

SIGN IN SHEET

RFP PMB-2012-09	REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT AND MAINTENANCE SERVICES FOR THE KUHIO PARK TERRACE – KA HALE KAMEHAIKANA RESOURCE CENTER ON THE ISLAND OF OAHU
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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 832-6038.

Pre-Proposal Conference / Site Inspection:	December 14, 2012 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST), Kuhio Park Terrace – Ka Hale Kamehaikana Community Resource Center Dining Hall, 1485 Linapuni Street, Honolulu, HI 96819. Site inspection to follow at approximately 10:15 a.m. HST
Proposal Submittal Deadline:	Sealed proposals will be received until 2:00 p.m. HST on January 9, 2013 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:	January / February 2013
Contract Start Date:	February 28, 2013, 12:01 p.m. HST

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 the contract:

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