



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR THE ADJUDICATION OF ELEVATOR TEST INSPECTIONS WITNESSING SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

Given that:

- a) Local code authorities require third party elevator inspectors to witness annual safety tests that are performed by elevator service providers.
- b) In New York, the Department of Buildings (DOB) requires that all elevating devices be tested and witnessed by approved independent third-party agencies licensed by the DOB.

The Permanent Mission of Italy to the United Nations (hereinafter the “Mission”) issues a call for expressions of interest to provide elevator test inspections witnessing services.

Location

- a) Mansion (15 East 90th Street, New York, NY) – RESIDENTIAL
- b) Townhouse (16 East 76th Street, New York, NY) – UNOCCUPIED

Date and Time

To be agreed with the company responsible for maintenance (hereinafter the “Maintenance Company”).

Monday-Friday regular service.

24/7 emergency service (if needed).

Specification of manpower

Licensed, skilled, knowledgeable, trustworthy, and fully insured witnessing companies specialized in elevator witnessing services.

Duration

One-year (2026) or three-year contract (2026-2028). The Mission will give preference to the three-year option.

Recipients

This call is addressed to full-service elevator witnessing companies that meet the requirements described above and who have the authorizations, qualifications, expertise, and resources to enter into such an agreement.

Duties and Activities

Including but not limited to:

- Elevator mandatory witnessing
- 24/7 Emergencies

Maintenance Company will perform the 2026-2028 elevator test inspection(s) with the selected witness in accordance with Department of Buildings requirements. Maintenance Company will cooperate with the witness to facilitate the filing of the necessary paperwork.

Insurance

COI is mandatory.

Purpose

This call 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, companies must include in the expression of interest the following information:

- Business license and permits
- Company profile
- Letters of references

The expression of interest shall also indicate:

- Hourly labor rate for regular, extra and emergency hours
- Response time for each of the above
- Travel time
- Customer service

Upon request, the Permanent Mission of Italy can provide technical specifications on the elevators and schedule on-site visits (free of charge).

Submission of the Expression of Interest

The expression of interest must be submitted **by email** no later than November 28th, 2025, to the address admin.italyun@esteri.it (subject: “*EXPRESSION OF INTEREST FOR ELEVATOR WITNESSING*”).

New York,