



## GUIDELINES FOR APPLICANTS

### CALL FOR PROPOSALS FOR THE ADJUDICATION OF PLUMBING 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 commercial and residential plumbing services.

#### Location

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

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

#### Date and Time

24/7 emergency service.

#### Specification of manpower

Licensed, skilled, knowledgeable, trustworthy, and fully insured professionals specialized in plumbing repair, service and installation.

#### Duration

Two-year contract (2023-2024).

#### 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

Including but not limited to:

- 24/7 Emergencies
- Office spaces plumbing
- Piping and re-piping
- Toilet Repair

- Sump Pump
- Water Heater Repair and Installation
- Leak Repair
- Bathroom Repair
- Bathroom Faucet Installation
- Toilet Replacement
- Running Toilet Repair
- Shower Repair
- Faucet Repair
- Shower Replacement
- Sewer line inspections and maintenance
- Drain Cleaning and Clogged Sink Repair
- Kitchen Plumbing
- New York Plumbing Code Violation Removal

### **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 regular, extra and emergency hours
- Response time for each of the above
- Travel time
- Warranty for labor

### **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 PLUMBING SERVICES*").