



Istituto Italiano di Cultura  
Los Angeles

**INVITATION BID**

Name of the company  
address

**RE:** Invitation to bid for Structural Engineering Services and developing structural plans –  
CIG (N/A) according to the Decree of May 03, 2018 n. 11 of the Italian Ambassador in Washington  
executing the art. 24 of DM 192/2017.

The Italian Cultural Institute of Los Angeles, herein after referred as Institute, invites your company, herein after referred as Contractor, to submit a bid in accordance with the requirements and the procedures set forth below in order to adjudicate the services for Structural Engineering and developing structural plans.

Submission of a bid shall be deemed as an acknowledgement by the bidder that all obligations stipulated by this invitation will be met and that the bidder has read, understood and agreed to all the instructions in this invitation.

**1. Contents**

- 1.1 Terms and Conditions of the requested services will be regulated by a contract according to the attachment 1.
- 1.2 The selected Contractor shall execute the tasks described in the Scope of Work (Attachment 2).
- 1.3 The estimated base amount of the contract is USD 45.000.00 net of taxes.
- 1.4 Bidders are required to complete, sign and submit the following:
  - Application and Declaration Form (Attachment 2)
  - Personal Data Protection Form (Attachment 3)
  - Price Bid Form (Attachment 4)
- 1.5 The Contract will be adjudicated based to the best economically bid price.

**2. Designated Contact**

- 2.1 The designated contact for this invitation to Bid is Dr. Leonilde Callocchia Attache for Cultural Affairs at the Italian Cultural Institute of Los Angeles in her function of Procedure Administrator (PA)

**3. Eligibility**

- 3.1 Bidders who are not compliant with any one of the exclusion clauses listed in attachment 2 are not eligible.
- 3.2 For the purpose of the Bid submission, the nonexistence of any grounds for exclusion is attested to by the signed Application and Declarations Form (Attachment 2). Bidders entitle the Institute to verify with the competent authority to ascertain the veracity of such declaration.
- 3.3 Bidders must provide a list of all licenses, permits and certifications (including but not limited to insurance against professional risk) that are required for the requested service. Within twenty (20) business days of notice of award of Contract, bidder shall submit to the Institute copies of all required licenses and certificates.



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3.4 Upon request, within twenty (20) business days of notice of award of Contract, bidder shall demonstrate financial viability by providing documents such as financial statements for the prior one year

### 4. Terms and deadline

4.1 All Bid documents must be sent to the Institute in a sealed packet. The Contractor's name and address, and the phrase **"Do not open – Bid Submission Enclosed"** must be clearly written on the outside.

4.2 Said packets must contain two smaller envelopes (A and B), also sealed.

- On the outside of Envelope A, bidders must clearly write the Contractor's name and the phrase **"IICLA – Structural engineering services – Administrative Documents"**;

- On the outside of Envelope B, bidders must clearly write the Contractor's name and the phrase **"IICLA - Structural engineering services – Bid Price."**

4.3 Bids must be submitted no later than October 30, 2020 by one of the following means:

- Mail service, addressed to the Institute at 1023 Hilgard Ave, Los Angeles, CA 90024

- Courier to the Institute at 1023 Hilgard Ave, Los Angeles, CA 90024

- hand delivery to the Institute at 1023 Hilgard Ave, Los Angeles, CA 90024. Due to the Coronavirus emergency, the Institute is operating on smart working base, so please call to plan the delivery.

4.4 For the purpose of the deadline, either the postmark or the acknowledgment of receipt (in case of hand delivery) will attest the date.

4.5 Timely and proper delivery of bid packets is the responsibility of bidders. Bids received after the submission due date shall not be accepted. Bids sent to any location other than the Institute's shall not be accepted.

### 5. Preparation

5.1 Cost Bidders shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its bid was selected or not.

5.2 Language: All submitted bid documents must be written in English.

5.3 Price bid must be submitted using the attached form (Attachment 4).

5.4 Digital copies of As Build plans are available upon request.

5.5 Inspections of premises may be arranged by appointment, according to the actual emergency situation.

### 6. Content of the envelopes inside the Bid Submission

6.1 Envelope A – Administrative Documents

6.1.1 Envelope A shall include the following (signed) documents:

- a. Application and Declarations Form (Attachment 2)

- b. Personal Data Protection Form

6.2 Envelope B – Bid Price

6.2.1 Envelope B shall include the (signed) Bid Price Form in which Contractor presents its bid for the requested service. The Form must include the Contractor's name and must be signed by its legal representative.



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### **7. Bid Opening and public reading of Bid Submissions**

7.1 Bid Submissions will be opened by the Procedure Administrator, during a public meeting on November 23, 2020 at 11:00 am at 1023 Hilgard Ave, Los Angeles, CA 90024.

7.2 Due to the current emergency situation caused by the Coronavirus and to prevent the risk of contagion, according to the Safer At Home Order of the City of Los Angeles, bid opening on a public reading might undergo some restrictions.

7.3 Only bidders' representatives are eligible to attend the meeting.

7.4 The Institute will review the bid submissions and provisionally award the contract for the services described herein to the best economically Bid price.

7.5 Before issuing the final adjudication, the Institute reserves the right to verify and assess Bid documents and declarations, reparable errors and omissions.

### **8. Clarifications**

8.1 Any information or clarification must be requested by the Contractor at least 7 days before the Submission deadline at the following email address: [leonilde.callocchia@esteri.it](mailto:leonilde.callocchia@esteri.it)

8.2 The Institute will reply at least four days before the Submission deadline by sending to each invited Contractor an email with all the questions asked and the related answers.

### **9. Protection of personal data**

9.1 The Institute guarantees the protection of personal data provided by current Italian legislation concerning protection of individuals with regard to the processing of personal data, for which information is provided in Attachment 4.

9.2 By subscribing the disclosure the Contractor gives consent to the processing of the aforementioned personal data by the Institute.

### **10. Applicable standards**

10.1 The Contractor selection procedure is governed by Italian regulations as well as Los Angeles and California State codes and regulations.

Los Angeles, October 2, 2020

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Leonilde Callocchia  
Responsabile Unico del Procedimento