



ITALIAN TRADE AGENCY

Los Angeles Office

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### **MARKET SURVEY NOTICE**

#### **PROFESSIONAL CLEANING SERVICES FOR INNOV.IT - THE ITALIAN INNOVATION AND CULTURE HUB IN SAN FRANCISCO ANNUAL CONTRACT - NOVEMBER 1<sup>st</sup> 2023 - OCTOBER 31<sup>st</sup>, 2024**

#### **INTRODUCTION**

The Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. ITA is headquartered in Rome and operates with a network of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses. In the US, ITA is present in the following cities: New York, Chicago, Los Angeles, Houston, and Miami.

ITA Los Angeles oFFICE is focused in the promotion of the following industries in the US market: Innovation and hi-tech, Entertainment, life Science, Mobility, Green (renewable energy, Clean tech, etc.).

Since September 2021, ITA, on the initiative of the Ministry of Foreign Affairs and International Cooperation - MAECI, has opened an Italian Innovation and Cultural HUB in San Francisco, called INNOVIT, with the aim of constituting a strategic presidium for Italian innovation in the US market, to promote the national innovation ecosystems. **INNOVIT Office is located at 710 Sansome Street, San Francisco CA 90111.**

#### **AWARDING ENTITY**

The Italian Trade Agency – Los Angeles Office (hereinafter ITA – Los Angeles Office), 12424 Wilshire Blvd. Suite 1400, Los Angeles CA 90025, Website: <https://www.ice.it/en/markets/usa/los-angeles>.

The ITA Los Angeles Chief Procurement Officer (CPO)/ *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is Alessandra Rainaldi, the ITA Los Angeles Trade Commissioner. E-mail: [losangeles@ice.it](mailto:losangeles@ice.it), Tel (323) 879.0950- Fax (310) 203.8335.

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Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015



**SCOPE OF WORK**

ITA Los Angeles Office is launching a market survey for a **“ONE YEAR CONTRACT FOR PROFESSIONAL CLEANING SERVICES” AT INNOV.IT - THE ITALIAN INNOVATION AND CULTURE HUB** located at 710 Sansome Street, San Francisco CA 90111 - to be assigned by direct negotiation pursuant to art. 7 paragraph 2 letter. a) of Ministerial Decree 192/2017.

If you are interested, kindly submit a proposal, taking into account the instructions set forth in the below section “Services requested”.

**SERVICES REQUESTED**

Professional cleaning service for INNOVIT - 710 Sansome Street, San Francisco, CA 94111

The space is 11,900 square feet and it is divided on three floor levels: Lower level, Mezzanine, First floor, as per space Floor Plan attached.

Services	Description	Schedule
<p><b>General services</b></p>	<p><b>All areas (reception, open spaces, offices, meeting rooms)</b></p> <ul style="list-style-type: none"> <li>• Detailed surfaces dust</li> <li>• Clean and sanitize desktops and phones</li> <li>• Arrange furniture</li> <li>• Empty trash, replace liner</li> <li>• Detail Vacuum</li> <li>• Mop Hard surface Floor</li> <li>• Scrubbing the floor</li> </ul> <p><b>n. 3 Restrooms</b></p> <ul style="list-style-type: none"> <li>• Scrub and clean sink and surrounding area</li> <li>• Clean and disinfecting restroom fixtures</li> <li>• Clean soap and towels dispenser</li> <li>• Clean mirror</li> <li>• Wash and disinfect toilet seat both sides bowl</li> <li>• Detail vacuum</li> <li>• Mop hard surface floor</li> <li>• Spot Light switches and doors</li> <li>• Empty trash</li> </ul> <p><b>Breakroom</b></p> <ul style="list-style-type: none"> <li>• Clean countertop, sink and fixtures</li> <li>• Clean tables and sitting surfaces</li> <li>• Clean cabinets</li> <li>• Empty trash and replace liners</li> <li>• Clean Fixtures</li> </ul>	<p><b>Monday to Friday</b></p>



	<ul style="list-style-type: none"> <li>• Detail Vacuum</li> <li>• Mop Hard surface Floor</li> <li>• Scrubbing the floor</li> <li>• Disinfecting surfaces</li> <li>• Shut and Lock doors, set alarm</li> </ul>	
<b>Additional services</b>	<ul style="list-style-type: none"> <li>• Refill supply dispensers and towels in the restroom</li> <li>• Take out the trash/recycling</li> </ul>	<b>Twice a week (Tue-Thu)</b>
<b>Additional services</b>	<ul style="list-style-type: none"> <li>• Clean and disinfect all glass partition, office doors and knobs, elevators doors,</li> <li>• Clean and disinfect Spot Light switches</li> <li>• Clean refrigerator, tops, front and sides</li> <li>• Spot furniture cleaning</li> </ul>	<b>Once a week</b>
<b>Additional services</b>	<ul style="list-style-type: none"> <li>• Window cleaning Interior and exterior</li> </ul>	<b>Every 2 months</b>
<b>Provisions</b>	<ul style="list-style-type: none"> <li>• Provisions of household products supply listed by ITA (paper towels, seat covers, toilet papers, hand soap, trash bags, multifold, etc.)</li> </ul>	<b>As needed</b>

**Equipment and supplies:** the company will provide its own cleaning equipment and supplies needed during the cleaning at no additional cost.

**Insurance:** the company should be licensed, insured

**Cleaning time:** between 7 p.m. to 10 p.m. daily, unless ITA will give you other instructions.

**SERVICE TIME FRAME**

12 months - Start date: November 1st, 2023 - End date: October 31st, 2024

**BUDGET**

The total budget estimated for this service will not exceed **\$ 40,000.00, all included.**

**Therefore, the BID offer must not exceed \$ 40,000.00, including local taxes.**

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

ITA reserves the right to increase or decrease the contractual amount by a maximum of 20% as needed, without any further obligation toward the awarded Contractor.

**MINIMUM REQUIREMENTS FOR PARTICIPATION**

In order to participate in this Market Survey, the company participating shall meet the following requirements referred to in art. 9 of Ministerial Decree 192/2017:



- A. It shall be eligible and possess the necessary qualifications, in full compliance with local law.
- B. It shall be authorized and licensed to do business in the company's state of residence and in the state of California.
- C. It shall be located in the USA.

**If the company should fail to meet these requirements for the duration of the contract, ITA reserves the right to cancel the contract.**

#### **SUBMISSION PROCEDURE AND DEADLINE**

To submit your best quotation, your company is required to fill out the following Annex:

- **Annex 1 - ECONOMIC OFFER**, with your monthly price quotation (number and letters), including the total quotation for one year (12 months) at the bottom of the sheet (number and letters).

Please note that if you are awarded a contract with us, you will also be requested to:

- Register in the ITA's Vendor list (see more details at the following link [Business Vendor Registration](#))
- Complete the attached document "*Requirements for Direct Negotiation under the European Union Threshold*", to be notarized by a notary public.

Please send the Annex 1 by email to [losangeles@ice.it](mailto:losangeles@ice.it) by **October 27<sup>th</sup>, 2023 at 12.00 PM (PST)**. **No offer shall be accepted after the deadline. Incomplete offers shall be excluded.**

#### **AWARDING CRITERIA**

The contract will be awarded based **on the lowest price**, pursuant to art. 11 of DM 192/2017.

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

#### **CONTRACT DURATION AND SIGNATURE**

The contract will last 12 months, from the date of its entry into force will automatically end on its expiration date. **There will be no tacit renewal of this contract.** ITA and the awarded Company shall enter a Contract based on the price offered by the bid awarded company.

It is expressly forbidden to resort to subcontracts, in consideration of the specific nature of the services, which need a trustworthy interlocutor.

ITA Los Angeles Office reserves the right to award the contract following the authorization of the funds related to Innovit project by the Headquarters.

#### **TERMS OF PAYMENT**

Payments will be made by ITA monthly and in USD, once the service has been rendered, within 30 days of receipt of a regular invoice issued by the winning service provider and addressed to ITA - Italian Trade





Agency - Los Angeles Office 12424 Wilshire Blvd. Suite 1400, Los Angeles CA 90025 - Attention Trade Commissioner Alessandra Rainaldi.

ITA – Los Angeles Office makes payments via ACH. The awarding Agency will be required to provide their ACH Routing number and account number so that our payments can be properly credited. Please note that our office is part of the official Mission of Italy to the United States and is exempt from paying tax on purchases over \$ 325.00.

#### **PENALTIES**

For each one-day delay or non-conformity, including the not conformity on the directions of the ITA office to the services requested, a 2% (two percent) penalty will apply, calculated on the value of the delayed service rendered.

#### **RULES OF CONDUCT OF THE AGENCY AND/OR STAFF OF THE AGENCY**

In the execution of the contract, the Provider undertakes to fully respect the Code of Conduct adopted by ITA with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Director by resolution no. 619/23 on 01/27/2023. The Code of Conduct is available on the website <https://www.ice.it/it> at the section "Amministrazione Trasparente" (Transparent Administration) — "Disposizioni generali" (General provisions) — "Atti generali" (Acts of general application) "Code of Conduct.

For any breach of obligations under the code, if the 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.

#### **REFERRAL RULES**

For all other terms and conditions not regulated herein, please refer to the provisions of Ministerial Decree 192/2017; the civil law governing the conclusion of the contract and the execution phase shall be determined in accordance with the applicable rules of private international law.

#### **COMPETENT JURISDICTION**

In case of dispute between the Italian Trade Agency and the Appointed Contractor, the Court of Law of California will be the competent jurisdiction.

#### **PRIVACY**



The awarded Agency is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of ITA-Agency at <https://www.ice.it/it/privacy>.

Access to tender documents is governed by Law no. 241 of August 7, 1990.

**WHISTLEBLOWING**

By accessing the website [www.ice.it](http://www.ice.it) - section "Whistleblowing", available at the following link: <https://ice.whistleblowing.it/#/> it is possible to report in complete confidentiality any "unlawful conduct" found within the contractual relationship, pursuant to Article 54-bis, paragraph 2 of Legislative Decree 165/2001 (as amended by Law no. 179/2017).

**CONTACT PERSON**

If you have any questions regarding the Market Survey, please contact: Lucia Peretti at ITA Los Angeles - tel: 323/879-0950 Email: [losangeles@ice.it](mailto:losangeles@ice.it)

Cordially.

Alessandra Rainaldi  
Trade Commissioner  
Italian Trade Agency – Los Angeles Office

Firmato digitalmente da: Alessandra Rainaldi  
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