

RFP REGISTRATION FORM

RFP PMB-2015-22	REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT, MAINTENANCE AND RESIDENT SERVICES FOR FEDERAL LOW-INCOME PUBLIC HOUSING PROPERTIES UNDER ASSET MANAGEMENT PROJECT 43 ON THE ISLAND OF HAWAII
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA – Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 when you pick 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 Kathy Mitchell at (808) 832-1892.

Pre-Proposal Conference / Site Inspection:	December 28, 2015, 10:30 a.m. – 11:30 a.m. Hawaii Standard Time (HST) Nani Olu Community Hall, 81-1011 Nani Kupuna Place, Kealakekua, HI 96750. Site inspection to follow at approximately 11:45 a.m., HST, or at the conclusion of the Pre-Proposal Conference.
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on January 12, 2016 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:	February/March 2016
Contract Start Date:	April 30, 2016, 12:01 p.m.

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"/> 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 the contract:

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