

Termini Annun. v0



Embassy of Italy
Washington

3000 Whitehaven Street N.W. - Washington DC, 20008 - Tel: (202) 612 4454

Washington, Nov. 1st, 2021

Prot.: 504

GPPascale Contractor LLC
2932 Madeira Ct.
Woodbridge, VA 22192

Object of the tender : Request for price quotes for gardening and landscaping for the Residence of the Ambassador of Italy at its premises located at 2800 Albemarle Street NW, Washington DC.

1. DURATION

The contract's duration will be 1 (one) year –from January 1, 2022 to December 31, 2022– and cannot be automatically renewed.

2. VALUE OF THE TENDER

The estimated value of the tender must not exceed \$ 80,000.00

The price quote must include the monthly and the yearly cost of the services.

3. TOUR OF THE PREMISES

Due to Covid-19 restrictions, no tour of the premises will be allowed. Questions can be addressed in writing to amministrativo.washington@esteri.it

4. SERVICES REQUIRED

The Company must provide :

One gardener capable of landscaping services during regular business hours M-F (8:00 AM to 4:00 PM);

The gardener must :

- Be capable of landscaping and maintain shrubs, over 8 acres of ground cover and plant beds, and approximately 14 of highly developed turf grass.
- Use and maintain a variety of hand and power operated garden tools and equipment, such as seeders, spreaders, edger, hedge trimmers, pruning shears, sprayers, spades, hoes, rakes, and mowers.

- Maintain the health of the garden and harvest the plants when the time is right.
- Perform annual and periodic inspections. Prune shrubs to maintain desirable limb structure and to remove dead, diseased, or broken branches using hand saws and pruners.
- Calibrate sprayers and spreaders to apply pesticides in accordance with established work procedures and the Residence's Pesticide Use Program.
- Remove debris and litter from grounds and empty trash cans on an as-needed basis.
- Operate a variety of gasoline, diesel, or electric powered wheeled vehicles, such as pickup trucks, dump trucks, UTV's, commercial mowers, etc.

The gardener has to be responsible for all above mentioned services and will be the contact person between the company, the Embassy and the Ambassador.

5. PRESENTATION OF THE OFFER:

The Company must present two separated and sealed envelopes :

5.1. envelope one: Administrative Documents

Failure to provide the following documents, to be sealed in the "Administrative Documentation" envelope, constitute grounds for rejection of Bid.

The "Administrative documentation" envelope must indicate the Bidder's information (name, address, telephone number and e-mail for further contacts) and the following documents :

- a) Copy of a valid business license issue by the District of Columbia and/or the State of Maryland and/or the State of Virginia (together with a copy of ID of the legal representative);
- b) Declaration stating the absence of causes for exclusions (see attachment 1), duly completed, signed and validated by a Notary Public;
- c) Declaration on the protection of personal data (see attachment 2), duly signed.
- d) Statement under the Company's responsibility that the Company has personnel to be placed at the Residence of the Italian Embassy to perform the above mentioned job. The Company must have personnel to substitute during regular business hours the appointed worker in case of his/her absence for any reason (e.g.: sickness, vacation, leave of absence, etc.).
- e) Statement under the Company's responsibility of two years of professional capabilities and sound business practices in their field in the United States.

5.2 Envelope two : Economic proposal

The envelope must contain a price quote for the requested services.
The bid will be awarded to the lowest price.

The two sealed envelopes must be inserted in one large envelope, to be received by courier or other means, no later than 2pm on November 15th, 2021 at the following address:
Embassy of Italy, 3000 Whitehaven St. NW, Care of: Administration, Washington, D.C. 20008. On the envelope, please print: QUOTATION FOR GARDENING AND LANDSCAPING AT THE RESIDENCE - SERVICES 2022.

6. COMPANY DOCUMENTATION TO BE PRESENTED AT ADJUDICATION

See Attachment 3.

7. OFFICER IN CHARGE AT THE EMBASSY

The person in charge and responsible of this contract for the Embassy is the Coordinator for Administrative Affairs Mrs. Paola Agresta (paola.agresta@esteri.it)

8. OPENING OF THE ENVELOPES

The envelopes will be opened in a public hearing which will take place November 16th, 2021 starting 9am and following a procedure which will be officially announced on that date.

Your Company is invited to participate, after communicating, within the deadline for the presentation of the offer, the intention to be present and the person in charge to represent the Company at the hearing, writing to the following email: amministrativo.washington@esteri.it.



Paola Agresta
First Counselor
Coordinator for Administrative Affairs