

RFP-625531-YG – Maintenance and Safety Inspection of Power Operated Doors	 IAEA International Atomic Energy Agency	Statement of Work by the Seibersdorf Laboratories Service Section dated 25/08/2023
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Statement of Work

*Preventative and corrective maintenance and
safety inspection of power-operated doors at the
IAEA Laboratories in Seibersdorf, Austria*

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Acronyms

The following acronyms shall apply throughout the Statement of Work (SoW) unless defined otherwise hereinafter:

CE	Common Era
IAEA	International Atomic Energy Agency
IAEA POC	IAEA Point of Contact
PPE	Personal Protective Equipment
SLSS	Seibersdorf Laboratories Services Section
SoW	Statement of Work
SPOC	Single Point of Contact

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1. Scope

This Statement of Work (SoW) describes the requirements for yearly preventative and corrective maintenance and safety inspection (hereinafter referred to as the “Services”) on about forty (40) power-operated pedestrian door sets used for regular access in escape routes and as fire resistance and/or smoke control door sets. Power-operated pedestrian sliding, swing and revolving door sets, balanced and folding doors (hereinafter referred to as the “Power-operated doors” or “doors”), are located within the Laboratories at Seibersdorf (*Friedensstrasse 1, 2444 Seibersdorf, Austria*) of the International Atomic Energy Agency (IAEA). The detailed site plan is available in **Annex 1 – Site Plan**).

The Services described herein will occur in Radiological Supervised Areas, Radiological Controlled Areas, Non-Controlled Areas, and cleanroom environments (for the details, see **Annex 2 – Safety Inspection and Maintenance details**).

2. Contractor’s Requirements

2.1. Administrative Requirements

- 2.1.1. The Contractor shall be a certified service company in the maintenance and safety inspection of power-operated doors of multiple brands available on the Austrian market (*for detailed information, refer to Annex 2, column “Manufacturer”*).
- 2.1.2. The Contractor shall have a valid authorisation to offer and provide Services as stipulated in this SoW and maintain it throughout the Maintenance and Safety Inspection agreement (hereinafter referred as to the “Contract”).
- 2.1.3. The Contractor shall inspect and provide early maintenance for the supported power-operated doors to ensure safety when operated.
- 2.1.4. The Contractor shall engage a certified and independent inspector for the yearly safety inspection. The Contractor shall provide the IAEA with detailed information about the independent inspector (*company name, address, contact details and proof of a license to perform the required duties*).
- 2.1.5. The Contractor shall implement all recommendations listed in **Annex 3 – IAEA Specific Preliminary Notes**.
- 2.1.6. The Contractor shall nominate and provide contact details of a Single Point of Contact (SPOC), whose availability shall be ensured throughout the Contract;

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2.1.7. The SPOC shall coordinate all activities as stipulated in this SoW with the IAEA Point of Contact (IAEA POC).

2.1.8. The Contractor shall ensure that all Services are carried out in compliance with all appropriate safety measures, provide and ensure the use of all required Personal Protective Equipment (PPE) needed to carry out the specified and standardised Services by Contractor's authorised personnel only.

2.1.9. The Contractor shall ensure that all Services are provided following the latest applicable standards.

2.2. Yearly Preventive Maintenance Technical Requirements

The Contractor should provide the following Services for the doors identified in Annex 2:

- 2.2.1. Check and test the control system fully;
- 2.2.2. Check the emergency door opening;
- 2.2.3. Check the emergency battery;
- 2.2.4. Inspect and clean the closing mechanism for corrosion and damage;
- 2.2.5. Check the condition of the glass panels;
- 2.2.6. Check the condition of the seals/profiles;
- 2.2.7. Inspect the door leaf guides for correct operation and wear;
- 2.2.8. Inspect the swing arms for correct operation and wear;
- 2.2.9. Check the attachment of the drive cover;
- 2.2.10. Update the software when provided and needed;
- 2.2.11. Adjust the mechanical and electrical parts of the system;
- 2.2.12. Clean and oil machines and motors;
- 2.2.13. Lubricate bearings and chains;
- 2.2.14. Check the functionality of the electrical and mechanical components; and

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2.2.15. Check the electrical isolation and energy dissipation.

2.3. Corrective Maintenance Technical Requirements

The Contractor should provide the following Services for the doors identified in Annex 2:

- 2.3.1. Organise in a timely manner (maximum within ten (10) working days) the onsite repair of any technical deficiency found during the Yearly Preventative Maintenance; and
- 2.3.2. Respond to any breakdown and organise the onsite repair in a timely manner (maximum within five (5) working days).

2.4. Yearly Safety Inspection Technical Requirements

The Contractor should provide the following Services for the doors identified in Annex 2:

- 2.4.1. Check and test the control system thoroughly;
- 2.4.2. Check the emergency door opening;
- 2.4.3. Check the emergency battery;
- 2.4.4. Inspect the closing mechanism for corrosion and damage;
- 2.4.5. Check the condition of the glass panels;
- 2.4.6. Check the condition of the seals/profiles;
- 2.4.7. Check the door leaf guides for correct operation and wear;
- 2.4.8. Check the swing arms for correct operation and wear;
- 2.4.9. Check the attachment of the drive cover;
- 2.4.10. Check the functionality of the electrical and mechanical components.

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3. Management of Power-operated Doors

- 3.1. The IAEA has the right to amend the list of the doors identified in Annex 2 the Contract at any time at its sole discretion.
- 3.2. The IAEA does not guarantee to order any minimum or maximum volume of Services.
- 3.3. The IAEA may remove and/or add new doors under the Contract.
- 3.4. The IAEA will inform the Contractor in writing at least 14 days in advance in case of any amendment to Annex 2.
- 3.5. If the IAEA adds any new door(s) similar to those listed in Annex 2, the Contractor shall provide the IAEA with an offer for maintenance of such doors with a similar price(s).
- 3.6. If the IAEA adds any new brand(s) of door(s) in Annex 2, the Contractor shall provide the IAEA with an offer for maintenance of such doors.
- 3.7. The IAEA acknowledges negotiations would be required to discuss and address the requirement mentioned in 3.6.

4. Applicable Documents

- 4.1. DIN EN 12453:2017 – Industrial, commercial and garage doors and gates – Safety in use of power operated doors – Requirements and test methods.
- 4.2. ASR A1.7. – *Technischen Regeln für Arbeitsstätten, Türen und Tore*.
- 4.3. EN 16005 – Cover safety in use of power-operated doors .
- 4.4. Annex 1 of this SoW – The IAEA Site map.
- 4.5. Annex 2 of this SoW – The IAEA Overview Excel table.
- 4.6. Annex 3 of this SoW – The IAEA Specific Preliminary Notes (*Spezielle Vorbemerkungen*).

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5. IAEA Responsibilities

- 5.1. The IAEA will coordinate and implement security control during onsite activities.
- 5.2. The IAEA is responsible for ensuring radiation safety (including providing any needed PPE and radiation dosimetry) for the Contractor's personnel working inside radiological controlled areas.
- 5.3. The IAEA will provide the first emergency help in case of an accident.
- 5.4. The IAEA will provide an escort by a Technician of the Seibersdorf Laboratories Services Section (SLSS).
- 5.5. The IAEA will provide outdoor containers to dispose of all dismantled materials and leftover components.
- 5.6. The IAEA will provide the necessary cleaning staff at the working area (only in laboratory and office environments) during the work after the Contractor has removed the packaging material.
- 5.7. The IAEA will ensure a safe working environment inside the Laboratories.
- 5.8. The IAEA will ensure that the fire protection system is deactivated when needed.

6. Method and Source of Acceptance

- 6.1. The Contractor shall, before any installation, modification, and/or construction, provide to the IAEA POC detailed drawings for approval;
- 6.2. After maintenance and inspection, the Contractor shall test the equipment and system together with the IAEA POC to demonstrate that it is properly functioning.
- 6.3. The Contractor shall document the installation, modification, construction, and/or commissioning tests in an Acceptance Protocol to be reviewed and signed by the IAEA POC.

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7. Deliverable Items

The Contractor shall deliver to the IAEA the following data items:

7.1. Documentation following the contract signature and before providing Services

7.1.1. A detailed schedule of the preventative maintenance and safety inspection, with associated impacts on the laboratory activities; and

7.1.2. A detailed commissioning procedure.

7.2. Documentation during onsite inspection and maintenance

7.2.1. The Contractor shall detail for each door the below in the Manufacturer inspection book (*Pruefbuch*):

- a) All maintenance and repairs carried out, including recommendations (e.g., improvements, replacements);
- b) All significant changes or upgrading carried out;
- c) Any Services provided; and
- d) Name, date and signature of the responsible person.

7.2.2. The Contractor shall detail for each door the below in the IAEA inspection book (*Wiederholungspruefplan 15.2.1 Automatic doors*):

- a) Company stamp; and
- b) Name, date and signature of the responsible person.

7.3. Documentation within 28 working days after the Services have been completed

A report detailing the Services provided, including details of commissioning tests conducted.

8. Marking

8.1. The Goods shall display all relevant to Common Era (CE) compliance markings; and

8.2. An inspection sticker ("*pruefplakette*") shall be applied.

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9. Warranty

- 9.1. The Contractor shall provide a minimum of 12 months warranty for all Goods delivered.
- 9.2. The Contractor shall provide a minimum of 24 months warranty for all Services and works.
- 9.3. The Contractor shall participate in a final formal review of the implemented Goods and Services and works three (3) months before the end of the warranty period.
- 9.4. The warranty period shall start on the date of issuance of the Acceptance Protocol of each task order.