

SIGN IN SHEET

IFB-PMB-2009-20	FURNISHING TREE TRIMMING SERVICES FOR VARIOUS FEDERALLY FUNDED ASSET MANAGEMENT PROJECTS ON OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original 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 Michelle Kim at 832-1892.

*Please fax this sheet to 832-6039 if this documents was downloaded through the internet.

Site Visitation:	Site inspection will commence after the pre-bid conference on June 4, 2009 at 10:00 a.m. H.S.T. Please contact the OIC for other arrangements.		
Bid Forms Due Back:	Due before 10:00 a.m. H.S.T. on June 12, 2009 at 1002 North School Street, Procurement Office- Building D, Honolulu, HI 96817		
Bid Opening:	June 12, 2009	At 10:15 a.m. H.S.T. at 1002 North School Street, Building D – Procurement Office.	
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 Bid Forms:

- | | |
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| <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 award 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: _____ | |