

PROPOSAL SUBMITTAL CHECKLIST**RFP PMB 2015-22
FURNISH PROPERTY MANAGEMENT, MAINTENANCE AND RESIDENT SERVICES
FOR FEDERAL LOW-INCOME PUBLIC HOUSING PROPERTIES UNDER AMP 43
ON THE ISLAND OF HAWAII**

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. Wage Certificate
- 3. Price Proposal Form
- 4. Hawaii Compliance Certificate OR
 - a. Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; and
 - b. Department of Consumer and Commerce Affairs Certificate of Good Standing; and
 - c. State and Federal Tax Clearance Certificate.
- 5. Corporate Resolution indicating authorized signer for proposal and contractual documents
- 6. Form HUD 5369-C, Certification and Representations of Offerors must have original signature of authorized representative.
- 7. Most recent financial audit or other acceptable evidence of responsibility.
- 8. Administrative Policies submitted on a CD-ROM or USB Flash Drive.
- 9. Position descriptions and resumes are required.
- 10. Submit proposal in a sealed envelope or box identified with RFP No. PMB-2015-22, offeror's legal name, business address, phone number, and address it to the attention of the RFP Coordinator.

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