

SIGN IN SHEET

IFB-PMB-2012-02	FURNISH TREE TRIMMING SERVICES AT PUUWAI MOMI AND HALE LAULIMA UNDER ASSET MANAGEMENT PROJECT 30 LOCATED ON THE ISLAND OF OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original 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 at 832-6038.

Note: Please fax this sheet to 832-6039 if this document was downloaded through the Hawaii Public Housing Authority's website.

Pre-Bid Conference/Site Inspection:	Wednesday, February 6, 2012, 9:00 a.m. at the Honolulu Community Action Program – Makalapa Community Center, 99-102 Kalaloa Street, Aiea, Hawaii, 96701. A site inspection to follow at approximately 10:15 a.m. Hawaii Standard Time (HST).
Bid Offer Form Due Back:	Due before <u>10:00 a.m. HST on February 22, 2012</u> at the HPHA, 1002 North School Street, Building D – Central Files, Honolulu, HI 96817
Bid Opening:	Wednesday, February 22, 2012 At 10:15 a.m. HST at the HPHA, 1002 North School Street, Building D – Contract and Procurement Office, Honolulu, Hawaii 96817.

	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 Bid Offer Form:

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Wage Certificate | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

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

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