

REGISTRATION FORM

RFP FMO-2017-18	REQUEST FOR PROPOSALS TO CONDUCT A FINANCIAL REVIEW OF ASSET MANAGEMENT PROJECT 52 – KUHIO PARK TERRACE ON OAHU 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:	Monday, June 5, 2017 1:30 p.m. – 2:30 p.m. Hawaii Standard Time (HST) 1002 North School Street, Honolulu, HI 96817
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on Thursday, June 29, 2017 at 1002 North School Street, Central Files Office - Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	July 2017
Contract Start Date:	August 15, 2017 or upon issuance of a Notice to Proceed

	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.

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