



CFT/EUI/REFS/2013/003

TENDER PROCUREMENT FOR MAINTENANCE SERVICES AND BUILDING WORKS, CIVIL ENGINEERING, INFRASTRUCTURE AND MECHANICS CONCERNING THE CONSTRUCTION, RENOVATION AND MAINTENANCE OF BUILDINGS INCLUDING CIVIL, INDUSTRIAL AND RELATED INFRASTRUCTURE OF THE EUROPEAN UNIVERSITY INSTITUTE AND THE HISTORICAL ARCHIVES OF THE EUROPEAN UNION

LOT A – PREVENTATIVE AND INCIDENTAL MAINTENANCE

**DRAFT OF SINGLE DOCUMENT
FOR INTERFERENTIAL RISK EVALUATION**

ANNEXED TO THE CONTRACT

INDEX

1	INTRODUCTION	Error! Bookmark not defined.
2	SCOPE	Error! Bookmark not defined.
3	REFERENCE FIGURES.....	Error! Bookmark not defined.
4	SERVICE OBJECT LOCATIONS	Error! Bookmark not defined.
5	ACTIVY OF CONTRACT OBJECT	Error! Bookmark not defined.
6	SPECIFIC RISKS EXISTING IN THE WORK ENVIRONMENT SUBJECT TO THE TENDER ...	Error! Bookmark not defined.
7	PRINCIPAL MEASURES TO ADOPT FOR THE ELIMINATION/RIDUCTION OF INTERERENCE RISKS	Error! Bookmark not defined.
8	SECURITY EXPENSES	Error! Bookmark not defined.
9	SUSPENSION OF SERVICE.....	9
10	CONCLUSIONS	Error! Bookmark not defined.
11	ANY CONTRACTOR INTEGRATIONS AND OBSERVATIONS.....	Error! Bookmark not defined.
12	STATE OF THE DOCUMENT.....	Error! Bookmark not defined.

1 INTRODUCTION

The present document contains the analysis of possible risks of interference in the contracted service generated by the activities of the European University Institute and indicates the measures to be taken to eliminate or minimise those risks.

The awarded Contractor will have to produce its own Plan of Operational Safety (POS) on the risks associated with specific activities herein coordinated.

The document will become definitive and formulate the Single Document for Interferential Risk Evaluation ("DURVI"), once integrated with the contents of the POS provided by the successful tenderer.

The definitive DURVI shall be attached to the Contract of the tender and shall constitute an integral component.

2 SCOPE

The Single Document for Interferential Risk Evaluation shall be drawn up by the Contracting Authority in order to promote:

- Cooperation between employers, contractors and clients, in the implementation of measures of prevention and protection against risks of workplace accidents relating to the work covered by the contract (Article 26, paragraph 2a of Legislative Decree no. 81/2008);
- Coordination between employers, contractors and clients, in order to eliminate risks due to interference between the activities contracted out to third parties and those present in the production unit (Article 26 paragraph 2b of Legislative Decree 81/2008).
- The mutual exchange of information about such measures.

3 REFERENCE FIGURES

CONTRACTING AUTHORITY	
Administrator	Secretary General
Service manager for the tender	Real Estate and Facilities Service
RSPP	To be completed at the time of contract
Worker safety representative	To be completed at the time of contract
CONTRACTING FIRM*	
Employer	
Contact/Contract Manager	
RSPP	
Worker safety representative	

** To be completed at the time of contract.*

4 LOCATIONS SUBJECT TO SERVICE

The Institute carries out its activities in several buildings, mostly of great historical and artistic interest, located within approximately one kilometre from its head office, located inside the Badia Fiesolana.

The Badia Fiesolana, Villa Schifanoia and Villa Salviati buildings are state-owned, whilst the rest belong to individuals or religious communities.

Overall, the Institute occupies an approximate area of 32,000 square metres and has over 200 employees, whilst around 800 research fellows are engaged in study and research.

The Institute is essentially a research body and is not comparable to a training institute. The researchers carrying out in-depth analysis on specific topics of expertise without time constraints of study or presence within the Institute and for this reason are not considered students.

The locations covered by the contract are structures occupied by administrative and academic personnel of the European University Institute, within which activities are mainly office and academic activities are carried out via seminars, conferences, meetings, etc..

Within the locations of the Badia Fiesolana, Villa Schifanoia, Villa la Fonte and Villa San Paolo there are premises for recreation (bar) and the consumption of complete meals (kitchens, self-service and dining areas).

In some locations, there are also areas dedicated to: book storage for the library and the collections of the Historical Archives of the European Union; static archives for accounting and administrative documents; recreational activities (gym and a sports field); support to the academic and administrative structures of the Institute (data centres, computer labs, media centre, medical room and a child day-care centre);

The maintenance service is being extended to buildings used as residences for the researchers of the Institute.

The European University Institute has developed a risk assessment and emergency plan for each location according to local regulations (Legislative Decree 81/08, and amendments). This document will be delivered to the awarded Contractor during the first co-ordination meeting.

The locations of the Institute are fitted with emergency equipment for fires, emergency exits, passageways and safety signs as well as first aid boxes containing the health and sanitation items as required by law.

For each location there is an emergency team duly trained to intervene in the case of fire or other emergency. The lists of emergency teams will be delivered to the awarded Contractor during the first co-ordination meeting.

The Institute enjoys extraterritoriality under the Protocol annexed to the Convention of Law 920/72 and to the Headquarters Agreements of 1976, Presidential Decree 990/78 and the 1985 Law 505 of 27/10/1988.

Institutional locations

- **Badia Fiesolana**, Via dei Roccettini, 9 - 50014 San Domenico di Fiesole (FI)
- **Villa Sanfelice**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI)
- **Villa Paola**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI)
- **Villa Pagliaiuola**, Via delle Palazzine, 17/19 - 50014 San Domenico di Fiesole (FI)
- **Villa Malafrasca**, Via Boccaccio, 151 - 50133 Firenze
- **Convento di San Domenico**, Via delle Fontanelle, 19 - 50014 San Domenico di Fiesole (FI)
- **Villa la Fonte – Dependance – Limonaia – Serra Complex**, Via delle Fontanelle, 10 - 50014 San Domenico di Fiesole (FI)

- **Complesso di Villa Schifanoia – Casale – Villino - Cappella**, Via Boccaccio, 121 - 50133 Firenze
- **Villa Raimondi**, Via Boccaccio, 111 - 50133 Firenze
- **Villa San Paolo**, Via della Piazzola, 43 - 50133 Firenze
- **Villa San Paolino**, Via della Piazzuola, 43 - 50133 Firenze
- **Villa il Poggiolo**, Piazza Edison, 11 - 50133 Firenze
- **Complesso di Villa Salviati – Manica** (sede IUE) - **Ipogeo** (sede Archivi Storici), Via Bolognese, 156 – 50133 Firenze

University residences

- **Appartamenti PDM**, Via Faentina, 94/b - 50 Pian del Mugnone (FI)
- **Appartamenti PDB**, Via Faentina, 384/a - 50133 Firenze (FI)

5 ACTIVITIES SUBJECT TO THE TENDER

The principal activity consists in the execution of the service of maintenance for buildings and infrastructure in the university locations and residences of the European University Institute and the Historical Archives of the European Union.

For a description of the times and modes of execution, reference should be made to the tender documentation, Letter of invitation and Special Contract Specification and annexes.

6 SPECIFIC RISKS EXISTING IN THE WORK ENVIRONMENT SUBJECT TO THE TENDER

Within the specific work areas in which the Contractor is called upon to operate, office activities and research shall be carried out, characterised by the use of data terminals and other electrical and electronic support equipment which carries a risks of interfering with the contracted activities .

Most of the areas are made up of offices or other spaces equivalent to offices, consultation rooms, conference rooms, etc., decorated with the same variety of materials. The conditions for lighting, microclimate and air exchange of the premises are generally suitable for use in the intended equipment.

The maintenance activities covered by this document may result in significant interference with the activities of the Institute when it comes to interventions of an incidental variety.

In most cases, however, there should be marginal interference as activities shall be planned and executed in a manner that minimises disruption to the administrative and academic staff of the Institute and in the absence of external users, if necessary even outside working hours.

7 PRINCIPAL MEASURES TO ADOPT FOR THE ELIMINATION/REDUCTION OF INTERFERENCE RISKS

Following is a list of the principal measures to be adopted to eliminate and, where not possible, to minimise the risk of interference intervening on the university locations and residences of the European University Institute and the Historical Archives of the European Union as specified paragraph 4 above.

7.1 ESCAPE ROUTES AND SAFETY EXITS

The workers of the Company undertaken to operate within the locations and residences of the Institute should consult the zones and their provisions for cases of emergency in order to take cognisance of the escape routes, safe zones and exits, the location of the alarm systems and the means for switching it off, as well as how to behave in case of emergency and who is to intervene in case of fire.

The corridors and escape routes must be kept clear of materials and work tools at all times, even if placed in a temporary manner, in conditions which ensure easy practicability in case of emergency.

7.2 REDUCTION OF RISK OF ONSET OF FIRE

The Contractor shall not use for their activities any flammable chemicals, except in cases where these are necessary and with the consent of the Principal. The products must be stored in the quantities strictly necessary for the conduct of business and kept in premises to which the Institute has access.

Waste which is combustible or hazardous in case of fire must be promptly disposed of and their temporary deposit must take place away from escape routes (corridors, stairs, lobbies) and in areas where they may not come into contact with sources of ignition.

7.3 ARCHITECTURAL BARRIERS/PRESENCE OF OBSTACLES

The execution of service should not create barriers or obstacles to the traversing of distances to places not subject to the execution of activities.

In the event that, during the carrying out of service, it proves necessary to temporarily engage a path, workers of the Contractor must properly signal an alternative route safe for users to utilise.

The instruments and materials used should be placed in such a way so as not to cause tripping.

Any storage of equipment must not be positioned in entrances, walkways, escape routes, and must provide for immediate collection and removal at the end of the activities related to the service performed.

The carrying out of any activity that could pose a danger to staff and guests inside buildings shall be appropriately marked and, if necessary, the area of intervention should be clearly marked out.

7.4 VEHICULAR ACCESS

The Company must coordinate in advance with the Contracting Authority on the means of access and internal paths to be used.

The vehicles of the Contractor will be provided access to the courtyards of work locations and in reserved parking spaces only upon authorisation and should carry out any movement of vehicles at speeds that will not result in serious injury to persons present or to other vehicles.

Should the operator have visibility problems, they will need to be helped by a second operator.

The vehicles should be parked so as to minimise the impediment of transit routes.

7.5 MOVEMENT OF MATERIALS AND PRODUCTS

Prior to any operations of loading/unloading it must be ensured that the motor of the vehicle is not running and that the handbrake is on.

Should it be necessary to deposit even momentarily any loads externally, workers must ensure to place them on a flat surface, confirming their stability and security so as to not result in overturning, sliding or rolling.

Materials/equipment should not interfere with emergency exits or passageways leading thereto.

Any temporary storage of materials must be reported with mobile signage.

7.6 USE OF CHEMICAL PRODUCTS AND/OR SUBSTANCES

All chemicals used must be eco-friendly and in accordance with the rules of law (labelling, biodegradability, dosages, danger warnings, instructions for use, etc.).

The use of any products and/or chemicals by the Contractor awarded the contract must be in compliance with the specific operating procedures indicated on the "Safety Data Sheets" (in accordance with the DM 04.04.97) and Data Sheets (which must be attached to the tender documentation).

Jobs requiring the use of products and/or chemicals to be treated with specific preventive measures will be programmed in such a way so as not to expose Institute users to the dangers specified on the safety data sheets.

It is forbidden to mix together different products or to store them in containers that are not properly labelled.

The employees of the Contractor will have to store the products and chemicals exclusively in premises provided by the Institute and must: limit the stocks kept to only the quantities necessary for the normal conduct of services; ensure the recognisability of products and substances and their characteristics of hazard; monitor the implementation of protective measures to prevent accidents related to the use of products and chemicals, not leave unattended products and/or chemicals and their containers in any way, even if empty; intervene immediately in case of accidental spills and avoid using excessive amounts in relation to actual needs.

Necessary information must be provided in order to avoid inconvenience to people with asthma or allergies that may be present, even in the days following the use of these substances.

7.7 SLIPPERY SURFACES IN THE WORKPLACE

All work must be carried out in ways that avoid as much as possible the chance of persons slipping and/or tripping.

In order to avoid these dangers, the company will be required to promptly remove any traces of slippery products originating from maintenance operations.

7.8 USE OF ELECTRICAL EQUIPMENT

The client guarantees the maintenance of the electrical infrastructure and the carrying out of all checks as required by law.

Workers of the Contractor, in the use of electrical equipment, should follow general precautions related to the use of electrical devices and systems and must follow the specific manufacturer instructions given.

The use of power cables and extension cords, if necessary, should be done without risk of contact with livewires, or cause a tripping hazard for those in the work area. Any anomalies concerning infrastructure that may increase the chance of a fire must be promptly communicated to the heads of the Institute for appropriate action.

7.9 CONDUCTING THE CONTRACTUAL ACTIVITIES

All activities which may carry risks for workers must be carried out in complete respect of the regulations in force.

7.10 WASTE DISPOSAL

The Company is obliged to dispose of all waste generated within the various Institute locations and resulting from the preventative and/or preventative maintenance services to be in accordance with the regulations in force.

7.11 EMERGENCY MANAGEMENT

The Contractor must establish a structure for the management of emergencies in a manner coordinated with that of the Institute.

In particular, it is to be considered of utmost importance the exchange of information between the Institute and the undertaking, in the procedures for management of emergencies foreseen in the Institute locations, in order to take into due account the procedures for emergency management in the work areas which are carried out by the Institute, and the requirements of the workers.

The Institute has the obligation to communicate in advance and coordinate with the personnel responsible for the contract, any operation out of the ordinary and provide in particular the number and names of the workers involved, the building of reference, the type of work performed and the affected area.

Before starting the activities each employee of the Contractor operating on the premises must first review the locations and clearly identify the emergency routes, exit routes and fire extinguishers.

During an emergency the employees of the Contractor must comply with the instructions given by those in charge of emergency management at the site.

The escape routes and corridors must not be cluttered, but free at all times in order to ensure the flow of people in case of evacuation.

Do not move or hide from view the fire extinguishers or emergency signs that must always be easily accessible and visible.

7.12 INFORMATION TO EMPLOYEES

The Contractor, in case of the occurrence of Institute activities that determine interference with those laid down for the service, must inform the official representatives so as to be able to define together the appropriate procedures to ensure safety in the performance of service.

Adequate details of these procedures, which must be respected by all personnel of both the Contracting Authority and the Contractor, will be given to the relevant persons.

8 SECURITY EXPENSES

During the evaluation of the risks relative to the contract in object, no additional costs were identified as arising from the activities of the Contracting Authority, aside from the characteristics of the areas concerned for service in relation to the normal security charges contained in the contract of service.

9 SUSPENSION OF SERVICE

In the event of non-compliance with the rules on safety or in case of imminent danger to workers, the Contracting Authority may order the suspension of the maintenance service, arranging for the resumption only when it is ensured that compliance with current regulations will ensue and the conditions for safety and hygiene at work have been restored.

For suspensions due to the occurrence of the aforementioned risks, the Contracting Authority will not acknowledge any compensation or damages to the Contractor.

10 CONCLUSIONS

In conclusion, between the activities of the Contracting Authority and the Contractor, respecting the organisational measures specified in the DUVRI and taking all due care, agreeing on timeframes and means of working with the departments concerned, there are no risks of interference such as to require special security measures over the organisational and procedural ones above.

11 CONTRACTOR INTEGRATIONS AND OBSERVATIONS

This document may be reviewed at the request of both parties and whenever one of the following conditions occur:

- Organisational and/or procedural changes;
- Changes in the workplace object of service;
- Introduction of new technology;
- Introductions of new machinery or equipment.

The DUVRI will also be integrated into the Plan of Operational Safety (POS) produced by the successful tenderer, as well as the minutes of the meeting for reciprocal information and coordination with regards to safety and the environment, which will be held between the Contracting Authority and the Contractor prior to the commencement of activities. Also of importance shall be the continuity of this collaboration during the execution of the contract, in order to render effective the implementation of measures of protection from and prevention of risks that may be necessary in regards to the situations addressed.

12 STATE OF THE DOCUMENT

REV.	DATE	PAG.	MOTIVE
00	25.07.2013	10	Emissione documento
01	-	-	Revisione documento

Date: _____

CONTRACTING AUTHORITY

MANAGER

S.P.P. MANAGER

APPALTATORE/FORNITORE

AMMINISTRATORE

S.P.P. MANAGER

CONTRACT MANAGER
