

**Sample Price Proposal  
Ka Hale O Kameha'ikana Community Resource Center  
RFP PMB-2019-28**

| <b>Cost Category</b>                             | <b>Initial 12-month Period</b> | <b>Option Year 1</b> | <b>Option Year 2</b> | <b>Option Year 3</b> | <b>Option Year 4</b> | <b>60-Month Total</b> |
|--|--------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| <b>Administrative</b>                            |                                |                      |                      |                      |                      |                       |
| Administrative Salaries                          |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
| <b>Sub-Total - Admin. Salaries</b>               |                                |                      |                      |                      |                      |                       |
| Administrative Benefits - Medical                |                                |                      |                      |                      |                      |                       |
| Administrative Taxes - FICA, WC, TDI, UC, EXCISE |                                |                      |                      |                      |                      |                       |
| <b>Sub-Total - Admin. Benefits &amp; Taxes</b>   |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
| <b>Total Administrative Expenses</b>             |                                |                      |                      |                      |                      |                       |
| <b>Maintenance</b>                               |                                |                      |                      |                      |                      |                       |
| Maintenance Salaries                             |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
| <b>Sub-Total Maint. Salaries</b>                 |                                |                      |                      |                      |                      |                       |
| Maintnenace Benefits - Medical                   |                                |                      |                      |                      |                      |                       |
| Maintenance Taxes - FICA, WC, TDI, UC, EXCISE    |                                |                      |                      |                      |                      |                       |
| <b>Sub-Total - Maint. Benefits &amp; Taxes</b>   |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
| <b>Total Maintenance Expenses</b>                |                                |                      |                      |                      |                      |                       |
| <b>Management Fees (tax inclusive)</b>           |                                |                      |                      |                      |                      |                       |
| <b>Other Expenses (provide detail)</b>           |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
| <b>Total Other Expenses</b>                      |                                |                      |                      |                      |                      |                       |
|  |                                |                      |                      |                      |                      |                       |
| <b>Total Price Proposal</b>                      |                                |                      |                      |                      |                      |                       |

**WAGE CERTIFICATE**

***SUBJECT: RFP PMB-2019-28***

**DESCRIPTION OF PROJECT**

Property Management and Maintenance Services  
at the Ka Hale O Kamehaikana Community Resource Center

Pursuant to Section 103-55, HRS, I hereby certify that if the awarded Contract is in excess of \$25,000.00, the services shall be performed under the following conditions:

1. The services shall be performed by employees at wages or salaries not less than wages or salaries paid to public officers and employees doing similar work.
2. The services shall be in compliance with all applicable laws of the Federal and State governments, relating to worker's compensation, unemployment compensation, payment of wages, and safety.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103-55, HRS.

OFFEROR NAME: \_\_\_\_\_

BY: \_\_\_\_\_

*Signature of Person Authorized to Sign this Proposal*

**Please Print**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

RFP PMB-2019-28  
Sample Transmittal Letter

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

Dear RFP Coordinator:

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 services 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, 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion, and 3) it hereby authorizes the Hawaii Public Housing Authority to verify information provided in this proposal.

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

Respectfully submitted,

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

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

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

Remittance address, if different from business address:

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Business Address

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

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

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

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

Offeror Name: \_\_\_\_\_

Offeror is:         Individual         Partnership         Corporation         Joint Venture

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

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

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

| Firm or Agency | Contact Person | Telephone No. |
|----------------|----------------|---------------|
|                |                |               |
|                |                |               |
|                |                |               |

2. Insurance coverage to be provided by:

| Insurance Type               | Provider | Agent Name | Agent Phone No. |
|------------------------------|----------|------------|-----------------|
| General Commercial Liability |          |            |                 |
| Automobile                   |          |            |                 |
| Workers Compensation         |          |            |                 |

Point of Contact for this proposal: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Years 2019 and 2020  
Holidays to be observed by the  
HAWAII STATE GOVERNMENT

[www.dhrd.hawaii.gov](http://www.dhrd.hawaii.gov)  
Website where State Holiday Schedule posted

## Year 2019 HAWAII STATE HOLIDAYS

| <u>(Hawaii Rev. Statutes, Sec. 8-1)</u>   | <u>Day Observed in 2019</u> | <u>Official Date Designated in Statute/Constitution</u> |
|---|-----------------------------|---|
| New Year's Day.....                       | Jan. 1 Tuesday .....        | The first day in January                                |
| Dr. Martin Luther King, Jr. Day.....      | Jan. 21 Monday.....         | The third Monday in January                             |
| Presidents' Day.....                      | Feb. 18 Monday.....         | The third Monday in February                            |
| Prince Jonah Kuhio Kalaniana'ole Day..... | Mar. 26 Tuesday .....       | The twenty-sixth day in March                           |
| Good Friday.....                          | April 19 Friday.....        | The Friday preceding Easter Sunday                      |
| Memorial Day.....                         | May 27 Monday.....          | The last Monday in May                                  |
| King Kamehameha I Day.....                | June 11 Tuesday.....        | The eleventh day in June                                |
| Independence Day.....                     | July 4 Thursday.....        | The fourth day in July                                  |
| Statehood Day.....                        | Aug. 16 Friday.....         | The third Friday in August                              |
| Labor Day.....                            | Sept. 2 Monday.....         | The first Monday in September                           |
| Veterans' Day.....                        | Nov. 11 Monday.....         | The eleventh day in November                            |
| Thanksgiving.....                         | Nov. 28 Thursday.....       | The fourth Thursday in November                         |
| Christmas.....                            | Dec. 25 Wednesday.....      | The twenty-fifth day in December                        |

## Year 2020 HAWAII STATE HOLIDAYS

| <u>(Hawaii Rev. Statutes, Sec. 8-1)</u>   | <u>Day Observed in 2020</u> | <u>Official Date Designated in Statute/Constitution</u>  |
|---|-----------------------------|--|
| New Year's Day.....                       | Jan. 1 Wednesday.....       | The first day in January   |
| Dr. Martin Luther King, Jr. Day.....      | Jan. 20 Monday.....         | The third Monday in January  |
| Presidents' Day.....                      | Feb. 17 Monday.....         | The third Monday in February   |
| Prince Jonah Kuhio Kalaniana'ole Day..... | Mar. 26 Thursday .....      | The twenty-sixth day in March  |
| Good Friday.....                          | April 10 Friday.....        | The Friday preceding Easter Sunday   |
| Memorial Day.....                         | May 25 Monday.....          | The last Monday in May   |
| King Kamehameha I Day.....                | June 11 Thursday.....       | The eleventh day in June   |
| Independence Day.....                     | July 3 Friday.....          | The fourth day in July   |
| Statehood Day.....                        | Aug. 21 Friday.....         | The third Friday in August   |
| Labor Day.....                            | Sept. 7 Monday.....         | The first Monday in September  |
| General Election Day .....                | Nov. 3 Tuesday.....         | The first Tuesday in Nov. following the first Monday of even numbered years. <i>(Hawaii State Constitution, Article 2 – Section)</i> |
| Veterans' Day.....                        | Nov. 11 Wednesday.....      | The eleventh day in November   |
| Thanksgiving.....                         | Nov. 26 Thursday.....       | The fourth Thursday in November  |
| Christmas.....                            | Dec. 25 Friday.....         | 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 2/28/2018 subject to change.

**PROPOSAL SUBMITTAL CHECKLIST****RFP PMB-2019-28  
Property Management and Maintenance Services at the  
Ka Hale O Kameha'ikana Community Resource Center on Oahu**

*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. Management Plan
  - h. Financial
  - i. Other
    - 1) Administrative Policies
    - 2) Wage Certificate
    - 3) Corporate Resolution indicating authorized signer for proposal and contractual documents
    - 4) Evidence of valid State of Hawaii Real Estate Broker's license
- 3. Submit proposal in a sealed envelope or box identified with RFP No. PMB-2019-28, offeror's legal name, business address, phone number, fax number, and address it to the attention of the RFP Coordinator.

ACKNOWLEDGEMENT OF ADDENDA

RFP PMB-2019-28

Property Management and Maintenance Services at the  
Ka Hale O Kameha'ikana Community Resource Center on Oahu

The offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number:\_\_\_\_\_ Date Received:\_\_\_\_\_

\_\_\_\_\_  
(Offeror's Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Authorized Signature Name)