



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR THE PROVISION OF CLEANING SERVICES TO THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

1. Introduction and Purpose

The Permanent Mission of Italy to the United Nations (hereinafter, the “Mission”) invites cleaning companies and independent contractors (hereinafter, the “Contractor”) to submit expressions of interest for the provision of professional cleaning services at the Mission’s premises.

The Mission is located at One Dag Hammarskjöld Plaza, 885 Second Avenue, 49th Floor, New York, NY 10017, USA. The premises comprise approximately 22,985 square feet across portions of the 48th and 49th floors.

2. Working Schedule

Regular cleaning services shall be provided on weekdays, Monday through Friday, excluding U.S. and Italian public holidays.

The Contractor shall provide **one professional cleaning worker for four hours per working day**, with the work performed between 8:00 a.m. and 5:00 p.m., according to a schedule agreed upon with the Mission.

The Contractor shall indicate its hourly labor rates for both regular and extra hours, as specified in Section 4.

3. Duration

The anticipated contract period is **January 1 through December 31, 2027**.

4. Staffing and Labor Rates

The Contractor shall provide one suitably qualified and experienced cleaning worker to perform the services described in these Guidelines.

The Contractor shall comply with all applicable federal, New York State, and New York City labor and employment laws, including applicable minimum-wage requirements.

The expression of interest must specify the following hourly labor rates:

- **Regular hours:** services performed between 8:00 a.m. and 5:00 p.m. on regular working days.
- **Extra hours:** services performed before 8:00 a.m. or after 5:00 p.m.

Applicants shall clearly indicate whether the quoted rates include all applicable labor costs, employment-related expenses, taxes, insurance, and other charges. Any additional charges must be expressly identified and itemized in the expression of interest.

5. Scope of Services

The Contractor shall perform the following activities.

5.1 Daily cleaning

A. Ambassador's office, secretary's hall, and offices

- Clean glass surfaces and metal door handles.
- Wipe desks, furniture surfaces, telephone sets, and computer equipment, using appropriate cleaning methods.
- Vacuum carpets and sweep and mop floors, as appropriate.

B. Ambassador's restroom

- Clean and sanitize the toilet and sink.
- Sweep and mop tiled floors.
- Replenish towels and toilet paper and replace them as necessary.

C. Kitchen

- Wash the sink and dishes.
- Clean kitchen surfaces and maintain the area in a clean and orderly condition.

D. Restrooms

- Perform supplementary cleaning and replenish consumables as necessary.

5.2 Additional cleaning activities, as required

A. Offices

- Wipe desktops, telephone sets, switches, window sills, and the surfaces of cupboards and cabinets.
- Vacuum carpets and clean other surfaces as appropriate.

B. Common areas and staircases

- Vacuum, sweep, wash, or mop floors, as appropriate.
- Wipe switches and remove fingerprints and marks from glass surfaces and metal handles.

C. Other activities

- Water office plants as required.
- Clean internal glass partitions and glass surfaces in corridors.
- Clean meeting rooms following institutional meetings, events, and receptions.
- Defrost and thoroughly clean refrigerators when required.

The frequency and timing of these additional activities shall be agreed upon with the Mission, taking into account operational needs and the regular cleaning schedule.

5.3 Extra services

On special occasions, the Mission may request additional cleaning services outside the regular working schedule, including the preparation and cleaning of premises before and after institutional meetings, events, receptions, and office moves.

The Mission shall provide reasonable advance notice whenever practicable, allowing the Contractor to organize the additional services.

Extra services shall be remunerated at the hourly rate quoted for extra hours, subject to any expressly identified and agreed additional charges.

6. Cleaning Materials, Equipment, and Tools

The Contractor shall provide, at its own expense, all professional cleaning materials, equipment, and tools necessary to perform the services. Products and equipment shall be of good quality, suitable for professional use, and appropriate for the surfaces and equipment being cleaned.

A. Cleaning materials

- Small and large waste bags.
- Cleaning products, including bleach where appropriate.
- Floor-cleaning detergents.
- Dishwashing liquid.

B. Equipment and tools

- Professional vacuum cleaner.
- Work overalls or appropriate work clothing.
- Floor mops and microfiber mops.
- Cleaning wipers and cloths.
- Brooms.
- Buckets.
- Dustpans.
- Protective gloves.

All materials and equipment shall be maintained in good working order and replaced as necessary. The Contractor shall ensure that cleaning products are used safely and in accordance with the manufacturer's instructions.

7. Insurance Requirements

A valid Certificate of Insurance (COI) is mandatory. Applicants shall indicate the insurance coverage maintained by their company and provide the relevant certificate in accordance with the Mission's requirements.

8. Eligibility and Information Required

This expression of interest is open to cleaning companies and independent contractors possessing the necessary legal authorizations, qualifications, experience, and resources to provide the services described above.

Applicants shall include the following information in their submission:

- **Business licenses and permits:** copies of valid licenses, permits, and other authorizations required for the proposed activities, where applicable.
- **Company or business profile:** a description of the applicant's activities, experience, staffing capacity, and relevant qualifications.
- **Letters of reference:** references from current or previous clients, or equivalent evidence of relevant experience.
- **Hourly labor rates:** the rates for regular and extra hours, as specified in Section 4.
- **Insurance information:** confirmation of the availability of the required Certificate of Insurance.

Applicants may include any additional information they consider relevant to demonstrating their suitability for the assignment.

9. Submission of the Expression of Interest

Expressions of interest must be submitted by email no later than **November 20th 2026** to:

Email: admin.italyun@esteri.it

Subject: EXPRESSION OF INTEREST – CLEANING SERVICES

10. Non-Binding Nature of the Expression of Interest

This initiative is intended to facilitate preliminary market consultation and dialogue with interested service providers.

Submission of an expression of interest does not create any contractual relationship or entitlement, nor does it confer any preferential status or advantage in any subsequent procurement procedure.

The Mission reserves the right to determine its requirements and the applicable procurement procedure, request additional information, and decide whether or not to proceed with a subsequent procurement.

Participation in this initiative does not guarantee the award of a contract or the placement of any orders.

New York,

Head of Administration

Eugenio BOLDRINI

Firmato Digitalmente da/Signed by:

EUGENIO BOLDRINI

In Data/On Date:

martedì 13 ottobre 2026 16:54:02