



**EMBASSY OF GREECE WASHINGTON  
D.C.**

2217 Massachusetts Ave. NW  
Washington DC, 2008

Info: Alexia Papadosifaki  
Telephone No.: 202-939 1300 ext. 1335  
E-mail address: [alexia@mfa.gr](mailto:alexia@mfa.gr)

Ref. No: 085/AS 412

Washington DC, February 28th, 2025

**TO: Mr. Emmanuel Karellas**  
[districtengineeringllc@gmail.com](mailto:districtengineeringllc@gmail.com)

**Re.: “Invitation for proposals: Modify the existing server room of the IT Department of the Embassy of Greece located at 2217 Massachusetts Ave NW, in order to make it completely independent from the main building’s heating and cooling systems”**

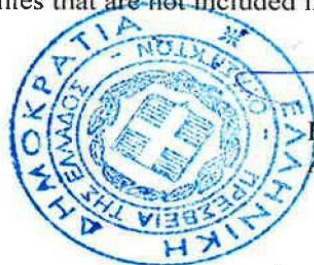
The Embassy of Greece in Washington DC, according to Law 4412/2016 as it has been amended, intends to sign a contract for the modification of the server room of the IT Department of the Embassy of Greece located at 2217 Massachusetts Ave NW, in order to make it completely independent of the main building’s heating and cooling systems, for the budget of \$29,750.00 (approximately 28,333.33 Euros) and invites interested companies/persons to submit compliant proposals for consideration according to the attached specifications and scope of work.

Proposals must include price by item and/or service, as well as the total amount of services to be rendered within the approved budget and indicate the duration of the offer.

The Embassy of Greece will sign a contract with the company/person that submits the lower cost compliant proposal. Proposals will be accepted in digital format or hard copy and can be submitted to the Embassy of Greece by March 7<sup>th</sup>, 2025.

Successful bidders must submit at the time of the contract signature company registration (not necessary for individuals), bank account details, proof of authorization for the representative who will sign and no criminal record certificate.

Proposals from companies that are not included in this invitation will not be considered.



  
Ekaterini Nassika  
Ambassador

**SPECIFICATIONS – SCOPE OF WORK**

**1. Installation of new equipment.**

- a. Install two Mitsubishi mini split systems
- b. Systems will run concurrently but independently of each other.
- c. Each system will have a 24000 btu capacity.
- d. Each system will be tied into the emergency electrical panels which will run off the buildings generators in a power out condition
- e. Control will be hard wired thermostats for local control. This system will not be interested into the BAS.
- f. Digital thermometer to display room temperature.
- g. Sound liner 8’x7’ for sound proofing the door with a sound curtain.
- h. Installation includes all hardware and software necessary.
- i. Includes two wall mounted drain pans with emergency drains into condensate pumps with alarm and shut off switches
- j. Includes two condensate pumps with alarms and overflow shut off switches which will drain into the 4<sup>th</sup> floor mechanical condensate floor drain.
- k. We will provide a back up pump for to be kept on site for emergency replacement for each of the new units and the existing rack chiller.
- l. Installation will require a crane.
- m. Includes permits as required and applicable.

**2. Isolation from existing conditions**

- a. We will remove the old obsolete vents in the server room ceiling. We will replace and repair the ceiling in its place.
- b. We will disconnect and eliminate any air conditioning from the buildings central air. Vents will be disconnected and shut off permanently.
- c. Removal and isolation of any controls to the buildings central air.
- d. Obsolete equipment will be abandoned in the ceiling due to logistics and cost to remove.