

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