

**SIGN IN SHEET**

<b>IFB PMB-2013-05</b>	<b>FURNISH LAUNDRY CONCESSION SERVICES FOR ASSET MANAGEMENT PROJECT 43 AND ASSET MANAGEMENT PROJECT 46 ON THE ISLAND OF HAWAII</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>	<u>Tuesday, April 9, 2013</u> 1:30 p.m. – 2:30 p.m. Hawaii Standard Time (HST), HPHA, Building G Conference Room, 1002 North School Street, Honolulu, HI 96817.	
<b>Notice of Intent to Offer Due Date</b>	Due before <u>Friday, April 12, 2013</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817. Facsimile or electronic transmission are acceptable.	
<b>Bid Offer Form Due Date:</b>	Due before <u>10:00 a.m. HST on Wednesday, April 24, 2013</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817.	
<b>Bid Opening:</b>	<b>Wednesday April 24, 2013</b>	At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
<b>Company:</b>	Date: _____	
<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:

- |  |  |
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| <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 the execution of the contract, no later than June 15, 2013:

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