

## PROPOSAL SUBMITTAL CHECKLIST

**RFP No. LLP 2026-003**

### WAIALUA COURTHOUSE STEWARDSHIP SERVICES

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. See the RFP for more information regarding each item. The OHA shall not be responsible for other pertinent RFP information not listed below:

- 1. Attachment 3 - Cover Letter (original signature required).
- 2. Proposal
  - a. Finance Related Requirements
  - b. Qualifications and Requirements pertaining to the Scope of Services, if any
  - c. Hawaii Compliance Express Certificate of Vendor Compliance OR
    - Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; AND
    - Department of Consumer and Commerce Affairs Certificate of Good Standing; AND
    - State and Federal Tax Clearance Certificates.
  - d. Corporate Resolution indicating authorized signer for proposal and contractual documents
- 3. Attachment 5 – Wage Certificate
- 4. Attachment 6 – Offer Form OF-1 and OF-2

**RFP REGISTRATION FORM**

RFP No. LLP 2026-003	WAIALUA COURTHOUSE STEWARDSHIP SERVICES
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**INSTRUCTIONS:** If you are interested in submitting a proposal, please complete this Registration Form and e-mail this form to the RFP Coordinator: [alisonr@oha.org](mailto:alisonr@oha.org).

Registration Forms Due	<b>Due by Tuesday, February 10, 2026 at 4:00 p.m. HST</b>
Site Visit	<p><b>Thursday, February 12, 2026 at 9:00 a.m. HST</b>  <b>Waialua Courthouse</b>  <b>66-207 Kamehameha Highway</b>  <b>Haleiwa, HI 96712</b></p> <p>Please R.S.V.P. to Alison Roney at <a href="mailto:alisonr@oha.org">alisonr@oha.org</a> by Tuesday, February 10, 2026 at 4:00 p.m. HST if you will be attending the site visit.</p>
Proposal Submittals Due	<p><b>Due by Monday, March 9, 2026 at 2:00 p.m. HST</b></p> <p>Proposals shall be submitted through the HiePRO website.</p>
Notice of Award	<b>March 2026</b>
Contract Start Date	<b>March 2026</b>
<p style="text-align: right;">Date: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>Phone: _____ E-mail: _____</p> <p>Contact Person: _____</p>	

**YOUR BUSINESS LETTERHEAD**  
**Aloha Company • 123 Aloha ‘Oe Drive • Honolulu, HI 96819**

TO: Kaiali‘i Kahele  
Board of Trustees Chairperson, Chief Procurement Officer, Head of Purchasing Agency  
Office of Hawaiian Affairs  
560 North Nimitz Highway Suite 200  
Honolulu, Hawai‘i 96817

Dear Chair Kahele:

The undersigned has carefully read and understands the terms and conditions specified in the RFP No. LLP 2026-003 and in the General Conditions, and hereby submits the following Proposal to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this competitive sealed Proposal, 1) he/she is declaring that his/her Proposal is not in violation of Chapter 84, Hawai‘i Revised Statutes, as amended, concerning prohibited State Contracts, 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion, and 3) he/she hereby authorizes the Office of Hawaiian Affairs to verify information provided in this Proposal.

Furthermore, Aloha Company is a Domestic Profit Corporation registered to do business in the State of Hawai‘i. Please see the Federal taxpayer identification number and State General Excise Tax License Identification number indicated below.

Date: \_\_\_\_\_

Respectfully submitted,

Phone: \_\_\_\_\_

\_\_\_\_\_  
Exact Legal Name of Company (Offeror)

Remittance Address, if different from  
Business Address

\_\_\_\_\_  
Authorized Signature (Original)

\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Hawai‘i General Excise Tax License  
I.D. No: \_\_\_\_\_

Business Address: \_\_\_\_\_

Federal Tax I.D./Social Security No: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

**WAGE CERTIFICATE**

**DESCRIPTION OF PROJECT**

Stewardship Services for the Waiialua Courthouse

Pursuant to Section 103-55, Hawai'i Revised Statutes (HRS), I hereby certify that if awarded the contract and it is in excess of \$25,000.00 the services will 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; and
2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

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.

BY: \_\_\_\_\_  
*Signature of Person Authorized to Signer*

**Please Print**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFER FORM, OF-1**

TO: Kaiali‘i Kahele  
Board of Trustees Chairperson,  
Chief Procurement Officer, Head of Purchasing Agency  
Office of Hawaiian Affairs, State of Hawai‘i  
560 N. Nimitz Highway, Suite 200  
Honolulu, Hawai‘i 96817

RE: OFFICE OF HAWAIIAN AFFAIRS, STATE OF HAWAI‘I  
RFP NO. LLP 2026-003  
WAIALUA COURTHOUSE STEWARDSHIP SERVICES

Dear Chair Kahele,

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawai‘i Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor     Partnership     \*Corporation     Joint Venture

\*State of incorporation: \_\_\_\_\_

Other \_\_\_\_\_

Hawai‘i General Excise Tax License I.D. No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

**OFFER FORM, OF-1**  
(CONTINUED)

Payment address (other than street address below):

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Business address (street address):

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Respectfully submitted:

\_\_\_\_\_  
Exact Legal Name of Company (Offeror)\*\*

\_\_\_\_\_  
Authorized (Original) Signature

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*\*If Offeror is a “dba” or a “division” of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

**OFFER FORM, OF-2**

<b>Core Services, monthly flat rate</b> Including the following scope items: <ul style="list-style-type: none"> <li>• Item A. Property Planning and Reporting</li> <li>• Item B. Site Monitoring</li> <li>• Item C. Maintenance &amp; Operations</li> <li>• Item D. Repairs</li> <li>• Item E. Programming &amp; Community Gathering Activities</li> </ul>	
Total:	
<b>Additional Services, hourly rate</b> Including the following scope items: <ul style="list-style-type: none"> <li>• Item F. Revenue Generation</li> </ul>	

**Notes:**

**Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.**

The Contract for the proposed services may be extended without the necessity of re-soliciting or solicitation, subject to appropriation and availability of funds to OHA, continued need for the services, and OHA's determination of satisfactory performance of the contracted organization, or unless this Contract is terminated. The option to extend the service shall be offered in writing by OHA prior to the expiration of the Contract. No Contract or amendment to a Contract shall be binding upon OHA until the Contract has been fully and properly executed by all parties thereto prior to the start date of the Contract. The contracted organization shall not provide any services until the Contract is fully and properly executed.

Offeror

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Name of Company



# STATE OF HAWAI‘I

## Holidays to be observed in 2026 and 2027

### 2026 HAWAI‘I STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2027</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year’s Day	January 01, Thursday	The first day in January
Dr. Martin Luther King, Jr. Day	January 19, Monday	The third Monday in January
Presidents’ Day	February 16, Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana’ole Day	March 26, Thursday	The twenty-sixth day in March
Good Friday	April 3, Friday	The Friday preceeding 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	August 21, Friday	The third Friday in August
Labor Day	September 7, Monday	The first Monday in September
General Election Day	November 3, Tuesday	The first Tuesday in November following the first Monday of even numbered years. ( <i>Hawai‘i State Constitution, Article 2 – Section 8</i> )
Veterans’ Day	November 11, Wednesday	The eleventh day in November
Thanksgiving	November 26, Thursday	The fourth Thursday in November
Christmas	December 25, Friday	The twenty-fifth day in December

### 2027 HAWAI‘I STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2027</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year’s Day	January 01, Friday	The first day in January
Dr. Martin Luther King, Jr. Day	January 18, Monday	The third Monday in January
Presidents’ Day	February 15, Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana’ole Day	March 26, Friday	The twenty-sixth day in March
Good Friday	March 26, Friday	The Friday preceeding Easter Sunday
Memorial Day	May 31, Monday	The last Monday in May
King Kamehameha I Day	June 11, Friday	The eleventh day in June
Independence Day	July 5, Monday	The fourth day in July
Statehood Day	August 20, Friday	The third Friday in August
Labor Day	September 6, Monday	The first Monday in September
Veterans’ Day	November 11, Thursday	The eleventh day in November
Thanksgiving	November 25, Thursday	The fourth Thursday in November
Christmas	December 24, 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 01/12/2026.** Subject to change.

