



Embassy of Italy  
Washington

3000 Whitehaven Street N.W. - Washington DC, 20008 - Tel: (202) 612 4400

Washington, November 1, 2021

Prot.n. 5015

**Capital Maintenance Group**  
606 Rhode Island Ave NE  
Washington, DC 20002

**Object of the tender : Request for price quotes for the building facility management services at its premises located at 3000 Whitehaven Street NW, 20008 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 \$160,000.00

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](mailto:amministrativo.washington@esteri.it)

**4. SERVICES REQUIRED**

The Company must provide one facility supervisor handyman capable of overseeing general maintenance of the building during the following hours M-F (7:00 AM to 3:00

PM). The handyman must be experienced in maintaining medium to large commercial and/or government buildings for at least 3 (three) years.

The Company must also provide one technical apprentice who must be capable of minor electrical, hydraulic and carpentry repairs.

When needed, the Company must also provide one facility handyman capable of portering for the following services:

- furniture handling on daily bases as needed;
- physical activity includes standing/walking 8 hours or more with scheduled breaks, kneeling, bending, stooping, reaching, lifting, climbing and pushing on a regular basis;
- frequent movement of cartons and equipment weighting up to 60 pounds on a frequent basis and up to 100 pounds on an occasional basis (with assistance if necessary)

## **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 "A – 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 valid business license issued by the District of Columbia and/or the States of Maryland and 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 (attachment 2), duly signed.
- d) Statement under the Company's responsibility that the Company has personnel to be placed at the Embassy to perform the above mentioned job. The figures shall be appointed for the full time of the contract duration. Furthermore it must have personnel to substitute during regular business hours the appointed workers in case of absence for any reason (e.g.:sick,vacation, leave of absence, etc.).
- e) Statement under the Company's responsibility of two years of professional capabilities and sound business practice 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 contract 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 15, 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 BUILDING FACILITY MANAGEMENT 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](mailto:paola.agresta@esteri.it))

## **8. OPENING OF THE ENVELOPES**

The envelopes will be opened on November 16, 2021 starting 11.30am.

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](mailto:amministrativo.washington@esteri.it)



Paola Agresta  
First Counselor

Coordinator for Administrative Affairs