WAGE CERTIFICATE

SUBJECT: ***IFB HO-11-2026***

DESCRIPTION OF PROJECT

Process Server Services on Oahu, Kauai, Maui, Molokai, and Hawaii Island

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.

BIDDER NAME: _____

BY: _____

Signature of Person Authorized to Sign this Bid Offer

Please Print

NAME: _____

TITLE: _____

DATE: _____

IFB HO-11-2026

BID OFFER FORM

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

Dear IFB Coordinator:

The undersigned has carefully read and understands the terms and conditions specified in the Invitation for Bids, Specifications and the General Conditions by reference made a part of this Bid Offer and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid Offer, 1) it is declaring its Bid Offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Telephone No.: _____

Fax No.: _____

Payment address, if other than street address at right:

_____

_____

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

_____

Social Security or Federal I.D. No.:

_____

Respectfully Submitted,

_____
Legal Name of Bidder (Company Name)

_____
Authorized Signature (Original)

_____
Title of Authorized Signer

_____
Street Address

_____
City, State, Zip Code

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

State of Incorporation: ☐ Hawaii *☐ Other _____

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

Bidders must complete the following items:

1. Provide the history of the bidder's experience in process server services or similar engagements in the United States. Include the number of years of experience. (Attach separate pages if necessary.)

_____

_____

_____

_____

2. Provide the names and addresses of companies or government agencies at which the bidder has provided or is currently providing process server services as mentioned in Question 1 above, along with the dates of services:

Company or Agency	Contact Person	Telephone No.	Dates of Service

3. Insurance coverage to be provided by:

Insurance Type	Provider	Agent Name	Agent Phone No.
General Commercial Liability			
Automobile			
Workers Compensation			

IFB HO-11-2026
Bid Offer Form Summary

Bidder: _____

Group	Geographical Location	Grand Total Bid Price
I	Oahu	$
II	Kauai	$
III	Maui and Molokai	$
IV	Hawaii Island	$

The Grand Total Bid Price amounts listed above should be the same as the corresponding Grand Total Bid Price amounts in the subsequent pages of the Bid Offer Form. Should there be a discrepancy between the amounts, the HPHA shall verify the Grand Total Bid Price amount based on unit prices submitted submitted in the respective Group to calculate the Grand Total Bid Price as the Bid Offer.

Award shall be made to the responsive and responsible bidder submitting the lowest Grand Total Bid Price in each Group.

Bidders are strongly encouraged to double check their Bid Offer Form for accuracy.

IFB HO-11-2026
Bid Offer Form
Group I - Oahu

Bidder: _____

Service	Initial 12-Month Period (July 1, 2026 to June 30, 2027)					Option Year 2 (July 1, 2027 to June 30, 2028)					Option Year 3 (July 1, 2028 to June 30, 2029)					Total Bid Price (36 Months)
	Estimated No. of Units (A)	x	Price Per Unit (B)	=	Bid Price (C)	Estimated No. of Units (D)	x	Price Per Unit (E)	=	Bid Price (F)	Estimated No. of Units (G)	x	Price Per Unit (H)	=	Bid Price (I)	(J)=(C)+(F)+(I)
1. Legal Document Delivery	280	x	$43.00 per document	=	$12,040.00	280	x	$43.00 per document	=	$12,040.00	280	x	$43.00 per document	=	$12,040.00	$36,120.00
2. Enforce Writ of Possession	275	x	_____ per hour	=	_____	275	x	_____ per hour	=	_____	275	x	_____ per hour	=	_____	
3. Mileage	4,100	x	$0.60 per mile	=	$2,460.00	4,100	x	$0.60 per mile	=	$2,460.00	4,100	x	$0.60 per mile	=	$2,460.00	$7,380.00
	Total (Initial 12-Month Period): _____					Total (Option Year 2): _____					Total (Option Year 3): _____					
											GRAND TOTAL BID PRICE: (Sum of Total Bid Prices for items 1, 2 & 3 above)					

IFB HO-11-2026
Bid Offer Form
Group II - Kauai

Bidder: _____

Service	Initial 12-Month Period (July 1, 2026 to June 30, 2027)						Option Year 2 (July 1, 2027 to June 30, 2028)						Option Year 3 (July 1, 2028 to June 30, 2029)						Total Bid Price (36 Months)
	Estimated No. of Units (A)	x	Price Per Unit (B)		=	Bid Price (C)	Estimated No. of Units (D)	x	Price Per Unit (E)		=	Bid Price (F)	Estimated No. of Units (G)	x	Price Per Unit (H)		=	Bid Price (I)	(J)=(C)+(F)+(I)
1. Legal Document Delivery	7	x	$43.00	per document	=	$301.00	10	x	$43.00	per document	=	$430.00	10	x	$43.00	per document	=	$430.00	$1,161.00
2. Enforce Writ of Possession	6	x		per hour	=		6	x		per hour	=		6	x		per hour	=		
3. Mileage	136	x	$0.60	per mile	=	$81.60	136	x	$0.60	per mile	=	$81.60	136	x	$0.60	per mile	=	$81.60	$244.80
	Total (Initial 12-Month Period):						Total (Option Year 2):						Total (Option Year 3):						
													GRAND TOTAL BID PRICE: (Sum of Total Bid Prices for items 1, 2 & 3 above)						

IFB HO-11-2026
Bid Offer Form
Group III - Maui and Molokai

Bidder: _____

Maui:

Service	Initial 12-Month Period (July 1, 2026 to June 30, 2027) Estimated Quantities (A)	x	Price Per Unit (B)		=	Bid Price (C)	Option Year 2 (July 1, 2027 to June 30, 2028) Estimated No. of Units (D)	x	Price Per Unit (E)		=	Bid Price (F)	Option Year 3 (July 1, 2028 to June 30, 2029) Estimated No. of Units (G)	x	Price Per Unit (H)		=	Bid Price (I)	Total Bid Price (36 Months) (J)=(C)+(F)+(I)
1. Legal Document Delivery	80	x	$43.00	per document	=	$3,440.00	82	x	$43.00	per document	=	$3,526.00	85	x	$43.00	per document	=	$3,655.00	$10,621.00
2. Enforce Writ of Possession	40	x		per hour	=		41	x		per hour	=		42	x		per hour	=		
3. Mileage	200	x	$0.60	per mile	=	$120.00	200	x	$0.60	per mile	=	$120.00	200	x	$0.60	per mile	=	$120.00	$360.00
	Total (Initial 12-Month Period):						Total (Option Yer 2):						Total (Option Year 3):						
																		SUBTOTAL: (Sum of Total Bid Prices for items 1, 2 & 3 above)	

Molokai:

Service	Initial 12-Month Period (July 1, 2026 to June 30, 2027) Estimated Quantities (A)	x	Price Per Unit (B)		=	Bid Price (C)	Option Year 2 (July 1, 2027 to June 30, 2028) Estimated No. of (D)	x	Price Per Unit (E)		=	Bid Price (F)	Option Year 3 (July 1, 2028 to June 30, 2029) Estimated No. of (G)	x	Price Per Unit (H)		=	Bid Price (I)	Total Bid Price (36 Months) (J)=(C)+(F)+(I)
1. Legal Document Delivery	10	x	$43.00	per document	=	$430.00	10	x	$43.00	per document	=	$430.00	11	x	$43.00	per document	=	$473.00	$1,333.00
2. Enforce Writ of Possession	5	x		per hour	=		5	x		per hour	=		5	x		per hour	=		
3. Mileage	345	x	$0.60	per mile	=	$207.00	345	x	$0.60	per mile	=	$207.00	345	x	$0.60	per mile	=	$207.00	$621.00
	Total (Initial 12-Month Period):						Total (Option Year 2):						Total (Option Year 3):						
																		SUBTOTAL: (Sum of Total Bid Prices for items 1, 2 & 3 above)	

GRAND TOTAL BID PRICE: _____
(Sum of Total Bid Prices for Maui and Molokai)

IFB HO-11-2026
Bid Offer Form
Group IV - Hawaii Island

Bidder: _____

Service	Initial 12-Month Period (July 1, 2026 to June 30, 2027)						Option Year 2 (July 1, 2027 to June 30, 2028)						Option Year 3 (July 1, 2028 to June 30, 2029)						Total Bid Price (36 Months)
	Estimated No. of Units (A)	x	Price Per Unit (B)		=	Bid Price (C)	Estimated No. of Units (D)	x	Price Per Unit (E)		=	Bid Price (F)	Estimated No. of Units (G)	x	Price Per Unit (H)		=	Bid Price (I)	(J)=(C)+(F)+(I)
1. Legal Document Delivery	109	x	$43.00	per document	=	$4,687.00	94	x	$43.00	per document	=	$4,042.00	109	x	$43.00	per document	=	$152.00	$8,881.00
2. Enforce Writ of Possession	140	x		per hour	=		125	x		per hour	=		140	x		per hour	=		
3. Mileage	5,060	x	$0.60	per mile	=	$3,036.00	5,060	x	$0.60	per mile	=	$3,036.00	5,060	x	$0.60	per mile	=	$3,036.00	$9,108.00
	Total (Initial 12-Month Period):						Total (Option Year 2):						Total (Option Year 3):						
													GRAND TOTAL BID PRICE: (Sum of Total Bid Prices for items 1, 2 & 3 above)						

Service Locations

Group I - Oahu

HPHA Office (document pick-up location)	AMP/MU	Property	Service Location (document delivery location)	City
Hearings Office 1002 N. School Street, Bldg. A Honolulu, Hawaii 96817	30	Puuwai Momi	99-132 Kohomua Street	Aiea
	30	Hale Laulima	1184 Waimano Home Road	Pearl City
	30	Waipahu I	94-111 Pupupole Street, Apts. 1-19	Waipahu
	30	Waipahu II	94-132 Pupupuhi Street	Waipahu
	30	Salt Lake	2907 Ala Ilima Street	Honolulu
	31	Puahala Homes I	1638 Ahiahi Place, Bldg. 1 thru 6	Honolulu
	31	Puahala Homes II	1638 Ahiahi Place, Bldg. 7 thru 9	Honolulu
	31	Puahala Homes III	Ahiahi Pl. Bldg. 10 & Hala Dr. Bldg. 11	Honoulu
	31	Puahala Homes IV	Lanakila Avenue	Honolulu
	31	Kalihi Valley Homes	2250 Kalena Drive	Honolulu
	31	Hauiki Homes	Meyers Street	Honolulu
	32	Mayor Wright Homes	521 North Kukui Street	Honolulu
	33	Kaahumanu Homes	Alokele & Kaiwiula Street	Honolulu
	33	Kamehameha Homes	1541 Haka Drive	Honolulu
	34	Makua Alii	1541 Kalakaua Avenue	Honolulu
	34	Paoakalani	1583 Kalakaua Avenue	Honolulu
	34	Kalakaua Homes	1545 Kalakaua Ave.	Honolulu
	35	Punchbowl Homes	730 Captain Cooke Avenue	Honolulu
	35	Punchbowl Homes	730 Captain Cooke Avenue	Honolulu
	35	Kalanihuia	1220 Aala Street	Honolulu
	35	Makamae	21 South Kuakini Street	Honolulu
	35	Pumehana	1212 Kinau Street	Honolulu
	35	Spencer House	1035 Spencer Street	Honolulu
	40	Kuhio Homes	1411 Linapuni Street (Ahonui St.)	Honolulu
	40	Kuhio Park Terrace - Low Rise	1475 Linapuni Street	Honolulu
	42	Hale Poai	1001 N. School Street	Honolulu
	42	Halia Hale	851 North School Street	Honolulu
	42	Kamalu	94-941 Kau'uolu Place	Waipahu
	42	Hoolulu	94-943 Kau'olu Place	Waipahu
	42	Laiola	1 & 15 Ihoiho Place	Wahiawa

Group I - Oahu (cont'd)

HPHA Office (document pick-up location)	AMP	Property	Service Location (document delivery location)	City
Hearings Office 1002 N. School Street, Bldg. A Honolulu, Hawaii 96817	44	Maili I	Maliona Street	Waianae
	44	Nanakuli Homes	Lualei Place & Farrington Highway	Waianae
	44	Maili II	Keliikipi Street	Waianae
	44	Waimaha - Sunflower	85-186 McArthur Street	Waianae
	44	Kauiokalani	85-658 Farrington Highway	Waianae
	45	Waimanalo Homes	Humuniki Street & Humuna Place	Waimanalo
	45	Koolau Village	41-1027 Kamau Place	Kaneohe
	45	Kaneohe Apartments	45-503 & 45-507 Pahia Road	Kaneohe
	45	Hookipa Kahaluu	47-330 Ahuimanu Road	Kaneohe
	45	Kauhale Ohana	41-1260 Kalanianaole Highway	Waimanalo
	49	Wahiawa Terrace	300 Palm Street	Wahiawa
	49	Kupuna Home O Waialua	67-088 Goodale Avenue	Waialua
	49	Kauhale Nani	310 Cane Street	Wahiawa
	50	Palolo Valley Homes	2107 Ahe Street	Honolulu

Group II - Kauai

HPHA Office (document pick-up location)	AMP/MU	Property	Service Location (document delivery location)	City
AMP 38 Management Office 4726 Malu Road Kapaa, Hawaii 96746	38	Hui O Hanamaulu	Laukona Street	Hanamaulu
	38	Kalaheo	Puu Road	Kalaheo
	38	Hale Nani Kai O Kea	4850 Kawaihau Road	Kapaa
	38	Kapaa	4276 Malu Road	Kapaa
	38	Hale Hoolulu	4264 Ala Muku Place	Kilauea
	38	Eleele Homes	Ahe Street	Eleele
	38	Hale Hoonanea	4401 Waialo Road	Eleele
	38	Kekaha Haaheo	8238 Iwipolena Road	Kekaha
	38	Kawailehua - Federal	5220 Paanau Road, Bld. D	Koloa
	38	Kawailehua - State	5220 Paanau Road, Bld. D	Koloa
	38	Home Nani	Moana & Laau Road	Waimea

Group III - Maui

HPHA Office (document pick-up location)	AMP	Property	Service Location (document delivery location)	City
AMP 39 Management Office 2015 Holowai Place Wailuku, Hawaii 96793	39	Makani Kai Hale	35 Koapaka Lane	Waiehu
	39	Kahekili Terrace	2015 Holowai Place	Wailuku
	39	Kahekili Terrace	2015 Holowai Place	Wailuku

Group III - Molokai

HPHA Office (document pick-up location)	AMP	Property	Service Location (document delivery location)	City
AMP 39 Management Office 119 Maunaloa Road Maunaloa, Hawaii 96770	39	Kahale Mua - Federal	Maunaloa	Maunaloa
	39	Kahale Mua - State	Maunaloa	Maunaloa

Group IV - Hawaii

HPHA Office (document pick-up location)	AMP	Property	Service Location (document delivery location)	City
AMP 37 Management Office 600 Wailoa Street Hilo, Hawaii 96720	37	Hale Aloha O Puna	Keeau District	Keeau
	37	Hale Olaloa	144 Kamana Street	Hilo
	37	Kauhale O Hanakahi	19 Pamala Street	Hilo
	37	Lanikila Homes I	600 Wailoa Street	Hilo
	37	Lanikila Homes II	600 Wailoa Street	Hilo
	37	Lanikila Homes III	600 Wailoa Street	Hilo
	37	Lanakila Homes IIIA	600 Wailoa Street	Hilo
	37	Lanakila Homes IIIB	600 Wailoa Street	Hilo
	37	Lanakila Homes IV	600 Wailoa Street	Hilo
	37	Lokahi	Lokahi Circle	Hilo
	37	Pahala, Kau	96-1169 Kou Street	Pahala
	37	Pomaikai Homes	929 Ululani Street	Hilo
	37	Punahele Homes	Lokahi Place	Hilo
AMP 43 Management Office 78-6725 Makolea Street Kailua-Kona, Hawaii 96740	43	Hale Hookipa	Kealakekua, Kona	Kealakekua
	43	Ka Hale Kahaluu	78-6725 Makalea Street	Kailua-Kona
	43	Kaimalino	74-5060 Kealaka Street	Kailua-Kona
	43	Kealakehe	74-991 Manawale'a Street	Kailua-Kona
	43	Nani Olu	81-6650 Malahoa Highway	Kealakekua

Group IV - Hawaii (cont'd)

HPHA Office (document pick-up location)	AMP	Property	Service Location (document delivery location)	City
AMP 46 Management Office 65-1191 Opelo Road Kamuela, Hawaii 96743	46	Hale Hauoli	45-540 Kaniaka Place	Honokaa
	46	Ke Kumu Ekolu	68-3385 Ke Kumu Place	Waikoloa
	46	Kekumu Elua	68-3367 Ke Kumu Place	Waikoloa
	46	Noelani I	65-1191 Opelo Road	Kamuela
	46	Noelani II	65-1191 Opelo Road	Kamuela