

**SIGN IN SHEET**

<b>IFB PMB-2012-06</b>	<b>FURNISH CUSTODIAL SERVICES AT THE HAWAII PUBLIC HOUSING AUTHORITY'S CENTRAL OFFICES LOCATED ON THE ISLAND OF OAHU</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/Site Visitation:</b>	<u>Friday, November 2, 2012 9:00 a.m. Hawaii Standard Time (HST)</u> at the HPHA Building E Board Room, 1002 North School Street, Honolulu, Hawaii 96817. Site inspection to follow at approximately 10:15 a.m. HST	
<b>Bid Offer Form Due Date:</b>	Due before <u>10:00 a.m. HST on Wednesday, November 14, 2012</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817.	
<b>Bid Opening:</b>	<b>Wednesday November 14, 2012</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>	_____	

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

**REQUIRED CERTIFICATIONS:**

The following shall be submitted with the Bid Offer Form:

- |  |  |
|--|--|
| <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 contract:

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