

SIGN IN SHEET

RFP PMB-2011-04	REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT, MAINTENANCE AND RESIDENT SERVICES FOR FEDERAL LOW-INCOME PUBLIC HOUSING COMPLEXES UNDER ASSET MANAGEMENT PROJECT 46 ON THE ISLAND OF HAWAII
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA – Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 when you pick up your Request for ProposalS (RFP) 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 (808) 832-6038.

Pre-Proposal Conference / Site Inspection:	March 2, 2011 1:30 p.m. – 2:30 p.m. Hawaii Standard Time (HST) Hale Hauoli Community Hall, 45-540 Kaniaka Place, Honokaa, HI 96727. Site inspection to follow at approximately 2:45 p.m. HST
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on March 24, 2011 at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	April 2011
Contract Start Date:	May 31, 2011

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 proposal:

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

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