

SIGN IN SHEET

RFP PMB-2011-05	REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT AND MAINTENANCE SERVICES FOR THE AFFORDABLE RENTAL HOUSING PROJECT KNOWN AS KE KUMU EKAHI LOCATED ON THE ISLAND OF HAWAII
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INSTRUCTIONS

Please fill out this sheet and leave original with the Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 on Oahu when you pick up your Request for Proposal (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:	Wednesday, March 2, 2011 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST) 68-3520 Ke Kumu Place, Waikoloa, HI 96738 Site inspection to follow at approximately 10:15 a.m. HST
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on March 24, 2011 at 1002 North School Street, Contract & Procurement Office - 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 start of contract and no later than May 30, 2011.

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