

SIGN IN SHEET

IFB PMB-2011-09	FURNISH LAUNDRY CONCESSION SERVICES FOR HOOKIPA KAHALUU, KANEOHE APARTMENTS, AND KAUAHALE OHAHA UNDER ASSET MANAGEMENT PROJECT 45 ON THE ISLAND OF OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original at the respective office where you picked up your bid 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, IFB Coordinator at (808) 832-6038.

Pre-Bid Conference/Site Visitation:	Tuesday, April 12, 2011, 9:00 a.m. Hawaii Standard Time (HST) at the Koolau Village Community Hall, 41-1027 Kamau Place, Kaneohe, Hawaii 96744. Site visitation to follow at approximately 10:15 a.m. HST.
Bid Offer Form Due Date:	Due before <u>10:00 a.m. HST on April 26, 2011</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817.
Bid Opening:	Wednesday April 26, 2011 At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.

Date: _____

Company: _____

Address: _____

Phone #: _____ **Cell #:** _____

Fax #: _____

Contact Person: _____

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate | <input checked="" type="checkbox"/> Corporate Resolution |
| <input checked="" type="checkbox"/> Wage Certificate | |

The following shall be submitted prior to start of contract, no later than May 5, 2011:

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