

New York, 11/30/2021

CIG: 900327598F

Prot. 0135742/21

RE: 2022 CLEANING AND SNOW REMOVAL SERVICES FOR THE OFFICE OF THE ITALIAN TRADE COMMISSION IN NEW YORK CITY

CIG: 900327598F

NOTICE TO BIDDERS



PLEASE READ THIS IFB CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSION WILL NOT BE ACCEPTED. ONCE A COMPLETE SUBMISSION IS RECEIVED, YOU ARE DEEMED TO HAVE UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS IFB.

SHOULD YOU HAVE ANY QUESTIONS BEFORE SUBMISSION, FEEL FREE TO CONTACT ITA NEW YORK AT THE EMAIL INDICATED BELOW.

AWARDING ENTITY

Italian Trade Agency (“ITA”) – New York Office
33 East 67th Street
New York City, NY 10065

<https://www.ice.it/en/markets/usa/new-york>

Mr. Antonino Laspina, Trade Commissioner

E-mail: newyork@ice.it

Tel (212) 980-1500

BACKGROUND

The Italian Trade Agency (ITA) is the government entity which promotes the internationalization of Italian companies along with the policies of the Italian Department for Economic Development. ITA provides support to Italian and foreign companies. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian embassies and consulates and working closely with local authorities and businesses.

ITA provides a wide range of services among which:

- Selection of business partners;
- Bilateral trade meetings with Italian companies;
- Trade visits to Italy;
- Participation to local fairs;
- Seminars conducted by Italian advisers;

In the US, ITA is present in New York, Chicago, Los Angeles, Houston and Miami.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website www.ice.it (Italian/English).

**The BID/CONTENT OF THE REQUESTED SERVICES:
This is an invitation for bids (“IFB”).**

The Italian Trade Agency (ITA) ask you a proposal for “**Cleaning and Snow Removal Services**” for our building of 6 floors located at 33 East 67th Street. The service should be **inclusive of Bulk Garbage Cartage/Removal to be deposited in the sidewalk in front of the building.**

Please pay special attention to the parts highlighted in red color

All work to be done:

General Cleaning Services (Monday to Friday)

- Bag & remove all trash – wipe and disinfect waste receptacles – replace liners.
- Clean and **disinfect with appropriate product** all desktops that are free of paper and other obstructions.
- Clean and mop **with disinfectant detergent** entry marble foyer and glass door.
- Vacuum elevator cab floor and dust & polish interior.
- **Mop** all non-carpeted floor Areas **with disinfectant detergent.**
- **Mop** sidewalk and front entrance **with disinfectant detergent.**

Additional services (Tuesday and Friday)

- Vacuum all rugs in the staircases of the 1st and 2nd floor, Director’s Office and main staircase between 1st and 2nd floor.

Additional Services (once a week)

- Clean and **disinfect with appropriate product** all glass partition, office doors and knobs, elevator doors and knobs, light switches.
- **Disinfect with appropriate product** telephones, wall hangings, picture frames and clocks.
- **Disinfect with appropriate product** and polish all furniture and cabinetry (unless specifically instructed otherwise).
- Vacuum main and services staircases.
- **Disinfect with appropriate product** all railing banisters and stair tread edging.
- Sweep side alley.
- Hose sidewalk, front entrance, side alley (weather permitting).

Additional Services (4 times per year)

- Chandeliers/ceiling light fixture cleaning

Additional services (on a need basis)

- Snow removal from sidewalk and front entrance, including salt application when necessary;
- Leaf removal and drain cleaning from front light well, side alley, conference room roof, fifth floor gutters.
- Replacing light bulbs (from customer stock)
- Removal of obstructions and cleaning of gutters and rainwater drain pits

Lavatory Maintenance (Monday to Friday)

Clean all 8 bathrooms on premises as per the following:

- Scrub and clean **with disinfectant detergent** all sink bowls and surrounding areas.
- Scrub and clean **with disinfectant detergent** all bright work: faucets and soap and towels dispensers.
- Wash the mirrors (streak free).
- Fully scrub clean commodes **with disinfectant.**
- Wash toilet seat both sides.
- Sweep and mop **with disinfectant detergent** floors, wipe walls with the same.
- Restock on daily basis all lavatory supplies as needed (soap, paper, etc. from Customer's stock).
- Bag and remove all trash – **wipe and disinfect waste receptacles** – replace liners (from Customer's stock).

Kitchens Maintenance (Monday to Friday)

Clean all six kitchens/pantries on premises as per following:

- Clean and wipe down cabinets.
- Scrub and clean all sinks and bright work.
- Scrub and clean with disinfectant all tables and seating surfaces.
- Clean and wipe refrigerators tops, front and sides.
- Bag and remove all trash – wipe and disinfect waste receptacles – replace liners (from Customer's stock), including the **waste bins located under hygiene stations on each floor that have to be treated separately.**

- Restock all supplies as needed (soap, paper, etc. from Customer's stock) **with a special attention to refilling hand soap detergents in the toilets, as well as hand gel sanitizer and disinfecting wipes displayed on hygiene stations on each floor.**
- In addition, hand wash all used glassware's that are in the sink areas or that have been collected while cleaning the offices.

SERVICE TIME FRAME

Start Date: January 1, 2022

End Date: December 31, 2022

CLEANING TIME

In order to comply with the social distancing and maximum occupancy rules and regulations it is strongly recommended to arrange the daily cleaning on the following times:

Between 7:00 PM and 10:00 PM daily, unless ITA will give you instructions

Guidelines for cleaning staff

Please check the attached guidelines which apply to your staff.

Make sure your cleaning staff is regularly provided with all required personal protection equipment (PPEs) such as face masks and disposable hand gloves

1. BUDGET

ITA is a tax-exempt organization. Due to governing Italian laws, ITA must follow strict procedural requirements in terms of assembling this IFB and awarding contract.

There is a maximum budget of \$83,400.00 allocated for this 2022 service. This budget is inclusive of all and other fees.

Therefore, the **Bid Offer must not exceed \$83,400.00, including of local taxes.**

Bid Offers exceeding the mentioned amount will be automatically excluded from the Bid.

Payments shall be in US dollars and be issued upon receipt of an original invoice **with number, date, P.O. number** and proof of the services. We prefer to make payment via ACH.



Any contract resulting from the awarding of this Bid is subject to spending approval by the Director General of the Italian Trade agency in Rome.

2. SUBMISSION DEADLINE & REQUIREMENTS

The **DEADLINE** for submission of Bid Offers is



December 15, 2021, 2:00 pm (EST)

Please make sure to follow all instructions carefully to avoid disqualification.

The failure to include all the items Requested by this IFB will render your Bid Offer void.

3. THE EVALUATION PROCESS

Please be advised that the bid documents will be examined in a **Public Session** on Wednesday, **December 15, at 3:00PM** at which time we will determine the acceptability of the bidding packages received as well as of the Administrative Documents enclosed in the Envelope A.

If everything will be in order ITA's authorized officer will proceed to open, still in **Public Session**, the Economic Offer enclosed in the Envelope B.

Each bid offer will be evaluated on the lowest price.

The award will take place even in the presence of a single quote, as long as it is deemed valid.

4. PRICE OFFER

The price offer must be indicated **ONLY in Annex 2** (Please check instructions at page 10).

5. REQUIREMENTS FOR THE SUBMISSION OF BID OFFERS

According to Italian law and under penalty of exclusion, all parts of a Bid Offer from a Cleaning Services Company shall be submitted in one single closed and sealed envelope indicating on the outer surface "**CONFIDENTIAL - Do Not Open. Bid Documents: 2022 CLEANING AND SNOW REMOVAL SERVICES FOR THE OFFICES OF THE ITALIAN TRADE COMMISSION IN NEW YORK. CIG 900327598F**

The envelope shall clearly indicate the complete name of the sender and the complete address (telephone and email) where all subsequent notices shall be sent.

Furthermore, the envelope shall contain:

No. 2 envelopes, closed and sealed, indicating on the outer surface the following:

ENVELOPE “A”: [indicate NAME of the COMPANY] "Administrative Documentation"

This envelope **MUST** contain **ONLY**:

1. “AWARDING OF THE CONTRACT” page n. 9 from this IFB, duly signed (**Annex 1**);
2. INTEGRITY PACT signed and initialed on each page;
3. AFFIDAVIT signed and initialed on each page;
4. PHOTOSTATIC COPY of the signer’s ID (State issued driver’s license or ID or Passport).

Incorrect, incomplete or irregular contents in the envelope (“A” for documentation) can be remedied, pursuant to Art. 83, Par. 9 of Legislative Decree No. 57/2017.

ENVELOPE “B” [indicate NAME of the COMPANY] “Financial/Economic Offer”.

The Financial/Economic Offer shall be made in accordance with the above terms. It shall be expressed clearly in numbers and letters and signed by the director or managing member of the bidder. Multiple Offers will not be considered.

Please fill the Financial /Economic Offer as per Annex 2 (Page 10)



Please indicate **price information ONLY in your FINANCIAL/ECONOMIC OFFER** and not in your ADMINISTRATIVE DOCUMENTS as that will invalidate your proposal.

7. DEADLINE

The envelope containing the offers must be received by ITA, under penalty of exclusion from the tender, **within December 15, 2021 at 2:00pm (EST).**

The address where the offers must be mailed is:

ITALIAN TRADE COMMISSION - NEW YORK OFFICE
33 East 67th Street
New York City, NY, 10065 – U.S.A.

No offers shall be accepted after the deadline. Incomplete offers, even if mailed within the stated deadline, shall be excluded. An offer is deemed to be incomplete if a bidder does not accept all the terms of this IFB.

Receipt of these bid documents does not imply satisfaction of the bidding requirements.

8. WIINER (BID AWARDED AGENCY) - CONTRACT

The winning company shall have the task of providing the Services described in this IFB.

ITA and the bid awarded Company shall enter a Contract based on the Price offered by the bid awarded Company.

The total yearly amount of the overall stipulated services **shall not exceed the budget limit** above mentioned under point no. 1.

Contract time frame may be extended for the period strictly necessary to ITA to finalize a new Bid for the subsequent year.

However, ITA may increase the overall budget limit amount up to 20%, if and when ITA requires additional service/goods.

9. PAYMENT TERMS

The payment shall be made no more than 30 days after client's receipt of the invoice.

The invoice must be numerated and dated with the P.O. number.

10. SECURITY DEPOSIT



The winner of the bid must submit a PERFORMANCE SURETY BOND OR A LETTER OF CREDIT OR A NON-TRANSFERABLE CASHIER'S CHECK for an amount equal to 10% of the total contract value (max \$8,340.00) before signing the agreement. The expenses to obtain the performance surety bond or a letter of credit shall be the responsibility of the bidder.

11. PRIVACY - DISCLOSURE UNDER THE ARTICLES 13 ET SEG. OF THE EU REGULATION 679/2016

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation, we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ITA-Agency, as required by art. 14, paragraph 20, D.L.98 /

11 converted into L.111 / 11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ITA.

Your personal data, merged into the Central Data Bank of ITA, can be used to send proposals of participation in initiatives organized by ITA, such as fairs, workshops, seminars, training courses, etc., and used to carry out customer satisfaction and other surveys concerning the activity of ITA.

This process will take place by means of paper and / or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations.

We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016. For any information it is possible to contact the handling in charge of ITA-Agency, [Via Liszt 21 00144 Rome](#) or the data control in charge at the office.

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/Responsabile Unico del Procedimento (RUP)] is **Mr. Antonino Laspina – The Italian Trade Agency - New York, Italian Trade Commissioner.**

ITA is an instrumentality of the Government of the Republic of Italy. The interpretation of all of the foregoing terms and conditions shall be made by ITA in its sole discretion. Such interpretation shall be final and binding upon all bidders.

The bidding process is governed under Art. **36, Par. 2, Lett. b of Legislative Decree 50 of April 18, 2016** ("Codice degli Appalti") which governs public procurements in Italy.

Notwithstanding the above, please note that ITA, as a foreign governmental entity with full diplomatic and immunity status, maintains power to irrevocably withdraw the present invitation to bid and/or therefore annul the awarding procedure for any reason and at any point in time without incurring in any liability under any circumstances. In submitting an offer to the current bid, you understand and expressly agree to waive any claim, legal action, and/or remedy based in law or equity that you may have at the time ITA decides or is forced to withdraw and therefore annul the awarding procedure.

Rules of conduct of contractors and/or staff of the contractor/concessionaire

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by ITA (Italian Trade Agency) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 249 on 27 March 2015. The Code of Conduct and Disciplinary procedures of the ITA is available on the website www.ice.it – at the section "Amministrazione Trasparente"- "Disposizioni generali"- Atti generali".

For any breach of obligations under the Code, if same is considered serious, ITA will have the option to terminate the contract.

By signing you agree to the terms outlined in this document and, to the best of your knowledge, affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Agency within the last three years and whom had occupied a management role in said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

The failure to include all the items requested by this IFB will disqualify your bid. Please be sure to follow all instructions carefully to avoid disqualification.

If you have any questions regarding this tender, please contact: Giovanni Mafodda, Head of Administration and General Services Division via email to: g.mafodda@ice.it

Cordially,

Antonino Laspina
Italian Trade Commissioner
Executive Director for the USA
(signed in original)

Annex 1

To be duly signed and inserted only inside the envelope ENVELOPE marked “A - ADMINISTRATIVE DOCUMENTATION”

AWARDING OF THE CONTRACT

“2022 CLEANING AND SNOW REMOVAL SERVICES FOR THE OFFICES OF THE ITALIAN TRADE COMMISSION IN NEW YORK”.

The proposed bid must include all the materials and services in accordance with the requested specifications.

The undersigned firm engages itself to perform the work in compliance with the clauses, charges, conditions, and descriptions provided in this IFB.

The contract will be awarded to the lowest price offer.

I have received, read and understood all the material pertaining to the IFB for the **“2022 CLEANING AND SNOW REMOVAL SERVICES FOR THE OFFICES OF THE ITALIAN TRADE COMMISSION IN NEW YORK CIG:**

(Company name)

(Print & Sign name)

Annex 2

To be inserted only inside the envelope ENVELOPE “B” – “Financial Bid” do not insert any other documents inside of envelope “B”.

CIG:

TEMPLATE FOR THE FINANCIAL/ECONOMIC OFFER

“2022 CLEANING SERVICES AND SNOW REMOVAL FOR THE OFFICES OF THE ITALIAN TRADE COMMISSION IN NEW YORK”.

ECONOMIC/PRICE OFFER

(In number and letters)

<p>The monthly cost all inclusive</p>	<p>Number: _____</p> <p>Letters: _____</p>
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Signature _____

Company name _____

Name/Print _____

Title _____

Date _____