

RFP REGISTRATION FORM

RFP PMB-2016-02	Property Management, Maintenance and Resident Services for Federal and State Low-Income Public Housing Properties under Asset Management Project 46 on the Island of Hawaii
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INSTRUCTIONS

Please complete this Registration Form and leave original with the HPHA Contract and Procurement Office. A copy will be made for you. Take the copy with you as it contains important dates, times and information. If this form is downloaded online with the RFP packet, please fax the form to Ms. Tammie Wong, RFP Coordinator, at (808) 832-6039. Read this RFP packet carefully. If you have any questions, please call Ms. Wong at (808) 832-6090.

Pre-Proposal Conference:	<u>Tuesday, March 15, 2016, 9:30 a.m. Hawaii Standard Time (HST) at the Hale Hauoli Community Hall, 45-540 Koniaka Place, Honokaa, Hawaii 96727.</u>
Proposal Submittal Deadline:	<u>Due not later than 4:00 p.m. HST on Monday, April 4, 2016 at the HPHA Central Files Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817. Electronic mail and facsimile transmissions shall not be accepted.</u>
Notice of Award:	April/May 2016
Contract Start Date:	May 31, 2016, 12:01 p.m. HST

	Date: _____
Company: _____	
Address: _____	

Phone No: _____	Fax No: _____
Email: _____	
Contact Person: _____	

Signature of Person Receiving the RFP Packet

REQUIRED CERTIFICATIONS:

The following must be submitted with the bid offer form:

- Hawaii Compliance Express Certificate of Vendor Compliance
 Corporate Resolution
 Wage Certificate

The following must be submitted prior to execution of contract:

- Certificate of Liability Insurance(s)
 Valid Tax Clearance Certificate
 Other: _____