



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST 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 (hereinafter the “Mission”) issues a call for expressions of interest by cleaning companies or independent contractors (hereinafter “Contractor”) to provide commercial cleaning services at the Mission (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017).

The Permanent Mission has a surface of approximately 22,985 sq/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 8:00am and 5:00pm.

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 expression of interest must include the hourly labor rate for **regular** (8:00am – 5:00pm) and **extra** hours (before 8:00am or after 5:00pm).

Duration

One year. The contract will start on January 1st, 2026, and will end on December 31st, 2026.

Recipients

This call for expressions of interest is addressed to cleaning companies or independent contractors who meet the requirements described above and who have the authorizations, qualifications, expertise, and resources to enter into such an 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 institutional meetings, events and receptions.

Refrigerators defrosting and deep cleaning

Extra services

Whenever the Mission requires **extra services on special occasions** (set-up and cleaning before/after institutional meetings, events, receptions, move in/out, etc.), outside of the regular work schedule (8:00am – 5:00pm). In such case, it will give reasonable notice to the Contractor so that it can rearrange its 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

COI is mandatory.

Purpose

This call for expressions of interest is aimed to start a constructive dialogue with interested companies. At this stage, expressions of interest are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

Requirements

As a guarantee of sound business practices, contractors must include in the expression of interest the following information:

- business license and permits;
- business profile;
- letters of reference.

Submission of the Expression of Interest

The expression of interest must be submitted by email no later than October 31st, 2025, to the email address admin.italyun@esteri.it (subject: *"EXPRESSION OF INTEREST FOR CLEANING SERVICES"*).

New York,