

## SIGN IN SHEET

<b>IFB PMB-2015-08</b>	<b>FURNISH LAUNDRY SERVICES FOR ASSET MANAGEMENT PROJECT 37 ON THE ISLAND OF HAWAII AND ASSET MANAGEMENT PROJECT 39 ON THE ISLANDS OF MAUI AND MOLOKAI</b>
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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.

<b>Pre-Bid Conference:</b>	<b><u>Thursday, April 2, 2015</u></b> 9:00 a.m. – 10:00 p.m. Hawaii Standard Time (HST), HPHA, Building B Boardroom, 1002 North School Street, Honolulu, HI 96817.		
<b>Bid Offer Form Due Date:</b>	<b><u>Due before 10:00 a.m. HST, Wednesday, April 22, 2015</u></b> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817.		
<b>Bid Opening:</b>	<b><u>Wednesday April 22, 2015</u></b>	At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.	
Date: _____			
<b>Company:</b> _____			
<b>Address:</b> _____			
<b>Phone #:</b> _____		<b>Cell #:</b> _____	
<b>Fax #:</b> _____			
<b>Contact Person:</b> _____			

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*Signature of Person Picking Up Packet*

### REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- |  |  |
|--|--|
| <input type="checkbox"/> Valid State/Federal Tax Clearance | <input checked="" type="checkbox"/> Corporate Resolution   |
| <input type="checkbox"/> DCCA Certificate of Good Standing | <input type="checkbox"/> Certificate of Compliance LIR #27 |
|  | <input type="checkbox"/> HCE Certificate                   |

The following shall be submitted prior to the execution of the contract:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Valid State/Federal Tax Clearance | <input checked="" type="checkbox"/> Corporate Resolution              |
| <input checked="" type="checkbox"/> DCCA Certificate of Good Standing | <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 |
|   | <input checked="" type="checkbox"/> HCE Certificate                   |