



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR PORTERAGE, MINOR MAINTENANCE AND SMALL REPAIR 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 to provide portorage, minor maintenance and small repair services.

Locations

- a) The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017) – LEASED - surface of approximately 22,985 sq/ft (distributed on the 48th and the 49th floors). **This is the MAIN LOCATION.**
- b) The Ambassador’s Residence (15 East 90th Street, UES, New York, 10128 NY) - OWNED - surface of approximately 12,173 sq/ft.
- c) The Deputy Ambassador’s Residence (970 Park Avenue, Apt. 3N, UES, New York, 10028 NY) – SHAREHOLDER (COOP) - surface of approximately 3,000 sq/ft.
- d) Townhouse on sale (16 E 76th Street, New York, 10021 NY) – OWNED - surface of 8,512 sq/ft.

Date and Time

Monday to Friday (except for US and Italian holidays).
3 hours per day, between 8:00 am and 5:00 pm.

Specification of manpower

One licensed, skilled, knowledgeable, trustworthy, and fully insured independent contractor.

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 contract, from 1.1.2026 until 12.31.2026.

Recipients

This call for expressions of interest is addressed to 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:

- Water jugs replacement on water dispensers when empty
- Removal and disposal of bulky trash and garbage. Manage office garbage, i.e. cardboard boxes, for building recycling. Preparation of used toners/cartridges for disposal and recycle
- Replacing the bag (when full) of the shredding machine
- Monitoring and checking the proper functioning of the lights and batteries of the emergency exit signaling system and replacing any broken/non-functioning ones

Upon request when needed:

- Office furniture moving/displacing/disassembling/reassembling
- Heavy-duty portage services
- Store and move bulk orders (i.e. Paper boxes)
- Meeting room set-up (chairs, tables, etc.) and arrangement for business meetings and events
- Ambassador's office set-up and arrangement for business meetings and events
- Touch-ups and paintings
- Lock and handle repair
- Minor repair work at the premises of the Permanent Mission and at the Residences

The contractor shall immediately inform the Administration Office of any maintenance issue or malfunction that might affect the properties.

Equipment

For minor maintenance and small repair services, the contractor shall provide all equipment and tools at no extra cost whatsoever.

Insurance

COI is mandatory.

Purpose

This call is aimed to start a constructive dialogue with interested professionals/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 (if needed)

- Business profile
- Letters of reference

The expression of interest shall also indicate:

- Hourly labor rate for **regular** and **extra** hours

Submission of the Expression of Interest

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

New York,