



GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS FOR THE ADJUDICATION OF HVAC MAINTENANCE AND REPAIR SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations issues a call for proposals to provide HVAC (heating, ventilation and air conditioning) maintenance and repair services.

Location

- a) The Ambassador's Residence (address to be disclosed, UES, New York, NY) - RESIDENTIAL
- b) The Deputy Ambassador's Residence (address to be disclosed, UES, New York, NY) – RESIDENTIAL

The Ambassador's Residence has a surface of approximately 8,556 sq/ft. The Deputy Ambassador's Residence has a surface of approximately 3,000 sq/ft.

Date and Time

Monday-Friday regular service.
24/7 emergency service.

Specification of manpower

Licensed, skilled, knowledgeable, trustworthy, and fully insured professionals specialized in HVAC maintenance and repair.

Duration

One-year contract (2023).

Recipients

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

Duties and Activities

Including but not limited to:

- 24/7 Emergencies
- HVAC preventive maintenance contract
- HVAC repairs
- HVAC seasonal inspection

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:

- Cost of two preventive maintenance per year for location a) and one preventive maintenance per year for location b)
- Hourly labor rate for regular, extra and emergency hours
- Response time for each of the above
- Free maintenance calls per year (if available)
- Travel time
- Warranty for labor
- Customer service

Upon request, the Permanent Mission of Italy can provide technical specifications about the HVAC systems and installations and schedule on-site visits (free of charge) to the Ambassador's Residence and Deputy Ambassador's Residence.

Submission of the Proposal

The proposal with the attached "form" must be submitted by email no later than November 25th, 2022, to the address admin.italyun@esteri.it (subject: "*CALL FOR PROPOSALS FOR HVAC MAINTENANCE AND REPAIR SERVICES*").