**INSTRUCTIONS**

Please complete this IFB Registration Form and leave original at the respective office where you picked up your bid packet. *A copy will be made for you.* Take the copy with you as it contains important dates, times and information. If this form is downloaded online with the IFB packet, please fax or email the form to Mr. Rick Sogawa, IFB Coordinator at (808) 832-6039 or rick.t.sogawa@hawaii.gov.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

<table>
<thead>
<tr>
<th>Pre-Bid Conference/Site Inspection:</th>
<th>Monday, July 8, 2019, 11:30 a.m. Hawaii Standard Time (HST); Kawailehua Community Hall, 5230 Paanau Road, Koloa, Kauai, Hawaii 96756</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Offer Form Due Date:</td>
<td>Due not later than 10:00 a.m. HST, Wednesday, July 17, 2019 at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817</td>
</tr>
<tr>
<td>Bid Opening:</td>
<td>Wednesday July 17, 2019 At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817</td>
</tr>
</tbody>
</table>

**Company:**

**Address:**

**Phone #:**

**Cell #:**

**Fax #:**

**Contact Person:**

Date: ____________________________

Signature of Person Picking Up Packet

**REQUIRED CERTIFICATIONS:**

The following to be submitted with the Bid Offer Form:

- Valid State/Federal Tax Clearance
- DCCA Certificate of Good Standing
- Corporate Resolution
- Certificate of Compliance LIR #27
- HCE Certificate

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

- Valid State/Federal Tax Clearance
- DCCA Certificate of Good Standing
- Corporate Resolution
- Certificate of Compliance LIR #27
- HCE Certificate

Other: ____________________________
