



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS FOR THE ADJUDICATION OF SERVICE AND MAINTENANCE FOR VIDEO SURVEILLANCE AND ALARM MONITORING 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 service and maintenance for video surveillance and alarm monitoring 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)
- Townhouse on sale (16 E 76th Street, 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 10,099 sq/ft. The Townhouse on sale has a surface of 8,512 ft².

Date and Time

Monday-Friday regular service.

24/7 emergency service.

Specification of manpower

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

Duration

One-year contract (2024).

Recipients

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

Duties and Activities

Including but not limited to:

- Maintenance (cameras and alarm devices)
- Batteries
- Annual inspection
- Video surveillance, access control, intrusion detection, monitoring service
- Guaranteed response times

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 maintenance per year for location
- 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 Alarms' 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 30th, 2023, to the address admin.italyun@esteri.it (subject: "*CALL FOR PROPOSALS FOR SERVICE AND MAINTENANCE FOR VIDEO SURVEILLANCE AND ALARM MONITORING*").