

**SIGN IN SHEET**

<b>IFB PMB-2010-17</b>	<b>PROVISION OF REFRIGERATORS FOR STATE AND FEDERALLY FUNDED LOW INCOME PUBLIC HOUSING COMPLEXES STATEWIDE</b>
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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 when you pick up your bid 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, IFB Coordinator at (808) 832-6038.

<b>Pre-Bid Conference/Site Visitation:</b>	<u>Wednesday, September 15, 2010, 9:00 a.m.</u> at the HPHA, 1002 N. School Street, Building E Conference Room, Honolulu, Hawaii 96817. Site visitation to follow at approximately 10:15 a.m. Hawaii Standard Time (HST)
<b>Bid Offer Form Due Date:</b>	Due before <u>10:00 a.m. HST on September 22, 2010</u> at the HPHA, Central Files Office, 1002 North School Street, Building E, Honolulu, HI 96817.
<b>Bid Opening:</b>	<b>Wednesday September 22, 2010</b> At 10:15 a.m. at the HPHA, 1002 N. School Street, Contract and Procurement Office, Building D, Honolulu, Hawaii 96817.
Date: _____	
<b>Company:</b>	_____
<b>Address:</b>	_____ _____
<b>Phone #:</b>	<b>Cell #:</b> _____
<b>Fax #:</b>	_____
<b>Contact Person:</b>	_____

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

**REQUIRED CERTIFICATIONS:**

The following must be submitted with the bid offer form:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance DLIR #27        | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer |   |

The following must be submitted prior to the start of contract, no later than October 14, 2010:

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