

GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS FOR THE ADJUDICATION OF CLEANING 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 by cleaning companies to provide commercial cleaning services at this Mission (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017).

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

Date and Time

Weekdays (Monday to Friday), except for US and Italian holidays.

4 hours/day between 8am and 3pm.

Specification of manpower

One professional worker.

Hourly wage: at least the minimum wage, according to the Minimum Wage Act and the New York State Labor Law.

The proposal must include the hourly rate.

Duration

The contract will start on January 1st, 2024, and will end on December 31st, 2024.

Recipients

This call for proposals is intended to cleaning companies that meet the requirements described above, and that have the technical expertise and the financial and human resources to enter such agreement.

Duties and Activities

Daily cleaning

- Ambassador's office, secretary's hall and offices: glasses, metal handles, desks, furniture surfaces, telephone sets, PCs wiping and cleaning; carpet vacuuming; floor mopping;
- Ambassador's restroom: WC and sink wiping; floor tiles sweeping and mopping; towels and toilet paper changing and supplying;
- Kitchen: basin and dish washing, surfaces cleaning and re-ordering;
- Restrooms' supplemental cleaning

As needed

Offices: desktops cleaning/wiping; phone sets, PCs, switches, window seals cleaning; carpet vacuuming; surfaces of closets and cabinets wiping;

- Common areas and staircases: floor vacuuming, washing/mopping; switches wiping; fingerprints on metal handles, glasses removing;
- Plants watering in the offices;

- Internal glasses in and corridors cleaning.
- Meeting room cleaning after meeting or reception.
- refrigerators defrosting and deep cleaning

Occasional cleaning

Whenever the Permanent Mission requires occasional services (special cleaning after lunch, event, move in/out, etc.), it gives a reasonable notice to the Contractor in order to re-arrange the schedule accordingly.

Cleaning materials and equipment

All professional cleaning materials, equipment and tools shall be provided by the Contractor:

1) Cleaning materials (with good-quality standard):

Small bags and large bags
Cleaning products including bleach
Floor detergent
Dishwashing soap

2) Work equipment and tools (made by well-known manufacturers):

Vacuum cleaner / hoover
Work overalls
Floor and microfiber mops
Wipers
Brooms
Buckets
Shovels
Gloves

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;



Permanent Mission of Italy
UN - New York

➤ letters of references.

Submission of the Proposal

The proposal must be submitted by email no later than November 10th, 2023, to the following email address (subject: *"CALL FOR PROPOSALS FOR CLEANING SERVICES"*): admin.italyun@esteri.it