

Examples of Costs to be Reimbursed and Paid from Management Fee	
Cost to be Reimbursed by HPHA	Costs to be Paid from Management Fee
Contractor's project site personnel salaries, fringe benefits and taxes as reflected in Attachment 12	Contractor's supervisory staff salaries fringe benefits and taxes.
Direct project administrative expenses other than salaries (postage, telephone, copying and supplies)	Contractor's overhead expenses (postage, telephone, copying and supplies)
Long distance calls related to project operations (log must be maintained)	Long distance calls from on site staff to Contractor
Mileage for Contractor's site maintenance staff for direct maintenance duties (travel between projects, picking up project maintenance equipment or materials)	Mileage for Contractor's on site staff for administrative functions (attending meetings, mail pick up, travel to Contractor's office, site inspections).
Contractor's site staff training required by HPHA for HUD required compliance.	Training of Contractor's staff
Contractor's site staff travel expenses required for HPHA business	Contractor's supervisory staff's travel expenses for site visits and meetings
	Advertising expenses for recruitment of all Contractor's staff
	Required insurance expenses of Contractor

See Accompanying  
Compact Disk

## RFP PMB-2016-04

## Competitive Sealed Proposals Application Identification Form

Hawaii Public Housing Authority  
 Contract and Procurement Office  
 1002 North School Street, Bldg. D  
 Honolulu, HI 96817

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Competitive Sealed Proposals and hereby submits the following proposal to perform the work specified.

That the undersigned further understands and agrees that by submitting this Competitive Sealed Proposals, 1) it is declaring its Proposal is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: \_\_\_\_\_

Respectfully Submitted,

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
*Legal Name of Offeror*

Fax No.: \_\_\_\_\_

Payment address, if other than street  
 address at right:

\_\_\_\_\_  
*Authorized Signature (Original)*

\_\_\_\_\_  
 Hawaii General Excise Tax Lic. I.D. No.:

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
 Social Security or Federal I.D. No.:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
 Hawaii Real Estate Broker's License No.:

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
 Expiration Date

Applicant is:  Individual  Partnership  Corporation  Joint Venture

State of Incorporation:  Hawaii \* Other \_\_\_\_\_

\*If "other", is corporate seal available in Hawaii?  Yes  No

Offeror shall list below business firms and/or government agencies to which he has provided similar or identical services to those required by the RFP.

	<u>Firm or Agency</u>	<u>Contact Person</u>	<u>Telephone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Applicant's Office Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Person to Contract: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Insurance coverage to be provided by:

Commercial General Liability: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Workers Comp: \_\_\_\_\_

Automobile Insurance: \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Name and Title \_\_\_\_\_

**Years 2016 and 2017****www.dhrd.hawaii.gov****Holidays to be observed by the  
HAWAII STATE GOVERNMENT**

Website where State Holiday Schedule posted

**Year 2016 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2016</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 25 Friday.....	The twenty-sixth day in March
Good Friday.....	Mar. 25 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 30 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 10 Friday.....	The eleventh day in June
Independence Day.....	July 4 Monday.....	The fourth day in July
Statehood Day.....	Aug. 19 Friday.....	The third Friday in August
Labor Day.....	Sept. 5 Monday.....	The first Monday in September
General Election Day.....	Nov. 8 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. <i>(Hawaii State Constitution, Article 2 – Section 8)</i>
Veterans' Day.....	Nov. 11 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 24 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 26 Monday.....	The twenty-fifth day in December

**Year 2017 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2017</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 2 Monday .....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 16 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 20 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 27 Monday .....	The twenty-sixth day in March
Good Friday.....	April 14 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 29 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 12 Monday.....	The eleventh day in June
Independence Day.....	July 4 Tuesday.....	The fourth day in July
Statehood Day.....	Aug. 18 Friday.....	The third Friday in August
Labor Day.....	Sept. 4 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 10 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 23 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Monday.....	The twenty-fifth day in December

**FOOTNOTES:** For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 8/11/2015; subject to change.

RFP PMB-2015-04  
 Property Management and Maintenance Services - Ke Kumu Ekahi

Property	# of Cont.	Container Size	# of p/u per week	Scheduled Pick-up Days							Refuse Per Year
				M	T	W	TH	F	S		
Ke Kumu Ekahi	4	3 c.y.	2	X					X		1248 c.y.

**TOTAL 1248 c.y.**

## PROPOSAL SUBMITTAL CHECKLIST

### RFP PMB-2016-04

#### Property Management and Maintenance Services for the Affordable Rental Housing Property Known as Ke Kumu Ekahi on the Island of Hawaii

*The following checklist is provided as a reference for proposal submittal. The offeror shall be responsible for complying with all aspects of proposal submission requirements. The HPHA shall not be responsible for other pertinent RFP information not listed below:*

- 1. Transmittal Letter (original signature required)
- 2. Proposal
  - a. Title Page
  - b. Table of Contents
  - c. Background and Summary
  - d. Experience and Capability
  - e. Personnel: Project Organization and Staffing
  - f. Management Plan
  - g. Financial
  - f. Other
    - 1) Financial Related Materials
    - 2) Certification and Representations of Offerors  
(Form HUD 5369-C)
    - 3) Administrative Policies
    - 4) Wage Certificate
    - 5) Hawaii Compliance Certificate OR
      - a) Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; and
      - b) Department of Consumer and Commerce Affairs  
Certificate of Good Standing; and
      - c) State and Federal Tax Clearance Certificate
    - 6) Corporate Resolution indicating authorized signer for proposal and contractual documents
- 3. Submit proposal in a sealed envelope or box identified with RFP No. PMB-2016-04, offeror's legal name, business address, phone number, and address it to the attention of the RFP Coordinator.