

Offeror's Checklist

1. **The following completed documents and/or certificates must be submitted as an attachment on HlePRO otherwise an offer submitted by a responsive and responsible Offeror may not receive the award:**

- Offer Form A
- Offer Form B
- Qualification Form
- Wage Certificate
- W-9 Request for Taxpayer ID
- Contractor's C-52 License
- Exhibit A (Bid Security)

Offerors are responsible to make sure all completed documents (files) and certificates are submitted as an attachment on HlePRO when submitting an offer.

Offerors who submit an (response) (offer) will receive a notification from HlePRO that their response was received and lists all attached documents (files) and certificates.

HlePRO will also show attachments that have been not been downloaded and reviewed.

2. **Unit Bid Price or Total Bid Amount** must include all costs for labor, equipment, parts and materials, controls, transportation/mileage, disposal of old AC unit and all applicable taxes (including the Hawaii General Excise Tax), and any other expenses, including travel, freight incurred.
3. For awards of **\$2,500 or more**, a **“CERTIFICATE OF VENDOR COMPLIANCE”** issued by the Hawaii Compliance Express (HCE) **is required** and must be submitted **within ten (10) working days from the date the request is made**, otherwise an offer submitted by a responsive and responsible Offeror may not receive the award.

It is highly recommended that Offerors register with Hawaii Compliance Express (HCE) prior to responding to a solicitation to ensure timely submittal when requested. Offerors should be aware that it may take thirty (30) working days or more to establish a compliant status.

4. It is also recommended that Offerors have available their **Certificate of Insurance** and/or **Performance bond and Payment Bond** to ensure timely submittal if requested. If the above documents are required, Offeror must submit

within ten (10) working days from the date the request is made otherwise an offer submitted by a responsive and responsible Offeror may not receive the award.

5. **Please read:**

Special Provisions, Compliance Document Requirements for solicitations of \$2,500 or more.

Solicitation Instructions, especially:

Submitting Attachments on HlePRO;

Download Instructions for Attachments;

Taxes shall be included in Price when Applicable;

General Conditions; and

Compliance Documentations.

If you have any questions or require vendor support, please contact HlePro at (808) 695-4620 or e-mail hiepro@hawaii.gov