

**Examples of Costs to be Reimbursed and Paid from Management Fee**

<b>Cost to be Reimbursed by HPHA</b>	<b>Costs to be Paid from Management Fee</b>
AMP 49 site personnel salaries, fringe benefits and taxes as reflected in Price Proposal.	Contractor's supervisory staff salaries fringe benefits and taxes.
Direct AMP 49 administrative expenses other than salaries (postage, telephone, copying and supplies)	Contractor's overhead expenses (postage, telephone, copying and supplies)
Long distance calls related to AMP 49 operations (log must be maintained).	Long distance calls from AMP 49 site staff to Contractor
Training expenses of Contractor's AMP 49 site personnel for required HPHA and HUD required trainings.	Travel expenses of Contractor's supervisory staff for site visits and HPHA required meetings.
Travel expenses of Contractor's AMP 49 site personnel for HPHA business conducts.	Advertising expenses for recruitment of all Contractor's staff
Mileage for Contractor's site maintenance staff for direct maintenance duties (travel between projects, picking up project maintenance equipment or materials)	Training of Contractor's staff
Mileage for Contractor's on site staff for administrative functions (attending meetings, mail pick up, travel to Contractor's office, site inspections).	
Required insurance expenses of Contractor	
Applicable sub-contracted services may include, without limitation, carpentry, electrical, plumbing, pest control, tree trimming, refuse collection, and bulky item disposal.	

RFP PMB-2016-31

Sample Transmittal Letter

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

Dear Sir/Madam:

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 work 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.: \_\_\_\_\_

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

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

Remittance address, if different from  
business address at right:

\_\_\_\_\_  
*Print Name and Title*

\_\_\_\_\_

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

Hawaii General Excise Tax Lic. I.D. No.:

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

Social Security or Federal I.D. No.:

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

Hawaii Real Estate Broker's License No.:

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

Applicant is:  Individual  Partnership  Corporation  Joint Venture

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

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

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

	<u>Firm or Agency</u>	<u>Contact Person</u>	<u>Telephone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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

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

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

Insurance coverage to be provided by:

Commercial General Liability: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

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

Workers Comp: \_\_\_\_\_

Automobile Insurance: \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

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

**Years 2016 and 2017****www.dhrd.hawaii.gov****Holidays to be observed by the  
HAWAII STATE GOVERNMENT**

Website where State Holiday Schedule posted

**Year 2016 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2016</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 25 Friday.....	The twenty-sixth day in March
Good Friday.....	Mar. 25 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 30 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 10 Friday.....	The eleventh day in June
Independence Day.....	July 4 Monday.....	The fourth day in July
Statehood Day.....	Aug. 19 Friday.....	The third Friday in August
Labor Day.....	Sept. 5 Monday.....	The first Monday in September
General Election Day.....	Nov. 8 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. <i>(Hawaii State Constitution, Article 2 – Section 8)</i>
Veterans' Day.....	Nov. 11 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 24 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 26 Monday.....	The twenty-fifth day in December

**Year 2017 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2017</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 2 Monday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 16 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 20 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 27 Monday.....	The twenty-sixth day in March
Good Friday.....	April 14 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 29 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 12 Monday.....	The eleventh day in June
Independence Day.....	July 4 Tuesday.....	The fourth day in July
Statehood Day.....	Aug. 18 Friday.....	The third Friday in August
Labor Day.....	Sept. 4 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 10 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 23 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Monday.....	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 8/11/2015; subject to change.

REFUSE COLLECTION SCHEDULE FOR AMP 49

ATTACHMENT 28

Project # & Location	# of Cont.	Container Size	Scheduled Pick-up Days/Number of Days					
			M	T	W	TH	F	S
<b>Asset Management Project 49</b>			52	53	52	52	52	52
1015 Wahiawa Terrace	6	3 c.y.		X			X	
1050 Kupuna Home O Waiialua	2	3 c.y.			X			X
1056 Kauhale Nani	4	3 c.y.		X			X	

**PROPOSAL SUBMITTAL CHECKLIST****RFP PMB 2016-31  
FURNISH PROPERTY MANAGEMENT, MAINTENANCE AND RESIDENT SERVICES  
FOR FEDERAL LOW-INCOME PUBLIC HOUSING PROPERTIES UNDER AMP 49  
ON THE ISLAND OF 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. Wage Certificate (original signature required)
- 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-2016-31, offeror's legal name, business address, phone number, and address it to the attention of the RFP Coordinator.
- 11. Submit with proposal Attachment 30 - Acknowledgement of Addenda.

ACKNOWLEDGEMENT OF ADDENDA

RFP No. PMB-2016-31

Request for Proposals for Property Management, Maintenance and Resident Services for Federal Low-Income Public Housing Properties under Asset Management Project 49 on the Island of Oahu

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

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

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

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

\_\_\_\_\_  
(Printed Authorized Signature Name)