Sample Price Proposal
Ka Hale O Kamehaikana Community Resource Center
RFP PMB-14-2025

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

WAGE CERTIFICATE

SUBJECT: ***RFP PMB-14-2025***

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: _____

ATTACHMENT 12

RFP PMB-14-2025
Sample Transmittal Letter

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. G
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:_____

Telephone No.:_____

Remittance address, if different from business address:

_____

_____

Hawaii General Excise Tax License I.D. No.:_____

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

_____

Hawaii Real Estate Broker's License No.:

_____

_____
Expiration Date

Respectfully submitted,

_____
Authorized Signature (Original)

_____
Printed Name and Title

_____
Legal Name of Offeror

_____
Business Address

_____
City, State, Zip Code

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

Offeror Name: _____

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	Email Address

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: _____

Email Address: _____

STATE OF HAWAIʻI

Holidays to be observed in 2025 and 2026

2025 HAWAIʻI STATE HOLIDAYS

(Hawaiʻi Rev. Statutes, Sec. 8-1)	Day Observed in 2025	Official Date Designated in Statute/Constitution
New Year's Day	Jan. 01 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 Kūhiō Kalaniana'ole Day	Mar. 26 Wednesday	The twenty-sixth day in March
Good Friday	April 18 Friday	The Friday preceding Easter Sunday
Memorial Day	May 26 Monday	The last Monday in May
King Kamehameha I Day	June 11 Wednesday	The eleventh day in June
Independence Day	July 4 Friday	The fourth day in July
Statehood Day	Aug. 15 Friday	The third Friday in August
Labor Day	Sept. 1 Monday	The first Monday in September
Veterans' Day	Nov. 11 Tuesday	The eleventh day in November
Thanksgiving	Nov. 27 Thursday	The fourth Thursday in November
Christmas	Dec. 25 Thursday	The twenty-fifth day in December

2026 HAWAIʻI STATE HOLIDAYS

(Hawaiʻi Rev. Statutes, Sec. 8-1)	Day Observed in 2026	Official Date Designated in Statute/Constitution
New Year's Day	Jan. 01 Thursday	The first day in January
Dr. Martin Luther King, Jr. Day	Jan. 19 Monday	The third Monday in January
Presidents' Day	Feb. 16 Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	Mar. 26 Thursday	The twenty-sixth day in March
Good Friday	April 3 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. *(Hawai'i State Constitution, Article 2 – Section 8)*
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 12/29/2023 subject to change.

www.dhrd.hawaii.gov

PROPOSAL SUBMITTAL CHECKLIST

RFP PMB-14-2025
Property Management and Maintenance Services at the
Ka Hale O Kamehaikana 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. Marketing 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-14-2025, offeror's legal name, business address, phone number, and address it to the attention of the RFP Coordinator.

ACKNOWLEDGEMENT OF ADDENDA

RFP PMB-14-2025

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

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

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

Addendum Number:_____ Date Received:_____

_____
(Offeror's Name)

_____
(Authorized Signature)

_____
(Print Authorized Signature Name)