



Embassy of Italy
Washington, D.C.

n. 32/2015

INVITATION TO BID

1. **Owner:** Embassy of Italy, 3000 Whitehaven Street, NW, Washington, D.C. 20008 (Tel. 202-612-4400; fax 202-518-2150).
2. **Method of Adjudication:** restricted procedure. At least 10 of the candidates participating in the selection will be invited to submit an *offer* save the right to proceed to adjudication in the case of fewer candidates or in the case of only one candidate;
3. **Object of the contract:** programmed maintenance of the systems and cleaning of the areas to be performed in accordance with the specifications in the technical description that will be made available to the candidates on the homepage of the Embassy of Italy on the following Internet address:
http://www.ambwashingtondc.esteri.it/ambasciata_washington/it/aboutus/trasparenza_merito/exart37.html - maximum contract amount: US\$ 1,650,000.00 for three years (US\$ 550,000.00 per annum). Duration of the services: three years from 1 January 2016 to 31 December 2018. No variations of any kind are permitted during submission of the bid or during the performance of the contract.
4. **Place of performance:** Washington, District of Columbia, premises of the Embassy of Italy, 3000 Whitehaven Street, N.W..
5. **Governing Jurisdiction:**
 - a) bid selection governed by Italian Laws and specifically by Legislative Decree n. 163 of 12 April 2006 as enacted by Presidential Decree n. 207 of 2010 as well as US Federal Law;
 - b) contract regulated by Italian Law, based on the provisions of art. 86 of Presidential Decrees n. 18 of 5 January 1967 and by art. 6 of Legislative Decree n. 307 of 2006 as well as US Federal Law.
6. Pursuant to art. 34 of Legislative Decree n. 163 of 2006, the bid is open to individual contractors and/or companies and for temporary joint ventures with at least one operative headquarters, warehouses and spare parts facilities in the District of Columbia or in the State of Maryland or in the State of Virginia in possession of an appropriate business license and the general characteristics envisioned under art. 38 of Legislative Decree n. 163 of 2006. They must be qualified, licensed and registered to do business in the District of Colombia.
7. Requests to participate in the bid (prequalification) must be in the Italian or English languages, signed by the company's legal representative or proxy thereof, include the address, telephone and fax numbers, and are to be received at the address indicated in point 1 above within 37 days from the date the invitation to bid is published in the local press or the request will be excluded from consideration. To this end, the date determining receipt will be the date on the received stamp placed on the envelopes by Embassy of Italy staff.
The cover envelope must bear the following annotation: "do not open-contains proposal documents for programmed maintenance contract".

The requests will be excluded from consideration unless there is compliance with all the bid requirements regarding the submission of statements and/or the documents and compliance with the standards and criteria indicated therein. Within 10 days from the expiration of the period for submission of requests to participate, interested subjects are required to schedule an appointment to review bid requirements and also to conduct, together with a representative of the Owner, an inspection of the areas and of the systems to be maintained as well as to view the property planimetry. The bid, draft contract, and technical description are available at the Embassy's website:

http://www.ambwashingtondc.esteri.it/ambasciata_washington/it/aboutus/trasparenza_merito/exart37.html.

8. To receive an invitation to submit a bid, candidates must provide proof:
- a) That they are not in a status of bankruptcy, liquidation, closure of activities, or composition with creditors or in any other analogous condition and that no proceedings leading to same are currently under way;
 - b) That they have not been declared insolvent by a Court in a determination other than a decision of bankruptcy that entails, in compliance with U.S. legislation, the partial or total incapacitation to manage or dispose of assets;
 - c) That there are no pending proceedings to verify a state of insolvency that may lead, in compliance with federal, state or local legislation, to a declaration of bankruptcy or to any other condition entailing the partial or total incapacitation to manage or dispose of assets;
 - d) That they have not been convicted by a court of any crimes against professional conduct or of financial crimes; this affidavit must be provided also for all company management and experts and for all employees that will be used;
 - e) That they have not been convicted of making false statements in the drafting of required information for other solicitations and awards;
 - f) That they have not been in the past and are not presently in default with the conditions of another contract;
 - g) That they have not been in the past and are not presently in default with social security contributions and other benefits due employees under U.S. law;
 - h) That they have not been in the past and are not presently in default with tax and fee obligations of any nature;
 - i) The total value of economic/financial viability through submission of the following:
 - i. extract of P&L statement from last FY;
 - ii. bank declaration attesting to candidate's financial reliability;
 - iii. declaration of billings for the 12 months prior to the publication date of this solicitation, which billings cannot be less than US\$ 1,500,000.00;
 - iv. declaration of the total amount already rendered in services similar to those to be awarded, which amount cannot be less than US\$ 750,000.00;
 - j) The total value of its technical qualifications through submission of the following
 - i. lists of major provisions of services similar to those being awarded contracted during the last two years, showing dates, amounts, and procurers;
 - ii. list of personnel to be employed on the site indicated in point 3 above (with educational and technical certifications and or licenses);
 - iii. description of the technical equipment to be used in performance of the services to be awarded and that will be used on a full time basis at the site indicated in point 3 above;
 - iv. a summary report of the procedures routinely utilized in the performance of analogous services;
 - k) The irrevocable understanding and acceptance that the contract will be governed by Italian law as well as US Federal Law and all applicable State Laws.

- 1) Compliance with the general requirements envisioned by art. 38 of Legislative Decree n. 163 of 2006.
9. Following receipt of the requests to participate, Owner will extend an invitation to submit bids. The term for the subsequent submission of the bid will be indicated in the invitation letters. The candidates invited based on possession of the requirements pursuant to point 8 above must present a single offer for the totality of services of the contract. The invitation letter will contain the indications for the retrieval of all the technical documentation necessary.
10. Award will be adjudicated to the bidder that, following the invitation extended pursuant to point 9 of the invitation, submits the lowest offer. An adjudication will be made even if only one bid is received.
11. The bid will be valid for 180 days from the expiration of the term within which to submit offers indicated in the invitation letter.
12. Partial bids are not admissible.
13. Upon adjudication and prior to stipulation of the contract, Owner will request presentation of a guarantee in the form of a performance bond or certified check.
14. Owner reserves the right to cancel the award of this bid should the adjudication procedure not be approved by the Ministry for Foreign Affairs and International Cooperation in Rome, in which case no participant shall have entitlement to any compensation of any kind for having participated in the process or for having submitted the requested documentation.

Washington DC, July 13 2015



Claudio Bisogniero
Ambassador of Italy

A handwritten signature in blue ink, appearing to read "Bisogniero", is written over the printed name.

Embassy of Italy
Washington DC

Posted on the Consulate Bulletin Board on July 13 2015



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