



## GUIDELINES FOR APPLICANTS

### CALL FOR PROPOSALS FOR THE ADJUDICATION OF PORTABLE FIRE EXTINGUISHER FULL SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

As keeping fire protection equipment maintained and inspected by a certified company at proper intervals is crucial to maintaining code compliance and insurance requirements, the Permanent Mission of Italy to the United Nations issues a call for proposals to provide commercial fire extinguisher services.

#### Location

- The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)
- The Ambassador's Residence (address to be disclosed, UES, New York, NY)

The Permanent Mission has a surface of approximately 22,985 sq/ft (distributed on the 48th and the 49th floors). The Ambassador's Residence has a surface of approximately 5865 sq/ft.

#### Date and Time

Next day or same week service.

#### Specification of manpower

Fully licensed professionals will inspect **no. 30** fire extinguishers for any services needed then certify the units with a State of New York tag.

#### Duration

One-year or two-year contract.

#### Recipients

This call for proposals is intended to certified companies that have the technical expertise and the financial and human resources to enter such agreement.

#### Duties and Activities

Fire Extinguisher Maintenance: Recharging, refilling, and maintaining parts of the fire extinguisher. The fire extinguisher maintenance must be performed by a licensed fire extinguisher service provider.

Fire Extinguisher Inspections: annual inspection performed by a licensed, certified, and insured full-service provider.

**Insurance**

General liability coverage and property coverage are required.

**Purpose**

This call for proposals is aimed to start a constructive dialogue with interested companies. At this stage, proposals are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

**Requirements**

As a guarantee of sound business practices, companies must include in the proposal the following information:

- business license and permits
- company profile
- copy of the profit and loss account and the balance sheet for up to the last three financial years
- letters of references

The proposal shall also indicate:

- Hourly labor rate for next day or same week service
- Response time for each of the above
- Travel time

**Submission of the Proposal**

The proposal with the attached "form" must be submitted by email no later than November 11<sup>th</sup>, 2022, to the address [admin.italyun@esteri.it](mailto:admin.italyun@esteri.it) (subject: "*CALL FOR PROPOSALS FOR FIRE EXTINGUISHER SERVICES*").