

**Martin Luther King Jr. Memorial Library Interim Hubs**

**DGS-RFS-DCPL-2015-06-01**

**Submission Format and Due Date (revised)**

Please provide one (1) hard copy and two (2) electronic copies in Microsoft Word and PDF of the written offers in 12-point font size on 8.5"x 11" paper. Offers must also include **signed** DC DGS FORM S-103  
Note the link to this form is:

[http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20-%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement\\_0.doc](http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20-%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement_0.doc)

Offers must be hand delivered to:

**Department of General Services**

**ATTENTION: S.E. Ponds**

REFERENCE: DGS-RFS-DCPL-2015-06-01

2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor

Washington, DC 20009

***No phone calls please.***

Electronic mail and facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to DGS-RFS-DCPL-2015-06-01."**

Offers must be submitted to DGS with all required supplemental information and documentation, by **3:00 pm on Tuesday, July 28, 2015** in order to be considered.