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AMENDMENT NO. 03

TO: **ALL PROSPECTIVE BIDDERS**

**AMENDMENT
ISSUE DATE:** **September 11, 2023**

SUBJECT: **Solicitation No. DCSC-23-RFP-160
Elevator, Escalator & Handicap Lift Preventive Maintenance and
Service**

**PROPOSAL
SUBMISSION
DATE:** **Tuesday, September 19, 2023, by 3:00 pm,
Eastern Standard Time**

The subject request for Addendum #03, for solicitation DCSC-23-RFP-160 issued on August 21, 2023.

NOTICE TO POTENTIAL AWARD RECIPIENTS

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offerors. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

Geoffrey Mack
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number #01 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number #01 is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-23-RFP-160 Elevator, Escalator & Handicap Lift Preventive Maintenance and Service.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

Please remember to check the DC Courts Website daily for posting of Amendment updates.

<https://www.dccourts.gov/about/procurement-contracts-branch>

Notice to Potential Award Recipients

All District of Columbia awards Recipients are paid through the IPP portal. If you have responded to the corresponding solicitation to receive an award, you must be registered in the System for Award Management. (SAM.gov) and registered in our Oracle system,

To register in Oracle, you must be in SAMs first to receive your unique entity ID.

To register in SAMs: <https://sam.gov/content/entity-registration>

To register in Oracle: The link and instructions are included in the attachment to this amendment.

Please don't wait until the last week to register; waiting could prevent you from being eligible or receiving your award in time. September 30th will be a hard deadline.