SIGN IN SHEET

IFB ITO-2011-28	**FURNISH PRINTING AND MAILING SERVICES FOR THE MONTHLY TENANT RENT BILLS STATEWIDE FOR THE HAWAII PUBLIC HOUSING AUTHORITY**

INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA, Contract and Procurement Office located at 1002 North School Street, Building D, Honolulu, HI 96817 when you pick 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:	Thursday, July 28, 2011, 9:00 a.m. Hawaii Standard Time (HST) at the HPHA Building E Conference Room, 1002 North School Street, Honolulu, Hawaii 96817.	
Bid Offer Forms Due Back:	Due before 10:00 a.m. HST on Tuesday, August 9, 2011 at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, HI 96817.	
Bid Opening:	**Tuesday, August 9, 2011**	At 10:15 a.m. HST at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.

Date: _____

Company: _____

Address: _____

_____

Bus. No. _____ **Cell No.** _____

Fax No. _____

Contact Person: _____

_____

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- ☒ Hawaii Compliance Express, Certificate
- ☒ Corporate Resolution indicating who is authorized to sign bid documents & contracts
- ☒ Wage Certificate

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

- ☒ Certificate of Insurance
- ☒ Valid Tax Clearance Certificate
- ☐ Other: _____