

**SIGN IN SHEET**

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| <b>RFP CPO-2011-27</b> | <b>REQUEST FOR PROPOSALS TO FURNISH PROFESSIONAL ENERGY PERFORMANCE CONTRACTING CONSULTANT SERVICES FOR THE HAWAII PUBLIC HOUSING AUTHORITY</b> |
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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.

|                                     |  |
|-------------------------------------|--|
| <b>Pre-Proposal Conference</b>      | Tuesday, August 30, 2011<br>9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST)<br>HPHA Building E Conference Room, 1002 North School Street, Honolulu, HI 96817.  |
| <b>Proposal Submittal Deadline:</b> | Sealed proposals will be received until 4:00 p.m. HST on Tuesday, September 20, 2011 at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted. |
| <b>Notice of Award:</b>             | October 2011   |
| <b>Contract Start Date:</b>         | <b>November 1, 2011</b>  |

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) |
| <input checked="" type="checkbox"/> Valid Tax Clearance Certificate   |   |

The following shall be submitted prior to execution of the contract:

- Certificate of Insurance(s)
- Other: \_\_\_\_\_