

MANDATORY SUBMITTALS

Submitted as Part of Bid

Statement of Bidder's Experience.....	SBCE-1, SBCE-2
Form of Bid .....	P-1 to P-14
Form of Non-Default Affidavit.....	NDA-1
Form of Non-Collusive Affidavit.....	NCA-1
Form of Non-Gratuity Affidavit .....	NGA-1
Proof of ISA-Certified Arborist Certification .....	[Provided by Bidder]
*HCE Certificate of Vendor Compliance or equivalent documentation .....	[Provided by Bidder]

\* Compliance documents must be current (i.e., dated within three (3) months of the contract award date). It is strongly encouraged, but not required, to include compliance documents with the bid. If HHFDC cannot verify compliance prior to award, then bidder will not be awarded the contract.

Submitted Prior to Award of Contract

HCE Certificate of Vendor Compliance or equivalent documentation\*\*.... [Provided by Bidder]

\*\*Equivalent documentation includes: Valid tax clearance certificate, Certificate of Good Standing, and Certificate of Compliance (LIR#27).

Submitted with Contract

Form of Contract .....	FC-1 to FC-26
Contractor's Corporate Resolution.....	[Provided by Bidder]
Certificate of Insurance (with HHFDC and State of Hawaii named as Additionally Insureds).....	[Provided by Bidder]
HCE Certificate of Vendor Compliance or equivalent documentation...	[Provided by Bidder]
IRS Form W-9 (If contractor is not a C or S corporation).....	[Provided by Bidder]

Submitted Within 10 Days After Contract Execution

Schedule of Values (Payment Progress Schedule Breakdown)  
List of Supervisory Personnel and Emergency Contact List

Submitted During Contract Period

Certified Payrolls & Exhibits (All Contractors/Subcontractors)  
Work Schedule  
Notice for Final Inspection  
Overtime/Holiday/Weekend Notification  
Inspection Reports  
Payment Requests

NOTE: Notice for Final Inspection must be turned in sixteen (16) days prior to Final Inspection

Submitted at Closing

- 1) Final Pay Request
- 2) Final Certified Payroll Records & Exhibits
- 3) Certificate of Compliance for Final Payment
- 4) Non-Gratuity Affidavit
- 5) HCE Certificate of Vendor Compliance or equivalent documentation
- 6) Certificate of Release from each subcontractor.
- 7) Evidence that the Contractor paid or secured claims for persons, firms or corporations who have done work or supplied materials, tools, equipment, machinery or other services.

**NOTE: Submit the above, only if it applies to this contract.**

The sum necessary to meet the claims of the State may be retained from the sums due the Contractor, until said claims have been fully and completely discharged or satisfied.

The filing of false affidavits will disqualify the Contractor from bidding on future work of the HHFDC.

END OF SECTION