulu
31	202	Puahala Homes I	1638 Ahiahi Place, Bldg. 1 thru 6	Kalihi
31	202	Puahala Homes II	1638 Ahiahi Place, Bldg. 7 thru 9	Kalihi
31	202	Puahala Homes III	Ahiahi Pl. Bldg. 10 & Hala Dr. Bldg. 11	Kalihi
31	202	Puahala Homes IV	Lanakila Avenue	Kalihi
31	1005	Kalihi Valley Homes	2250 Kalena Drive	Honolulu
31	2201	Hauiki Homes	Meyers Street	Honolulu
32	1003	Mayor Wright Homes	521 North Kukui Street	Honolulu
33	1009	Ka`ahumanu Homes	Alokele & Kaiwiula Street	Honolulu
33	1099	Kamehameha Homes	1541 Haka Drive	Honolulu
34	1012	Makua Alii (Elderly)	1541 Kalakaua Avenue	Honolulu
34	1036	Paoakalani (Elderly)	1583 Kalakaua Avenue	Honolulu
34	1062	Kalakaua Homes - Low Rise	1545 Kalakaua Ave.	Honolulu
34	1062	Kalakaua Homes - Mid Rise	1545 Kalakaua Ave.	Honolulu
35	1011	Punchbowl Homes (Elderly-High)	730 Captain Cooke Avenue	Honolulu
35	1011	Punchbowl Homes (Family-Mid)	730 Captain Cooke Avenue	Honolulu
35	1024	Kalanihuia (Elderly)	1220 Aala Street	Honolulu
35	1046	Makamae (Elderly)	21 South Kuakini Street	Honolulu
35	1047	Pumehana (Elderly)	1212 Kinau Street	Honolulu
35	1073	Spencer House	1035 Spencer Street	Honolulu
40	1007	Kuhio Homes	1411 Linapuni Street (Ahonui St.)	Honolulu
40	1010	Kuhio Park Terrace - Bldg. A	1475 Linapuni Street	Honolulu
40	1010	Kuhio Park Terrace - Bldg. B	1475 Linapuni Street	Honolulu
40	1010	Kuhio Park Terrace - Low Rise	1475 Linapuni Street	Honolulu
42	2401	Hale Po'ai (Elderly)	1001 N. School Street	Kalihi
42	2404	Halia Hale (Elderly)	851 North School Street	Honolulu
42	2403-a	Kamalu (Elderly)	94-941 Kau'uolu Place	Waipahu
42	2403-b	Ho'olulu (Elderly)	94-943 Kau'olu Place	Waipahu
42	2402	Lai'ola (Elderly)	1 & 15 Ihoiho Place	Wahiawa
44	1033	Maili I	Maliona Street	Maili
44	1035	Nanakuli Homes	Lualei Place & Farrington Highway	Nanakuli
44	1042	Maili II	Keliikipi Street	Maili
44	1057	Waimaha - Sunflower	85-186 McArthur Street	Waianae
44	1091	Kau'iokalani	85-658 Farrington Highway	Waianae

## Federal and State Low Income Public Housing Properties

AMP No.	Project No.	Project Name	Address	City
45	1025	Waimanalo Homes	Humuniki Street & Humuna Place	Waimanalo
45	1030	Koolau Village	41-1027 Kamau Place	Kaneohe
45	1069	Kaneohe Apartments	45-503 & 45-507 Pahia Road	Kaneohe
45	1072	Hookipa Kahaluu	47-330 Ahuimanu Road	Kaneohe
45	1090	Kauhale Ohana	41-1260 Kalaniana'ole Highway	Waimanalo
49	115	Wahiawa Terrace	300 Palm Street	Wahiawa
49	1050	Kupuna Home O' Waialua	67-088 Goodale Avenue	Waialua
49	1056	Kauhale Nani	310 Cane Street	Wahiawa
50	1008	Palolo Valley Homes	2107 Ahe Street	Palolo
<b>East Hawaii</b>				
37	1051	Hale Aloha O Puna (Elderly)	Keeau District	Keeau
37	1052	Hale Olaloa (Elderly)	144 Kamana Street	Hilo
37	1097	Kauhale O' Hanakahi	19 Pamala Street	Hilo
37	1004	Lanikila I	600 Wailoa Street	Hilo
37	1013	Lanikila II	600 Wailoa Street	Hilo
37	1014	Lanikila III	600 Wailoa Street	Hilo
37	2206	Lokahi	Lokahi Circle	Hilo
37	1045	Pahala, Ka'u (Elderly)	96-1169 Kou Street	Pahala
37	1029	Pomaikai Homes (Elderly)	929 Ululani Street	Hilo
37	1028	Punahele Homes	Lokahi Place	Hilo
<b>West Hawaii</b>				
43	1053	Hale Hookipa (Elderly)	Kealakekua, Kona	Kealakekua
43	1061	Ka Hale Kahaluu	78-6725 Makalea Street	Kailua-Kona
43	1032	Kaimalino	74-5060 Kealaka Street	Kailua-Kona
43	1070	Kealakehe	74-991 Manawale'a Street	Kailua-Kona
43	1063	Nani Olu (Elderly)	81-6650 Malahoa Highway	Kealakekua
46	1031	Hale Hauoli (Elderly)	45-540 Kaniaka Place	Honokaa
46	1097	Ke Kumu 'Eko	68-3385 Ke Kumu Place	Waikoloa
46	2207	Kekumu Elua - Waikoloa	68-3367 Ke Kumu Place	Waikoloa
46	1071	Noelani I	65-1191 Opelo Road	Kamuela
46	1078	Noelani II	65-1191 Opelo Road	Kamuela

## Federal and State Low Income Public Housing Properties

AMP No.	Project No.	Project Name	Address	City
<b>Kauai</b>				
38	1021	Hui O Hanamaulu	Laukona Street	Hanamaulu
38	1022	Kalaheo Homes	Puu Road	Kalaheo
38	1054	Hale Nani Kai O Kea (Elderly)	4850 Kawaihau Road	Kapaa
38	1018	Kapaa (Kapaa Family)	4276 Malu Road	Kapaa
38	1019	Hale Hoolulu (Elderly)	4264 ala Muku Place	Kilauea
38	1020	Eleele Homes	Ahe Street	Eleele
38	1055	Hale Hoonanea (Elderly)	4401 Waialo Road	Eleele
38	1064	Kekaha Ha'aheo	8238 Iwipolena Road	Kekaha
38	1064	Kawailehua - Federal	5220 Paanau Road, Bld. D	Koloa
38	2204	Kawailehua - State	5220 Paanau Road, Bld. D	Koloa
38	1023	Home Nani (Elderly)	Moana & Laau Road	Waimea
<b>Maui</b>				
39	1044	Piilani Homes (Elderly)	1028 Wainee Street	Lahaina
39	1016	David Malo Circle	Mill Street	Lanaina
39	1097	Makani Kai Hale	35 Koapaka Lane	Waiehu
39	1017	Kahekili Terrace	2015 Holowai Place	Wailuku
39	1017	Kahekili Terrace	2015 Holowai Place	Wailuku
<b>Molokai</b>				
39	1088	Kahale Mua - Federal	Maunaloa	Maunaloa
39	2205	Kahale Mua - State	Maunaloa	Maunaloa

**Years 2014 and 2015**  
**Holidays to be observed by the**  
**HAWAII STATE GOVERNMENT**

**www.dhrd.hawaii.gov**

Website where State Holiday Schedule posted

**Year 2014 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2014</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Wednesday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 20 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 17 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Wednesday.....	The twenty-sixth day in March
Good Friday.....	April 18 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 26 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Wednesday.....	The eleventh day in June
Independence Day.....	July 4 Friday.....	The fourth day in July
Statehood Day.....	Aug. 15 Friday.....	The third Friday in August
Labor Day.....	Sept. 1 Monday.....	The first Monday in September
General Election Day.....	Nov. 4 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. <i>(Hawaii State Constitution, Article 2 – Section 8)</i>
Veterans' Day.....	Nov. 11 Tuesday.....	The eleventh day in November
Thanksgiving.....	Nov. 27 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Thursday.....	The twenty-fifth day in December

**Year 2015 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2015</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Thursday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 19 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 16 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Thursday.....	The twenty-sixth day in March
Good Friday.....	April 3 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 25 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Thursday.....	The eleventh day in June
Independence Day.....	July 3 Friday.....	The fourth day in July
Statehood Day.....	Aug. 21 Friday.....	The third Friday in August
Labor Day.....	Sept. 7 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 11 Wednesday.....	The eleventh day in November
Thanksgiving.....	Nov. 26 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Friday.....	The twenty-fifth day in December

**FOOTNOTES:** For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 12/16/2013; subject to change.

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