



Permanent Mission of Italy  
UN - New York

## GUIDELINES FOR APPLICANTS

### CALL FOR PROPOSALS FOR THE ADJUDICATION OF ELEVATORS 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 Elevators' maintenance and repair services.

#### Location

- a) The Ambassador's Residence (address to be disclosed, UES, New York, NY) - RESIDENTIAL
- b) Townhouse on sale (16 East 76<sup>th</sup> Street, New York, NY)

#### Date and Time

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

#### Specification of manpower

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

#### Duration

One-year contract (2024).

#### Recipients

This call for proposals is intended to full-service Elevator 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
- Elevator preventive maintenance contract
- Elevator repairs
- Elevator annual 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 one preventive maintenance per year for location a) and 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 Elevators machines' systems and installations and schedule on-site visits (free of charge) to the Ambassador's Residence, or to the Townhouse on sale.

### **Submission of the Proposal**

The proposal must be submitted **by email** no later than November 10<sup>th</sup>, 2023, to the address [admin.italyun@esteri.it](mailto:admin.italyun@esteri.it) (subject: *"CALL FOR PROPOSALS FOR Elevators' maintenance and repair"*).