

REQUEST FOR BID - # TBD

FOR

**ASSOCIATION OF UNIVERSITIES FOR RESEARCH IN ASTRONOMY
(AURA)**

“UNARMED SECURITY SERVICES”

**Operating the National Science Foundation’s
National Optical-Infrared Astronomy Research Laboratory
Tucson, Arizona**

BIDS MUST BE RECEIVED BY

Tuesday, October 3, 2023, 3:00 p.m. MST

Prepared by:

AURA/CAS
Procurement Office
950 N. Cherry Avenue
P. O. Box 26732
Tucson, AZ 85726-6732

11 September, 2023

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- IV. CONTRACTOR'S BID DOCUMENTS (All documents listed below along with the additional information requested in Section I, Article 3, Sub-section 3.1 below must be returned to AURA with Contractor's Bid)

The following items are found on the **AURA/NOIRLab Bid Opportunities** webpage:

- V. SAMPLE PROFESSIONAL SERVICES CONTRACT

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**Unarmed Security Guard Service
2023**

RFB Schedule

RFB released/posted: Monday, Sept. 11, 2023

Walk Through (Mandatory): Monday, Sept. 18, 2023, 9:00 a.m.

Pre-Bid questions due: Wednesday, Sept. 21, 2023

Answers distributed: Tuesday, Sept. 26, 2023

Bids Due: Tuesday, Oct. 3, 2023, 3:00 p.m. MST

Decision made: Thursday, Oct. 12, 2023

Contract awarded: Wednesday, Oct. 18, 2023, pending formal approval from NSF

SECTION I.

INSTRUCTIONS TO BIDDERS

ARTICLE 1. DEFINITIONS

1.1 All terms and conditions set forth in the Fixed Price Professional Services Contract template and attachments will be applicable to the final bid.

1.2 Bidding documents include: Request to Bid, Instructions to Bidders, proposed Professional Services Contract, and Scope of Work/Technical Specifications with support documentation, any amendments issued prior to receipt of bids and Vendor's Bid Form.

1.3 Any amendments as issued prior to bid award will become part of the documents when the Fixed Price Professional Services Contract is issued.

1.4 The "Vendor Contract Documents" will consist of the following: Request for Bid, Instructions to Bidders, Vendor's Bid, the written Professional Services Contract between AURA, and the Vendor, the Scope of Work/Technical Specifications with the support documentation, and all amendments and/or modifications incorporated into the documents before their execution.

1.5 The Association of Universities for Research in Astronomy, Inc. is an Arizona non-profit corporation, hereinafter referred to as AURA. The term "AURA" includes its authorized representatives. AURA manages and/or operates astronomy "Centers" under cooperative agreements with the National Science Foundation. One such "Center" is the National Optical-Infrared Astronomy Research Laboratory.

1.6 The National Optical-Infrared Astronomy Research Laboratory (hereinafter "NOIRLab") has main facilities located at 950 North Cherry Ave., Tucson, AZ 85719.

1.7 The National Science Foundation, hereinafter referred to as the "NSF", is an agency of the United States of America created under the National Science Foundation Act of 1950. The term "NSF" includes its authorized representatives.

1.8 The "Bidder" is the person or organization who/that submits a Bid in accordance with these Bid Instructions and Procedures and proposes to perform the work described in the Statement of Work and/or specifications, and who/that proposes to perform the work described in the Fixed Price Professional Services Contract. The term "Bidder" may be used in lieu of the term "Contractor" or "Vendor" throughout these Bid documents.

1.9 The term "Subcontractor" means a person or organization, who/that has a direct agreement with the Vendor to furnish labor, or labor and materials, at the site of the work. The term also includes lower tier Contractors of a Subcontractor, but it does not include suppliers who/that furnish materials not worked to a special design according to the drawings and specifications. Nothing contained in the Fixed Price Professional Services Contract Documents shall be deemed or construed to create any contractual relationship between AURA and any Subcontractor as defined above.

ARTICLE 2. DESCRIPTION OF PROJECT

AURA, on behalf of NOIRLab, is releasing a Request for Bid (RFB) for a three-year contract for certain security services for AURA's offices located at 950 N Cherry Ave, Tucson, AZ 85719 per the scope of work and technical specifications attached hereto (hereinafter collectively referred to as "the Work").

ARTICLE 3. BIDDING PROCEDURES

3.1 Bids shall be prepared on the forms provided in Section VI and include the following:

a. **Completed "Contractor's Bid for Professional Services Contract":** Bidder must complete in its entirety the contractor bid form labeled, "Section VI, Contractor's Bid Documents, A. Contractor's Bid for Professional Services Contract which will set forth Contractor's bid on the project.

b. **Completed "Qualification Package":** Bidder shall fully complete the "Qualification Package" forms which follow Section VI titled, "Contractor's Bid Documents." It is very important that Bidder complete in detail the references form included in the Qualification Package. Bidder may include a more detailed written description of the references provided and the work performed for each referenced firm highlighting significant accomplishments, if desired.

c. **License Numbers and Resolution.** The Bidder shall submit with its Bid, the Services Vendor's License number(s) applicable to the work to be performed, and a copy of a corporate or LLC resolution certified either by the Secretary of the Corporation or by a Member of the LLC that the resolution passed at a meeting of the board of directors of the corporation or by the members of the LLC, validly called, at which a quorum of board members or LLC members were present, indicating who within the Bidder's organization has legal authority to bind the organization on a contract. The Bidder shall include the information for their organization's registrations with the Arizona Board of Technical Registration.

3.2 a. Prices quoted in the Bid(s) are to INCLUDE all applicable federal, state and local taxes.

b. Prices are to include the cost of all transportation, materials, equipment, tools, supplies, labor and services necessary or proper for the performance and completion of the work, except such as may be otherwise expressly provided for in the Bid documents.

3.3 In the event of a discrepancy between the prices quoted in the Bid in words and those quoted in figures, the words shall control.

3.4 Submission of the Bid. Subject to the following procedures and requirements, Bids may be submitted electronically or via delivery of a hard copy of the Bid Documents to AURA.

a. **Electronic Submission.** Bidder shall submit the documents described in Article 2.1 above electronically, in PDF format. **The date/time signature-marked no later than the due date and time for receipt of bids for this RFB.** The failure to timely submit these documents to

AURA in accordance with these rules shall result in the elimination of Bidder's Bid from consideration.

b. In case of technical difficulties, a hand delivered copy may be sent to the following address:

AURA
950 N. Cherry Avenue
Tucson, AZ 85719
Attention: Sherri Abney

3.5 No other forms of submission of Bids will be considered. No other forms of submission for modifications to Bids will be considered. Modifications to Bids submitted may be made electronically or via the delivery of a hard-copy of the modified Bid Documents, if the modified Bid Documents are delivered to AURA in accordance with the rules set forth in 3.4 above on or before the 3:00 o'clock P.M. Mountain Standard Time on the Bid due date.

3.6 A Bidder may withdraw its Bid(s), either personally or by written request, at any time prior to the scheduled closing time for receipt of Bids.

3.7 A person, firm or organization who/that have submitted a sub-Bid to a Bidder, or who has quoted on materials to a Bidder, is not disqualified from submitting a sub-Bid or quoting to other Bidders.

3.8 Unless otherwise provided for in any addendum to these Bid Instructions, no Bidder may withdraw, modify or cancel its Bid(s) for a period of one hundred twenty (120) days after the time designated for receipt of Bids.

ARTICLE 4 COMMUNICATION AND QUESTIONS

Any questions or requests for clarification of this proposal should be directed to:

Sherri Abney, Contracts Officer
Association of Universities for Research in Astronomy, Inc.
950 N. Cherry Avenue
Tucson, AZ 85719
Ph: 520-318-8103
Email: sabney@aura-astronomy.org

Clarification or direction by other persons at AURA is not permitted during the RFB process.

General or procedural questions can be addressed by telephone. Technical or scientific questions must be submitted by facsimile or email, and must be received at least three (3) business days before the due date for the proposals. All questions and responses will be provided to all parties present at the site visits.

ARTICLE 5. EXAMINATION OF DOCUMENTS

5.1 AURA reserves the right to make additions, deletions, or modifications to the Bid documents in writing by amendment at any time prior to the closing date. If, in the opinion of the Contracts Officer (hereinafter CO), any such change causes an increase in the time required for submission of Bids, the CO may, at her sole discretion, adjust the closing date and time accordingly.

5.2 The Bidder shall examine the Bid documents carefully and, not later than three (3) days prior to the date for receipt of Bids, make a request for interpretation or correction of any ambiguity, inconsistency, or error which it may discover. All requests shall be made in writing, including postal services, next day services and via email, addressed to the AURA CO.

5.3 All interpretations and corrections shall be issued in writing by the AURA CO in the form of an Amendment. The Bidder shall not rely on any interpretation or correction given by any other method.

5.4 Prior to receipt of Bids, addenda, if required, will be mailed to each Bidder who has requested and/or has been sent the Bid documents.

5.5 The failure of any Bidder to receive or examine any form, instrument, amendment or other document, or failure to acquaint itself with existing conditions shall not relieve the Bidder from obligations and responsibilities with respect to its Bid or to the Fixed Price Professional Services Contract. The submission of a Bid shall be taken as prima facie evidence of compliance with this section.

ARTICLE 6. REPRESENTATIONS

6.1 Each Bidder **must attend** one mandatory pre-bid/site visit meeting that is scheduled and visit the site of work prior to submitting a bid. Information about the location, date and time of the mandatory pre-bid/site visit meeting is set forth Section II of this RFB.

6.2 By submitting a Bid, each Bidder represents that it is familiar with existing conditions under which the work will be performed.

6.3 a. The Bidder, by submitting its Bid, represents that it has read and understands the Bid documents, and by submitting a Bid acknowledges acceptance of all of the Terms and Conditions of the Bid Documents as defined in 1.2 of these Bid Instructions.

b. Any exceptions to the Professional Services Contract Documents shall be stated on the Vendor's Letterhead, if available, and submitted with its Bid. Exceptions shall be stated clearly and concisely. If the Bidder has exceptions, alternative wording shall be provided for consideration by Bidder to the AURA CO.

c. The Bidder, by submitting a Bid, certifies that the Professional Services Contract Documents, have been reviewed and accepted by the Bidder, or that the Bidder has noted its exceptions to the Professional Services Contract Bid Documents with its Bid.

6.4 The Bidder shall submit with its Bid, the Bidder's License number(s), if applicable to the work to be performed, and a resolution indicating who within the Bidder's organization has authority to bind the organization.

ARTICLE 7. SUBSTITUTIONS

7.1 a. Each Bidder represents that its Bid is based upon the specifications, materials and equipment described in the Bid documents, unless substitutions have been permitted in advance.

b. All Bids containing substitutions shall be accompanied by full and complete technical specifications for approval purposes. The AURA Technical Representative may request such other information as may be required for approval either before or after receipt of bids.

ARTICLE 8. COMPLETION TIME

The Bidder shall specify in its Bid the number of calendar days required to complete the work described (if applicable). All costs included in the Bid shall be for the work to be completed within that period.

ARTICLE 9. EVALUATION OF BIDS

9.1 Bids will be opened and evaluated privately after the deadline for receipt of Bids.

9.2 Bids will be evaluated based on the following factors:

- Cost to AURA
- Ability to meet technical specifications and scope of work
- Warranties provided by Contractor
- Contractor's qualifications and references
- Ability and history of successful completion of contracts of this type, meeting projected schedules, and overall experience performing similar work
- Material Vendors or Sub-Contractors used
- Exceptions to terms set forth in Vendor Agreement provided by Bidder

9.3 All bidding documents received are considered confidential and will not be released.

9.4 The award of the Fixed Price Professional Services Contract for the work described in the Scope of Work/Technical Specifications, if made by AURA, will be made to the responsible and qualified bidder. However, AURA shall determine, in its own discretion, which Bid best meets the requirements and qualifications of the Scope of Work/Technical Specifications and Professional Services Contract and whether it is in the best interests of AURA to accept the Bid. Therefore, Bidder should ensure that all information requested is included in its Bid.

ARTICLE 10. TIME PERIOD FOR EVALUATION OF BIDS; REJECTION OF BIDS; IRREGULARITIES

10.1 AURA reserves the right to hold any or all Bids for a period of up to one hundred twenty (120) calendar days.

10.2 AURA shall have the right to take up to one hundred twenty (120) calendar days to evaluate the Bids submitted and to make a decision.

10.3 AURA reserves the right to accept or reject any or all Bids or any combination thereof, to withhold an award for any reason it may determine, or to waive any irregularities or informalities in the Bids or in the submission of Bids.

ARTICLE 11. FORM OF AGREEMENT

The form of agreement that will be used shall be a “Fixed Price Professional Services Agreement.” A template of the above mentioned contract and the terms and conditions incorporated by reference into said agreement may be found at AURA/NOIRLab Bid Opportunities webpage: <http://auracas.aura-astronomy.org/?q=node/103>. The final form of agreement presented to the Contractor selected to perform the work may vary from the template format attached hereto, depending on the Bid documents submitted by Contractor and other facts and circumstances deemed relevant by AURA.

ARTICLE 12. LAW

The laws of the state of Arizona shall govern the interpretation of these Bid Documents and the interpretation of the Fixed Price Professional Services Contract.

ARTICLE 13. CONTRACTING WITH SMALL BUSINESSES, MINORITY-OWNED FIRMS AND WOMEN’S BUSINESS ENTERPRISES

AURA encourages small businesses, minority owned firms and women’s business enterprises to bid on AURA jobs that they are qualified to bid on. Contractors seeking to bid on “AURA/NOIRLab Unarmed Security Services” project are encouraged to utilize, as much as possible, small businesses, minority owned firms and women’s business enterprises as subcontractors.

ARTICLE 14. AURA/ NOIRLab BID OPPORTUNITIES WEB PAGE DISPLAYING BID OPPORTUNITIES; DUTY OF BIDDER TO CHECK WEB PAGE; PARTICIPATION IN PRE-BID MEETING AND PUBLICATION OF NAMES OF ATTENDEES WHO ATTENDED PRE-BID MEETINGS ON AURA/CAS BID OPPORTUNITIES WEB PAGE

AURA has established a Web page to display AURA bid opportunities. The link to the webpage is: <http://auracas.aura-astronomy.org/?q=node/103>

The AURA/CAS Bid Opportunities Web page will display all pending RFB, RFPs, etc., issued by the AURA/CAS as well as any amendments issued to such RFBs, RFP's, etc. In addition, AURA shall display the name and contact information for any company which attends an AURA/NOIRLab pre-bid meeting on the AURA/CAS Bid Opportunities Web page for the purpose of apprising prospective subcontractors and the public which firms attended the pre-bid meeting(s). This will enable interested subcontractors to contact such firms for purposes of supplying subcontract prices. It shall be the Bidder's obligation to check the AURA/CAS Bid Opportunities Web page to view and obtain copies of amendments and announcements related to the RFB they seek to bid on.

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SECTION II

MANDATORY PRE-BID MEETING/SITE VISIT INFORMATION

There is one pre-bid/site visit meeting scheduled for this project. **To be eligible to bid on this project, the Bidder must attend this meeting.** The mandatory pre-bid meeting/site visit is scheduled for **9:00 a.m., MST on Monday, September 18.** The meeting will be held at the NOIRLab main facility located at 950 N Cherry Ave., Tucson, AZ 85719 (Southeast corner of N Cherry Ave. and 2nd St.).

Bidders attending the meeting are requested to assemble in the lobby of the NOIRLab headquarters, checking in with the administrative assistant (parking in the visitors parking area on the South side of the building). Attendees will meet with NOIRLab personnel for a sit-down meeting to discuss the scope of work and technical specifications. Attendees will then walk the property with the staff.

Bidders should notify the AURA Contract Officer at 520-318-8103 at least two (2) working days prior to the meeting date, to provide confirmation of their attendance at the mandatory pre-bid meeting and to obtain directions, if necessary. In lieu of telephoning, an email of attendance confirmation form is attached behind this Section II and may be used to confirm attendance with Contracts Officer, Sherri Abney (sabney@aura-astronomy.org).

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SECTION III

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UNARMED SECURITY SERVICES REQUIREMENTS

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1.0 GENERAL INTENT

This specification describes the minimum requirements for performing unarmed security and fire prevention/watch services for AURA operated Tucson property and facilities (here-in-after called AURA property).

The contractor and the assigned security officer (one per shift) shall protect AURA property, employees, visitors, and vendors from assault, theft, vandalism, disorderly conduct, fire, and other actions detailed in this specification by observing, reporting, deterring, and responding.

1.1 Description of the AURA Organization

The National Optical-Infrared Astronomy Research Laboratory (NOIRLab) is managed by the Association of Universities for Research in Astronomy, Inc. (AURA).

The Kitt Peak National Observatory and the Cerro Tololo Inter-American Observatory in Chile, are facilities managed by NOIRLab. Rubin, SOAR, and WIYN administrative services are provided by AURA.

NOIRLab is US federal government funded through a long-term cooperative agreement with the National Science Foundation. NOIRLab and AURA are not funded by or considered a part of the University of Arizona. The University of Arizona is a part of the AURA family of universities and a member of AURA's Board of Directors but is not involved in the daily activities of the AURA facilities. AURA operated facilities in Tucson and most equipment and materials are primarily owned by the U.S. federal government.

Other affiliated organizations (Rubin, WIYN, etc.) may occupy space in the AURA property.

1.2 Description of the AURA Representative

The AURA representative for this contract is the NOIRLab Safety Manager. In the absence of Safety Manager, the Facility Manager will act as the AURA representative. Phone numbers and/or contact information will be noted in the provided security office, room X-8.

1.3 AURA Business Hours

Normal business hours for AURA employees are from 8:00 am to 5:00 pm, Monday through Friday. All AURA employees are allowed twenty-four hour access at AURA facilities except at the La Quinta office building, logistics area and warehouses. After-hours access to the La Quinta office building is limited to the staff that is assigned to the building, Facilities staff, janitorial services and security officers.

1.4 AURA Holidays

Typically, there are ten holidays per year as noted on the yearly "NOIRLab Holiday Schedule" posted in the security office, room X-8. Security officer coverage may also be requested the day before or the day after the following holidays; Thanksgiving, Christmas, and New Year's.

1.5 Equipment Provided By AURA

AURA shall furnish for the security officer, office space (room X-8) and support equipment including a telephone, copier (near room X-6 only), desk and chair, keys, basic supplies, flashlight, radio, cell phone (520-312-4067), and batteries for the flashlight.

Use or operation of any other AURA equipment requires approval of the AURA representative.

1.6 Parking for Security Officers

AURA shall provide one parking place in the front visitor parking area “A” (N. Cherry and Hawthorne) for the security officer on duty. The security officer reporting for duty shall park in the spaces marked “Visitor Only Parking”. No other parking privileges are granted to the security officer or the security contractor employees, family, or friends.

1.7 Verification of Hourly Patrol of AURA facilities

The AURA representative will periodically check the key card tracking system to ensure that the security officer’s hourly patrol is satisfactorily being met.

2.0 CONTRACTOR RESPONSIBILITIES AND OBLIGATIONS

2.1 Confidentiality

The contractor understands that its officers, supervisors, and agents may produce or have access to confidential information, records, data, specifications, and other information of AURA. All records, files, drawings, documents or copies thereof, relating to AURA’s business, which the contractor shall prepare or use, or come in contact with, shall be and remain the sole property of AURA, and shall not be reproduced, transmitted or removed from AURA’s premises without AURA’s written consent, and shall not be disclosed to any persons, or business entity without the written approval from the AURA representative. The contractor shall hold all such information contained in or derived from any of the sources described above in trust and confidence for AURA except as authorized by the AURA representative in writing. The contractor agrees to adopt and maintain procedures to ensure that only employees of the contractor who have a need to know such information (in order to perform the contractor’s obligations) have access to such information. Upon cancellation or expiration of this contract, the contractor shall return to AURA all written or descriptive matter, including but not limited to drawings, descriptions, or other papers or documents that contain any data or information of the nature described above.

2.2 Contractor Qualifications

The contractor must demonstrate that it has the expertise, qualifications, and experience to provide competent security staff and related services.

A summary of the contractor’s qualifications shall be submitted as part of the bid package. The summary shall detail the security officer services provided to previous or current public entities similar in size to this facility, evidence of an ongoing personnel training program, drug free policy, evidence of sufficient personnel to meet the requirements of the contract, detailed written recruitment and selection procedures, and current number of employees, locally and nationally (if applicable).

Before the effective date of the contract, the contractor shall provide to AURA a complimentary copy of the contractor’s Employees Rules and Regulations Manual and/or the Security Training Manual or similar documentation that specifies security officer required conduct and qualifications. The contractor shall provide a copy of the current manual to all security officers at the time of hiring and before the active duty date or effective date of the contract whichever is the earliest.

Bidders must provide five (5) customer references with a detailed description of the types and complexity of services performed. The services must have been performed within the last three (3) years.

2.3 Contractor License

The contractor must be licensed to engage in the business of providing commercial security guard services to corporations and municipalities and must be insured in accordance with applicable Federal, State of Arizona, and local laws governing security officer services.

2.4 Contractor General Responsibilities

The contractor shall furnish labor, job-related materials, including uniforms, identification, additional office supplies, including security officer's report logs and other equipment necessary for the security officer to perform his/her work as detailed in this specification.

2.5 Subcontracting

Unless otherwise authorized by the AURA representative and/or for security reasons deemed by the AURA representative and the security contractor; the contractor shall not subcontract out any portion of this contract to another company.

2.6 Contractor Compliance with Applicable Laws and Governing Regulations

The contractor shall comply with all applicable Federal, State of Arizona, and local laws, ordinances, rules, and regulations pertaining to the performance of this specification including regulations governing security officer personnel.

Security officers and/or other employees of the contractor shall comply with all safety and security standards and other regulations including this specification set forth by AURA while performing security services at AURA operated facilities.

All security work performed as detailed in this specification shall be performed with utmost regard to the security and safety of the assigned security officers, AURA operated property and facilities, AURA employees, visitors, and vendors.

The contractor shall maintain proper safeguards and shall assume legal responsibility and any safety issues its personnel may assume in performing security officer services for AURA.

2.7 Additional Personnel

Unless prohibited by law, the contractor will use its best efforts to provide additional security officers as may be requested by the AURA representative to maintain order because of a civil disturbance, riot, or any similar emergency. These additional services will be provided at the current contract rate.

2.8 Non-Emergency Request for Additional Personnel

AURA agrees to notify the contractor immediately, but not less than twenty-four (24) hours of its requirement for additional security officers.

2.9 Emergency Request for Additional Personnel

An event or crisis that the AURA representative deems an emergency may require the contractor to promptly provide additional security officer(s) within a shorter period of time than specified in Non-Emergency Request for Additional Personnel section of this specification. Contractor shall provide requested personnel report to the facility and identified contact within one (1) hour of request. Other starting times may be mutually agreed upon by the AURA representative and the contractor's manager or supervisor.

2.10 Consistency of Personnel

The contractor agrees to strive to provide consistent security officer staffing to AURA property and facilities in order to minimize training and orientation of the assigned security officers.

Whenever it becomes necessary to assign or reassign a security officer to AURA property and facilities for the first time, the contractor shall arrange to have the new security officer pair up with an experienced security officer prior to having the inexperienced security officer take over the AURA property and facilities alone. The contractor shall bear the associated expense of this requirement.

2.11 Timesheets

The contractor will be responsible for maintaining accurate timekeeping records, including making necessary adjustments to invoices with regard to security officer attendance and actual hours worked. The contractor shall furnish the AURA representative with timesheets that exhibit the actual days and number of hours worked by each security officer on a daily basis. The timesheet shall be submitted with and shall correspond to the invoice.

Contractor shall provide an Individual Weekly or Biweekly Schedule that depicts the names(s) of the security officer(s) that will be reporting for duty at AURA during each shift. This report shall be faxed to 520-318-8581 or emailed to the AURA representative prior to the beginning of the week.

2.12 Overtime

The contractor is responsible for scheduling its personnel to reduce overtime. Overtime will not be paid by AURA unless pre-approved by the AURA representative.

2.13 Drug Free Policy

The contractor shall encourage a “drug-free” policy for all its personnel and provide documentation to AURA that verifies the contractor’s policy.

2.14 Equipment Provided By the Contractor

The contractor shall provide equipment to the security officer on AURA property and facilities, including additional flashlights and officer report logs and any other equipment necessary to comply with the requirements of this specification.

2.15 Damaged Property

The contractor shall replace or repair at its cost any AURA equipment, property and facilities (such as, but not limited to, communications equipment, fire and safety equipment, locks and keys, access control systems, CCTV's, etc.) stolen, damaged, or lost through abuse or neglect by the contractor’s security officers or supervisors.

2.16 Location of Security Services

Security services shall be provided at AURA Tucson property and facilities (~ 200,000 sf, see drawing Block 5 Facilities and Block 9 Facilities) including:

The NOIRLab Headquarters at 950 N. Cherry Avenue comprising the entire block surrounded by N. Cherry Avenue, E. Second Street, N. Warren Avenue, and Hawthorne Avenue.

Most of the block surrounded by E. Second Street, N. Warren Avenue, E. First Street and N. Martin Avenue including the La Quinta office building at 1709 to 1719 E. Second Street, the coatings lab

at 1710-1712 E. First Street, the warehouse/carpenter shop, logistics trailer, materials, supplies and paint storage building, the record storage building, AURA's employee main parking area located in the 1700 block of E. First Street and N. Martin Avenue, the AURA office building at 1002 N. Warren Avenue and the AURA employee parking lot South of the AURA office building East of N. Warren Avenue. All other areas in this block are privately owned.

2.17 Security Hours of Service

A security officer is required to be on shift on the following durations:

- 5:00 p.m. to midnight, Monday through Friday
- Midnight to 7:30 a.m., Monday through Friday

- 8:00 a.m. - 4:00 p.m., weekends
- 4:00 p.m. - midnight, weekends
- Midnight to 8:00 a.m. weekends
- All shifts depicted above include holidays.

If the AURA representative arrives at the facility before 7:30 a.m. this does not relieve security officer's duties until the end of the shift at 7:30 a.m.

2.18 Control of Premises

It is hereby understood and agreed that AURA, as operator of the property and facilities, has the exclusive right to control and deny access to any individual including, without limitation, an employee or agent of the contractor.

2.19 Security Officer Supervision

The contractor shall be responsible for providing direct supervision to its security officers. The contractor shall designate a manager or supervisor who must be available at all times in the event an AURA representative needs to consult with the contractor manager regarding personnel matters.

2.20 Supervision Telephone Numbers and Emergency Telephone Numbers

The contractor shall provide the AURA representative with the name(s), daytime telephone number(s), after-hours emergency telephone number(s) of the contractor's designated manager or supervisor who has the supervisory authority over the security officers and the authority to represent the contractor's company. Telephone answering device or service is unacceptable.

2.21 Site Visits by Security Officer's Supervision

The contractor shall provide an on-site visit on a Semi-annual basis, or more often, by the contractor's manager, supervisor and/or the patrol officer at AURA property and facilities to ensure familiarity of the operations. The security officer shall note the visit on the security officer's report.

2.22 Security Officer Welfare Check

The contractor manager, supervisor or patrol officer, approved in advance by the AURA representative, shall provide a welfare check by telephone for the security officer on duty at least once during each hour while on AURA property and facilities. This is to ensure that the security officer is on post. The security officer may be the person who calls the manager, supervisor, or patrol officer.

2.23 Background Investigation of Security Officers

The contractor is required to perform an annual criminal background check on all contractor personnel assigned to AURA property and facilities. Under no circumstances shall any security officer or the patrol officer hired to work on AURA property and facilities be a convicted felon or have any pending conviction hearings.

2.24 Security Officer's Qualifications

All supervisors, patrol officers and security assigned to AURA property and facilities shall:

- be at least 21 years of age
- be an employee of the security service contractor
- be a citizen or a legal resident of the United States
- have two (2) years of experience in providing security officer services
- have passed a law enforcement background check
- possess a high school diploma, GED, or equivalent training or job experience
- possess CPR and First Aid certification as set forth by the American Red Cross or equivalent association
- possess a current vehicle driver's license
- be in sufficient physical condition to provide security to AURA operated property and facilities, employees, visitors and vendors
- have the ability to properly direct and assist AURA employees, visitors and vendors in emergencies
- have the ability to read, write legibly, comprehend, and speak English
- prepare clear and concise written reports
- exercise integrity when dealing with law enforcement or medical personnel
- possess good eye vision, inclusive of corrected eyewear
- have the natural ability to hear, or be equipped with hearing aid.

2.25 Security Personnel Training

The contractor shall employ a staff that is skillfully trained in the duties of performing security services. The contractor is required to provide all job-related training to security officers assigned to AURA property and facilities including but not limited to security officer's training, first aid / CPR, safety, and fire extinguisher use.

2.26 Termination of Security Officers on AURA property and facilities

Upon notification of the AURA representative, the contractor will remove from AURA property and facilities any security officer who, in AURA's opinion and based on observation, is determined to be incompetent as it relates to attendance and/or adhering to applicable laws and governing regulations set forth by this specification and/or governmental law and/or AURA's policies, and/or the contractor's policies.

3.0 SECURITY OFFICER PROCEDURES AND RESPONSIBILITIES

3.1 Weapons Restrictions

Security officers shall not be allowed to arm themselves with any unauthorized equipment such as knives with blades longer than three inches or firearms.

3.2 Security Officer's Conduct

During hours of service, the security officer shall not use AURA telephones for personal use, use mobile phone or portable electronics for personal use(unless during lunch and breaks), eat in public

areas while on duty, entertain family, friends, or other visitors while on duty, or sleep while on duty.

3.3 Representation of Security Officers

Security officers will be subject to the requirements of this specification and other requests of the AURA representative, but under no circumstances shall the contractor's security officers represent themselves as an employee of AURA or its affiliates.

3.4 Security Officer Appearance

The contractor's security officers, while on AURA property and facilities shall be professionally dressed, neatly groomed, and must conduct himself/herself in a manner that is consistent with the professional standards set by the contractor's (security officer services) standards and AURA standards.

3.5 Uniforms

The Contractor shall provide each security officer a color-coordinated uniform, which identifies his/her position as a security officer and the company for which they work (insignia and identification). The contractor will provide the appropriate seasonal outer garments that are color coordinated with the uniform including winter jackets and rain gear for cold and inclement weather.

3.6 Identification of Security Officer

The security officer on AURA property and facilities shall have an identification card that depicts the security officer's name with photograph, ID number and contractor's name. The security officer is required to visibly display the ID card on the front of his/her uniform at all times while on duty.

3.7 Reporting Crimes against AURA

The contractor and assigned security officer shall report, first to the Tucson Police (911 and 9-911 both work) and then to the AURA representative, all instances of assault, disorderly behavior, theft, or vandalism that require immediate law enforcement intervention. All instances are to be reported immediately and accurately.

3.8 Use of AURA Property and Facilities

AURA property and facilities shall be used for official business only. Contractor employees shall not use AURA property and facilities to conduct personal business for private gain or endeavor. The contractor shall prohibit security officers and its employees from disturbing papers on staff desks, opening desk drawers or cabinets, or using office equipment and supplies, or machinery intended for official AURA use.

3.9 Security Officer Knowledge of the AURA Operated Property and Facilities

The security officer shall have knowledge of on-site intrusion notification device(s), the location of the system control board(s) and "Fire Exit Plans"; the fire alarm systems and pull stations, fire hydrants, fire extinguishers; first aid stations, AED locations, emergency routes and exits; location of hazardous materials and flammable storage; location of doors accessible to the public, including designated doors for handicapped and disabled persons.

3.10 Security Officers Reporting for Duty

On shifts noted in the "Hours of Service" section of this specification, the security officer scheduled for duty shall report to the Facilities Operations (AFO) building, security office, room

X-8 and verify his/her attendance with the Facilities staff. Any special shift instructions will be noted in memo form at the security officer's desk. Second shift or after hours security officers shall request entry via the telephone (dial 8435 or dial the security cell phone 520-312-4067) or use the radio handset at the main entrance at N. Cherry Avenue (the radio communicates with the security officer radio on channel 3) and physically relieve the security officer on duty at the appropriate time.

3.11 Security Officers Report

The security officer shall complete a security officer's report for each shift. The security officer shall note all appropriate details such as incidents, times (standard time, not military), room numbers or locations, description of person(s), vehicles, objects, police officer's name(s) and report(s), case number(s), information requested in this specification and any other information related to the activities of the security officer. Any assistance provided to employees, visitors or vendors, including names and times shall be reported. Report the circumstances about anyone who is questioned and/or detained. The security officer shall use the Security Officer Report as the means to document concerns or suggestions; separate notes shall only be used for confidential issues only. The security officer shall make the report as complete, clear and informative as possible. At the end of the shift, the security officer shall leave the report in the appropriate folder in the security office, room

X-8.

3.12 Security Officer's General Responsibilities

The security officer shall be responsible to perform a variety of tasks to help ensure security, safety, fire prevention, fire watch, emergency support, and operational support of AURA's property and facilities and including but not limited to the following:

- Enforce control over removal of AURA owned or controlled property and facilities, documents, or items identified by AURA.
- Use reasonable effort to deter persons attempting to gain or gaining unauthorized access to any of AURA's property and facilities. No one is allowed into any building or fenced properties unless it is determined that the person(s) is an AURA employee, authorized visitor, or authorized vendor.
- Cooperate with and assist law enforcement agencies in connection with crimes committed against AURA including maintaining the scene of a crime to protect possible evidence. When necessary the security officer shall follow incidents to their conclusion, including testifying under oath.
- Assume additional responsibilities, though not specifically detailed in this specification, as may be required in special orders, memorandums, manuals and/or procedures issued by the AURA representative or local law enforcement personnel.
- Maintain knowledge of appropriate Federal, State of Arizona, local statutes and ordinances and regulatory requirements.
- Dispatch vehicles per the Kitt Peak shuttle schedule and the "Advance Travel Notice" white board located on the wall next to room X-6. The security officer on duty shall verify employee identification by requesting presentation of the employee key card or other identification.
- Escort AURA employees to their personal vehicles in NOIRLab parking lots when requested.
- Respond to AURA employees who report security, safety, and fire related issues.
- Remain on AURA property and facilities only during assigned work schedule shift, unless otherwise approved or requested by the AURA representative.

- Respond to, assist in emergencies, and alarm conditions.
- Respond and report any events such as fire, theft, unauthorized intrusion, vandalism, unauthorized sales, advertising, or violence on AURA operated property and facilities to the appropriate authorities and to the AURA representative.
- Report building malfunctions to the appropriate Facilities personnel noted on the “Facilities Operations Telephone Numbers” memo located on the bulletin board in room X-8.
- Correct and/or report potential fire and safety hazards that are discovered during the continuous patrol.

3.13 Continuous Patrol

The security officer on duty shall patrol all of AURA’s property and facilities on foot/bike on an hourly basis. The security officer shall randomly visit all locations as many times as possible, but no less than once per hour. The security officer on duty shall perform the following general safety and security actions while on continuous patrol and note details (time and location) of any problems and corrective action in security officer’s report:

- Check and secure all exterior doors, gates, windows, or skylights. Exercise the locks of the card key doors to ensure that they are locked. Exterior doors should open, close and lock without any extraordinary effort. Doors with automatic closers should close and lock without effort.
- Check ovens, hot plates and propane torches in the Optical Shop room 30, and Instrument Shop room 15. If no one is attending the appliance, the security officer shall turn it off.
- Check coffee stations and kitchenettes to ensure that coffee makers, hotplates, and other heating appliances are turned off or disconnected.
- Check for broken window and door glass. If there is considerable damage or if security can be breached, report building malfunctions to the appropriate Facilities personnel noted on the “Facilities Operations Telephone Numbers” memo located on the bulletin board in room X-8 and if appropriate to the Tucson Police Department.
- Remove obstructions found in aisles, passageways, and doorways that lead to exits, fire sprinkler valves, and fire extinguishing equipment.
- Remove boxes, papers, rubbish, and other materials on or near boilers or other heating units. Oil or solvent soaked rags found in walkways should be placed in the red safety metal containers found in the various shops.
- If unusual odors (natural gas), water leaks, or abnormal noises from machinery or equipment are discovered, report to the appropriate Facilities personnel noted on the “Facilities Operations Telephone Numbers” memo located on the bulletin board in room X-8 and follow their instructions.
- If lights are found turned on, check for anything unusual and turn lights off if no one is in the room or area.
- Report building malfunctions such as damaged or malfunctioning doors, locks, gates, security/ night-lights, ceilings, and others to the Appropriate Facilities personnel.
- Request and record the names and times of anyone observed in the maintenance or instrument shops, Rooms B-1, Instrument Shop rooms 15, 16, 17, 20, Facilities Operations rooms X-14, X-19 and X-23. The security officer shall detail the rooms that personnel were observed in and the time they left in the Security Officers Report.
- Check all vehicle driveways, entries, and fire lanes to ensure they are not blocked. Call the Tucson Police Department (520-791-4444) and request removal of vehicles that are parked in the public right-of-way and blocking fire lanes or driveways.

3.14 Lights Off

During the continuous patrol, the security officer shall ensure that the interior lights including corridors to the building are turned off, unless the security officer finds AURA employees, visitors, or vendors working in the lighted area. The security officer may turn the light on during the continuous patrol to inspect the area.

3.15 Raising and Lowering the Cherry Street Flag

Monday through Friday, and when requested over the weekend, the security officer on duty shall raise the flag after daylight and lower the flag before dark, fold the flag as per the United States Code Title 4, and store the flag on the north front lobby counter. Damaged or soiled flags shall be delivered to the AURA representative for proper disposal, cleaning, or replacement.

3.16 Security Cameras

Security cameras are recording the activities at the main parking lot, the front lobby, service yard area, and at the back door to the service yard. The security officer on duty is not required to monitor these cameras.

3.17 No Smoking Policy

All building interiors are “No Smoking” areas, and security officers and other contractor employees are required to comply. Security officers that smoke shall properly extinguish and dispose of butts in approved containers located on the South side and North side of the main building. Smoking is not permitted during regular duty.

3.18 Lunch Breaks for Security Officers

Security officers on duty shall use the security office room X-8 or the employee’s lounge only for lunch breaks. The security officer on duty is welcome to use the facilities refrigerator to store lunch and soft drinks during the shift. The microwave oven can also be used.

3.19 Special Mail Deliveries

On rare occasions, there may be UPS, FedEx, or DHL deliveries “off hours”, more likely on Saturdays. If this occurs, the security officer on duty will receive special written instructions that will be posted in room X-8 and then the security officer is authorized to sign for the parcel. The parcel shall be placed on the mailbox table in Shipping and Receiving. If there are no written instructions and there is a delivery the security officer must obtain a verbal approval from the AURA representative, otherwise the security officer shall not accept the delivery.

3.20 Ice on Elevated Walkways

When the temperature drops to freezing (below 32°) ice may form on the walkways to the offices that are located on the East Wing roof of the main building. If the security officer feels it is unsafe to walk on the iced walkways, skip the tour through these offices. When ice hazards are encountered, advise the appropriate Facilities personnel noted on the “Facilities Operations Telephone Numbers” memo located on the bulletin board in room X-8 in the morning.

3.21 Copiers

Should an employee or visitor request the use of a copier advise him/her of one in rooms 135, 44 and 88.

3.22 Restroom Use

Security officers are encouraged to only use the restroom at the entrance to X-20 near the facility showers. Security officers shall keep the restroom clean.

4.0 KEYS AND BUILDING ACCESS

4.1 Keys

Keys to AURA property and facilities are to be used by the security officer on duty to allow access for the performance of contracted services only. The security officer shall be issued a key FOB and set of keys as detailed in the next section. The supervisor or patrol officer shall be issued a key card (NOIRLab Security) for use for the duration of the contract. The contractor shall assume all responsibilities for the use and return of the keys. All keys issued to the contractor shall remain the property of AURA and shall be returned upon demand or termination of the contract. If any keys are damaged or lost, the security officer on duty shall notify the AURA representative immediately and log it in the Security Officers Report.

4.2 Off-System Keyed Rooms

Off-System areas contain critical and/or expensive equipment. There are also rooms that have signs on the doors stating no cleaning or no entrance, these areas shall not be entered, unless under emergencies. These rooms require special keys or special access given by the AURA representative, some keys are on the "Emergency Key Ring". These special keys are to be used only in the event of an emergency or to open a door for the occupant. If a person requests entry into one of these rooms, verify that the person is the occupant, request and check their driver's license or other picture ID, then check the NOIRLab Telephone Directory for the person's name and room number. Anyone stating that they have permission from the occupant or someone else is not a valid reason to allow entry.

- Restricted Areas such as Rooms B-2, B-8, B-12, B-46, B-49, B-47, B49A, and the Flex Rig Facility require special permission from the AURA Representative for the security officer.
- Room B39 is a Restricted Area however the security officer has access to this room as it contains a Fire Protection Standpipe, all other equipment and materials shall not be touched in this room.

4.3 Electronic Access System Doors and Gates

Some doors are on an electronic access system that automatically locks and unlock at specific times during weekdays. Two vehicle gates automatically open and close at specific times during weekdays. These doors and gates can be accessed during specific times by authorized employees, contractors, and visitors. Some contractors and visitors have specific times that they are allowed into the building (if their keycard doesn't work, they are not authorized access into the building). The following doors lock and unlock, or gates open and close automatically (all of these doors and gates remain locked or closed on weekends and holidays):

- Main building front lobby door, La Quinta and the AFO building are locked at all times.
- Service yard gate on Hawthorn Street opens when authorized users present their keycard.
- N Cherry Avenue employee parking gate on Hawthorne Street opens at 6:15 a.m. and closes at 6:15 p.m.
- Main Parking lot arm opens when authorized users present their keycard.
- The employee overnight parking remains locked (closed) at all times but opens when authorized users present their keycard.

In the event of a power failure for more that approximately six hours, the security officer may use the KW key on the "Emergency Key Ring" in the key box on the North wall of the security office, room X-8 to access exterior and interior passage doors that are on the card lock system.

During the continuous patrol, the security officer shall exercise the handles of the key card doors to ensure that they are locked. Key card doors can be identified by having a nearby grey reader box.

4.4 Locking and Unlocking Schedule

The security officer on the 5:00 pm to midnight shift shall lock or ensure that following doors and gates are locked, Monday through Friday at the start of the shift (door numbers can be found on a brass tag located on the hinge edge of most doors):

- Door to AFO storage, Room 18 (door 234)
- West door to instrument shop, room 15 (door 216)
- West door to NOIRLab optics lab, room 30 (door 218)
- East door to NOIRLab optics lab, room 30 (door 220).
- West door to instrument shop, room 20 (door 221).
- North door to Room 27 NOIRLab visitors (door 223)
- Check entry doors of main building – southwest, west (main entrance), northwest, and northeast.

Check all entry doors at La Quinta office building at 1709 to 1719 E. Second Street, the coatings lab at 1710-1712 E. 1st Street, Shipping and Receiving trailer, the logistics/carpenter shop, material-supply and paint storage building, the record storage building, and the AURA office building at 1002 N. Warren Avenue

- The “man” gate at the overnight parking lot on the east side of warehouse/carpenter shop building (this gate shall be locked at all times)
- Doors to Mechanical Room B-20 and B-21
- Door to Mechanical Room B-60

Between 6:00 p.m. and 6:30 p.m., lock the vehicle gate at the front employee- visitor parking area “A” on N. Cherry Avenue, the service yard vehicle gate on N. Warren Avenue (ensure that incoming vehicles from Kitt Peak have arrived before closing this gate), and the patio gate at the AURA building. For the AURA building, ensure that all occupants have left, if not periodically check and lock the gate after all have left.

Lock the three interior patio doors in the main building after 6:30 p.m., on weekends these door remain locked (doors 71, 101, and 127). If the patio area is being used by staff, lock the patio doors when the staff has left the area.

Between 6:00 a.m. and 6:30 a.m. Monday through Friday, unlock and open the vehicle gate at the front employee - visitor parking area “A” on N. Cherry Avenue, service yard vehicle gate on N. Warren Avenue and the AURA building patio gate.

Beginning at 6:30 a.m. unlock (by depressing the panic hardware and turn the hex lock with the hex key on the security key ring) the three patio doors in the main building (doors 71, 101 and 127) and the doors to the SIR room.

5.0 ACCESS TO AURA PROPERTY AND FACILITIES

5.1 Employee Access to AURA Operated Facilities

All AURA employees are issued a key card that allows entry into the facilities at all times, employees are also provided keys to the building(s), offices, and work areas in which they are

authorized. In the event that an employee requests entry from the security officer, request and check ID, verify that their name is listed in the NOIRLab Telephone Directory in the phone system and verify their assigned office by referring to the maps on the wall in room or X-7. A request to enter a room that is keyed “off-system” shall be denied unless the person is an occupant of that room as verified by the map in room X-7. Report the details of employee's requests to enter a building or room in the security officer's report.

5.2 Guest of Employees Requesting Access

If other persons accompany an AURA employee, the security officer shall allow entry. The AURA employee is responsible for guest(s).

5.3 Employee's family Members, Associates, or Friends Requesting Access

Employees are personally responsible for meeting and allowing entrance of a spouse, child, associates, or friends into AURA facilities. If contacted by a family member or friend, the security officer shall refer to the NOIRLab Telephone Directory for verification of the employee's name and number. The security officer shall call the employee and advise him/her of their visitor's name and location so they can provide entry. If there is no answer, or the employee is not in the area, the security officer shall refuse entry. Report the details of these requests in the Security Officer's Report.

5.4 U of A Steward Employees and Friends of NOIRLab Requesting Access

A number of UA Steward Employees and other Friends of NOIRLab have keycards for access to the AURA operated facilities. Access has been approved and granted in advance by the NOIRLab Director. UA Steward Employees and Friends of NOIRLab have green visitor card keys. Access is generally limited to normal work hours but some may have access for other hours.

5.5 Visiting Astronomers and Their Associates Requesting Access

Most visiting astronomers will have access to the building as arranged by the Kitt Peak support staff. Before allowing the visiting astronomer into the building, the security officer shall verify the identification of the visiting astronomer and shall verify the name on the Kitt Peak “shuttle vehicle signup” sheet posted in the AFO building South entry hallway by room X-13. If the person is not on the list, do not allow entry and ask the person to return during business hours. If the person is persistent, ask for their sponsor and call the AURA representative for further instructions.

5.6 Contractors Requesting Access

Contractors and vendors requesting access shall not be allowed into the building unless specified by a memorandum in the security office, room X-8. Several vendors and contractors that frequent AURA operated facilities have been granted key cards. The security officer shall verify that the contractors and vendors have been granted key cards after hours.

5.7 Meetings and other after Hours Activities

There may be official meetings or other employee functions that may occur during the security officer's shift. Normally, staff members (employees) coordinate these functions and provide access needs. With advance approval, the security officer may be asked to assist.

5.8 Internal Patio Lights (East and West Halves)

If patio lights are found on after hours or requested for an evening function the security officer shall turn the lights on/off as follows: West patio half – turn on/off breaker numbers 1,10 and 13 in **Panel LCC** behind the lobby desk. East patio half - turn on/off the identified light switch “Outside Lights” to the right of the panel on the North wall in room 169.

6.0 REQUIREMENTS AND PROCEDURES

6.1 Restricted Areas

The telephone equipment room X-16 is a restricted area, only Facilities and Computer Services personnel are authorized to enter. There are other areas that are restricted noted in section 4.3 Off-System Keyed Rooms of this specification.

Except for infrequent authorized scientific use or maintenance purposes, the roofs of the buildings are restricted to all personnel.

6.2 Computer Lab Alarms and Emergency Procedure

Only Authorized employees shall have access to the Computer Lab. The security officer may question anyone who is in this area. Normally, personnel have no need to be in Room 101A.

There are two alarms in room 101, one for the Halon fire suppression system and one for the computer system. Should either of these alarms go off, follow the emergency procedures below and/or posted on the door to Room 101:

Computer Lab Emergency Procedure – Room 101

Fire:

If there is a fire, evacuate everyone orderly and quickly.

Pull the handle on the Fire Alarm Box in the corridor to the left of the door to Room 100. Room 100 is to the left of the double doors when exiting the Computer Lab.

Do NOT pull the handle of the small local halon alarm release to the right of the Computer Lab inside door.

Dial 911 or 9-911 to confirm the alarm.

Notify Facilities and Safety Manager (See Contact List, Room X8)

Evacuate the building!

Temperature-audible Alarm:

Notify Facilities and Computer Systems Manager (See Contact List, Room X8) if the alarm on the temperature and humidity recorder sounds. The recorder is located on the east wall of the Computer Lab. The interior cooling CRAC are interconnected and may also alarm on high temperatures.

Computer-audible Alarms:

If the alarm sounds from the Liebert power unit (large cabinet on west end of aisle), press the yellow button labeled “Alarm Present Silence” on the unit and notify Computer Systems Personnel (See Contact List, Room X8). If the alarm sounds from the power controller (the large power distribution system situated in the middle of the Computer Lab), press the green button marked “END OF DAY” on the controller and notify Computer Systems Personnel (See Contact List, Room X8). These personnel will properly reset the units.

The computer room has an emergency power backup system. If building electrical power is interrupted, the generator in the service yard area will automatically start. The computer

room and some other ancillary support systems will remain powered. Most of the building's other systems will be without power.

6.3 Access to Rooms 121, 122, 123, 124, 125, 127, 128, 130, and 133 for Cleaning

Ensure the doors to these rooms are closed and locked. If a door is found open and no one is in the room, lock the door and note it in the security officer's report.

The cleaning supervisor, or designee, will open these rooms for immediate cleaning. As the work is completed in each room, the cleaner will turn off the lights and ensure that all doors are locked. Rooms are not to be left open or unattended. During normal rounds, the security officer will verify that the lights are turned off and the doors are locked.

6.4 Optics shops, Rooms 25 and Room 25

The doors to these rooms can be opened with the special key (O6) that is on the security key ring. The lock on the door from the parking lot to Room 25 cannot be opened from the outside.

6.5 La Quinta Office Building Special Instructions

The La Quinta office building has seven exterior doors. Five doors are located on the south facing E. Second Street "patio area". A **non-armed** door on the east side of patio provides access to the CAS meeting room for off hours use. The door on the North side that exits to the alley is the door (has alarm keypad) that individuals and the security officer will use to access this building's alarmed area. The Security officer shall ensure that all patio area doors are locked.

The La Quinta building has a motion detector alarm system that shall be in service from 5:00 pm to 7:00 am on weekdays and at all times during weekends and NOIRLab holidays. To enter this building go in the North alley entrance – the alarm control box is to the right and the light is to the left of the door, follow the instructions for disarming and arming of the security system in the "Fire-Security System at the La Quinta Office Building" section of this specification.

There is a metal gate door that separates the La Quinta CAS kitchen/meeting room areas (Q-2,Q-8,Q-10) from the rest of the building. During initial rounds, ensure that the metal gate door is closed and locked. If the building alarm system is armed, access the CAS meeting room from the kitchen/meeting room exterior access door and check the metal gate door.

If the La Quinta building alarm is not armed during rounds, patrol the interior of the building, if reasonably sure that there is no one working, set the alarm per the instructions.

Most weekday evenings and Sundays the janitors clean the main facilities, La Quinta office building and the AURA buildings. When the La Quinta offices are being cleaned, the Security officer shall allow the cleaning crew entrance and deactivate the alarm system. Once the cleaning crew is finished, patrol the interior of the building, check accounting and administrative offices (central and west portion of La Quinta office building) to ensure that doors are closed and that the CAS kitchen/meeting metal gate door is closed and locked, and then exit and rearm the alarm system. All off-hours access to these offices is limited to La Quinta office personnel only.

6.6 Fire-Security System at La Quinta Office Building

This alarm system is programmed to call the security officer's cell phone during an alarm situation. The alarm is generally identified by receiving a call or text from 318-8560, if you answer the phone and you don't hear anyone on the line; then you can assume that there may be a problem at the La

Quinta offices, whether it is Fire or Security Intrusion. The text message could be a stream of 1s (Fire) or 2s (Security).

Receiving an Alarm

When an alarm is received, immediately go to the area to investigate. If there is smoke, fire, or evidence of an entry, immediately dial 911 (9-911 also works). Then call the AURA representative(s) as indicated on the “Facilities Operations Emergency Telephone Numbers” memo posted in room X-8. If there is no evidence of any problem, silence the alarm and call one of the maintenance personnel.

Disarming-Arming the Security Alarm at the La Quinta Building

During normal NOIRLab workdays, the employees who work in the building are responsible for disarming and arming the security alarm. At the beginning of each shift, the security officer is responsible for checking the red-ARMED light indicator on the keypad. If it is on, the security alarm is armed. To prevent the alarm from going off, enter the North door at the alley.

If there are personnel in the building go through the building and verify who’s in the building.

When entering the rear door, look at the red-ARMED light indicator on the keypad. If it is on, the alarm has been armed. The security officer must disarm (the red light will be out) the alarm while entering the building and then rearm it before leaving. This is done by entering the guard’s security code (To be provided). The system allows for a 30-second check. To rearm press the security code # then press 1.

Patrolling and Entering the La Quinta Office Building

Patrol the perimeter of the building on each round, checking all doors and windows. Investigate any lights found on. Only enter the North door at the alley.

Silencing an Alarm

To silence an alarm, use the same code as for disarming the security alarm.

6.7 Spare Chain and Lock

If the main front door does not lock or if other gates or doors are compromised or not lockable, there is a chain and lock (opened by Masterlock key # 2006) located in the security file cabinet drawer located in room X-8. This can be temporarily used to secure the door or gate.

6.8 Parking Lots

The front visitor parking area “A” (N. Cherry and Hawthorne) is for NOIRLab employees and authorized visitors only. The Cherry street gate is to be locked between the hours of 6pm and 6:30am weekdays and weekends. Hawthorne Street access to this parking lot is controlled by an automated gate to allow after-hours access by staff. It should close and open automatically.

The Main parking lot on E. First Street between Hawthorne and Martin Streets marked AURA Inc. is for AURA employees. Access to this lot is controlled by a security arm and security spikes, only authorized personnel are allowed to enter. There is a hex key on the security office bulletin board that disengages the spikes if you are called by an AURA employee needing assistance. Call the AURA representative or any one on the NOIRLab Facility Operations – Emergency Telephone Numbers list for assistance.

The enclosed overnight parking lot on the east side of the warehouse/carpentry shop is controlled by an electronic access system. Authorized users with keycards are allowed to enter this area, others are not.

6.9 Alley Gate Lock Up

Monday through Friday evenings at 5:30 pm, security officers shall lock the gate directly across the alley, north from the La Quinta office.

6.10 Coatings Lab Building X-26

Only AURA authorized personnel are allowed into this building. The security officer shall ensure that the door to this building is locked. This building is equipped with a low oxygen level alarm. If an alarm is heard, do not enter the building as the alarm indicates low oxygen levels, which could cause immediate suffocation. If the alarm is heard from outside the building, immediately call the AURA representative.

6.11 Fire-Security System at Logistics Warehouse and Carpentry Shop

This alarm system is programmed to call the security officer's cell phone during an alarm situation. The alarm is identified by receiving a call or text from 318-8114, if you answer the phone and you don't hear anyone on the line; then you can assume that there may be a problem at the Logistics/Carpentry areas, whether its Fire or Security Intrusion. The text message could be a stream of 1s (Fire) or 2s (Security).

Receiving an Alarm

When an alarm is received, immediately go to the building to investigate. If there is smoke, fire, or evidence of an entry, immediately dial 911 (9-911 also works). Then call the AURA representative(s) as indicated on the "Facilities Operations Emergency Telephone Numbers" memo posted on the bulletin board of room X-8. If there is no evidence of any problem, silence the alarm and call one of the maintenance personnel.

Disarming-Arming the Security Alarm at the Logistics/Carpentry Buildings

During normal NOIRLab workdays, the employees who work in the building are responsible for disarming and arming the security alarm. At the beginning of each shift, the security officer is responsible for checking the red-ARMED light indicator on the keypad. If it is on, the security alarm is armed. Each section of the building has a separate area alarm. Enter the North Logistics door or west carpentry door where keypad is located.

If there are personnel in the building go through the building and verify who's in the building.

When entering either door, look at the red-ARMED light indicator on the keypad. If it is on, the alarm has been armed. The security officer must disarm (the red light will be out) the alarm while entering the building and then rearm before leaving. This is done by entering the security code (To be provided). The system allows for a 30-second check. To rearm press code # then press 1.

Patrolling and Entering the Logistics/Carpentry Buildings

Patrol the perimeter of the building on each round, checking all doors and windows. Investigate any lights found on.

Silencing an Alarm

To silence an alarm, use the same code as for disarming the security alarm.

7.0 VEHICLE SECURITY AND PROCEDURES

7.1 Vehicle Activity Forms

The security officer shall report the company vehicles that have either departed or arrived on either the "Weekday NOIRLab Vehicle Activity Report" or the "Weekend NOIRLab Vehicle Activity Report". The security officer shall report in the Security Officers Report the license or parking permit number of any non-company vehicle found in the maintenance or service yards.

The security officer at the beginning and end of the weekend or weekday shift is responsible for entering the beginning and ending dates and marking with an "X" which vehicles are here.

During the shift, the security officer shall enter arrival and departure times on the appropriate line "A" or "D" corresponding to the date and under the appropriate vehicle number. Use standard times, not military times. If the arrival or departure of a vehicle is not witnessed, enter the best-estimated time.

At shift changes, together, both security officers are responsible for reviewing which vehicles are here and which ones are not - and ensuring that it is correctly documented.

7.2 Procedure for Issuing Company Vehicles - After Hours, Weekends and Holidays

Authorized Use

Ensure that only properly licensed employees and official visitors drive a company vehicle. If the person's name is entered on the Shuttle Vehicle Sign-up log or listed on the Advanced Travel board in the Facilities hallway (across from room X-13), the security officer is assured that the person has permission to drive a shuttle vehicle.

The Vehicle Keys

Keys are kept locked in the small grey key cabinet in Room X-13. Any keys found elsewhere must be returned to this cabinet.

Vehicle Sign-up Logs

The "Shuttle Vehicle Sign-Up Log, Tucson to Kitt Peak" is to be used exclusively for trips to Kitt Peak. The log is located across from room X-13.

The Advance Travel board is to be used for other trips. This board is located across from room X-13.

Issuing a Vehicle

Vehicle keys in the key box that are marked "maintenance" or "reserved" shall not be assigned. Return vehicle keys may also be located on the outside wall of the Facilities, near the South entry door.

Personnel must be signed up on one of the two Shuttle Vehicle Sign-Up Logs before driving or riding in a vehicle see AFO 160.doc – "Tucson – Kitt Peak Shuttle Usage" policy for more details. Normally this will be done in advance and noted on the logs. At the

beginning of each shift, check the logs and note the scheduled times personnel are signed up, and then return at these times to issue a vehicle:

If no one has arrived, wait no longer than 5 minutes after the scheduled time, then continue with other duties.

Designate the appropriate size vehicle and enter the number on the clipboard or board. If the driver is leaving right away, issue the keys. If not, hold the keys until the driver is ready to leave.

Ensure the driver and all passenger names are entered on the Tucson - Kitt Peak log or the driver's name and number of passengers entered on the log.

Personnel who have not signed up on the Tucson - Kitt Peak log will occasionally contact the security officer for a vehicle. This may be due to an emergency call or for some other reason. If there are any problems, note it on the security officer's report.

NOTE: Only authorized persons may travel in government vehicles. Spouses, family members, friends and animals are not allowed in vehicles.

When Someone is Late

Do not issue a vehicle to an employee who is late for a recent scheduled departure.

The **only exception** to this is when the employee has been requested to respond to an emergency such as an equipment (telescope, computer, and instrument) breakdown, and then only in accordance with the procedures for issuing vehicles. An employee who is late has three choices: 1) wait for the next scheduled run, 2) drive their own vehicle at their expense, or, 3) if within a few minutes of a recent departure, try contacting the shuttle vehicle via the base radio (Kitt Peak channel 1 or Tucson channel and ask the driver to return. It is the decision of the driver to return. Note in the security officer's report the details of a late employee and refusal to issue a vehicle and an emergency/unscheduled departure.

Vehicles at Each Location

Twelve shuttle vehicles are stationed in Tucson that are used for travel between Tucson and Kitt Peak, in addition there is a pickup truck #75. Typically, a vehicle is available for in-town use, this vehicle or the truck can be used to shuttle to Kitt Peak in emergencies or if no other vehicle is available. The quantities of shuttle vehicles at each location may change and a shortage may occur at one location. The Kitt Peak Duty Person may contact the security officer by calling the security officer cell phone (312-4067) and request additional vehicles. Additional vehicles shall be assigned to individuals planning to go to the location that needs vehicles. If the Tucson location does not have three vehicles, or if it appears we will be short, contact the Kitt Peak Duty Person on weekends, between 8:00 a.m. and 12:30 a.m. by dialing 8721 to reach their phone-patch radio. This will connect to the Kitt Peak radio system, after one or two beeps ask for the Kitt Peak Duty Person and request a telephone number to call him/her, then press # to disconnect from the Kitt Peak radio system. Then call the Kitt Peak Duty Person over the telephone to discuss solutions for vehicle needs.

6:40 am Weekday Shuttle Departure

Additional shuttle vehicles may be issued for travel to Kitt Peak under the following conditions (in order of priority):

- The drivers request vehicle(s) to accommodate extra riders.
- An excess number of vehicles (8 or more including out-of-service and out-of-town vehicles) are located in Tucson. When this occurs, notify the drivers. Issue the number of vehicles that result in seven vehicles remaining in Tucson (including out-of-town or out-of-service vehicles).
- The Operations Representative, on the previous day, identified vehicles for departure.
- On Monday mornings, the shuttle driver requests supplemental vehicles.

7.3 Road Closures to Kitt Peak Highway 386

Kitt Peak staff may notify the security officer on shift that Highway 386 is closed. The security officer shall not permit shuttle vehicles to leave until it is determined that the Highway is opened (Call KP Duty Person via radio patch). The security officer shall notify the AURA representative for further instructions.

7.4 Transportation of Hazardous Materials in AURA Vehicles

The security officer shall ensure that hazardous materials are not transported in AURA vehicles during the shift. Examples of hazardous materials include flammables, combustibles, acids, bases, solvents, degreasers, most paints, compressed gases and others. If there is question to the type of materials being transported, the security officer on shift shall notify the AURA representative for further instructions.

7.5 Locking Vehicles

The security officer on shift shall routinely check and lock the doors of AURA vehicles that are located in parking areas of the Warehouse/Carpenter Shop. Vehicles located in the service yard do not require to be locked.

7.6 Vehicle Use by the Security Officer on Duty

A current vehicle driver's license (verified by AFO staff) is required to drive an AURA vehicle. As requested by the AURA representative it may be necessary to move vehicles from one compound to another, or to use to patrol the properties during extreme weather conditions. AURA vehicles are not to be used for any other purposes.

8.0 SPECIFIC COMMUNICATIONS REQUIREMENTS AND PROCEDURES

8.1 Assistance to AURA Employees by Radio, Cell Phone, or Telephone

Employees, visitors, or vendors may contact the security officer by the radio, the cell phone (312-4067) or telephone for entry or assistance. For entry, follow the procedures as detailed in previous sections of this specification. Other assistance may be requested including providing keys to a visitor, providing directions to Kitt Peak, escorting a person to their vehicle and others.

8.2 Security Cell Phone

The security officer shall check the security cell phone at the beginning of each shift to ensure that it is on. The number for the cell phone is 312-4067. Employees and visitors can dial the cell phone number, or dial 8435 when at the Tucson facility, or dial 318-8435 to contact the security officer on duty via this cell phone. The security officer on duty must carry the security cell phone

at all times. This cell phone shall be used for business purposes only. The security officer on duty may use the cell phone to call AURA employees, visiting astronomers, AURA guests, Central Alarm, and emergency services.

The voice mail feature has been deactivated as it is not necessary.

To dial a telephone number, enter the phone number and press the green phone icon button.

8.3 Telephone Use and Testing

The security officer shall make their welfare checks from various telephones throughout the complex. Telephones are to be used only for normal business and emergencies. To make an outside (off premise) call, dial "9", then the number. 911 can be dialed directly, 9-911 also works. If there is a need to dial an AURA employee, dial the 4-digit extension number as shown on the phone log.

8.4 Power Failure Telephones (PFT's) Instructions:

In the event of electrical power failure, four PFT's are on a separate phone line system that can be used for incoming or outgoing telephone calls. Listed below are the PFT locations and extensions:

<u>Room/Location</u>	<u>Ext./ Number Incoming</u>
X-8 and X-13/Operations Bldg.	8209
Lobby/Main Entrance	8193/ 327-1042
Q-17/1711 La Quinta	8560/ 327-1483
X-16/Tel Equip Room	8190/ 323-1021

To make a telephone call during an electrical power failure:

1. Lift receiver and listen for dial tone (Do Not Dial 9)
2. Dial the local 7 digit number

During a power failure, the PFT's cannot connect to another extension (four digit) or transfer calls. If the power returns while using the phone, the line will be disconnected.

9.0 AURA Emergency Procedures

9.1 Posted Emergency Procedures

Procedures for all types of emergencies are posted on the walls throughout the facilities and in the security office and are detailed in this specification.

9.2 Fire Emergency Procedure

The security officer shall follow these steps in the event of a fire:

- Pull the nearest fire alarm box
- Dial 911 for backup notification
- If it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher. When in doubt, GET OUT!
- Alert personnel in the vicinity
- Evacuate the area!
- Notify the Operations and Safety Management Office, Ext. 8211 or 8106. After hours, call the Facility and Safety Managers, see Listing in room X-8.
- Assemble in the front visitor parking area "A" (N. Cherry and Hawthorne) if feasible.

9.3 Serious Accident or Illness

In the event of a serious accident or illness:

- Dial 911 as soon as possible.
- Provide first aid/CPR if you are able, otherwise try to find someone in the area who can.
- Care for victim until medical help arrives, if necessary.
- Do not move victim unless his/her life is in jeopardy to prevent further injury.
- Wait for help.

Then notify the Safety Management Office, Ext. 8211 or 8106; after hours, call the Facility and Safety Managers, see Listing in room X-8. Employees or visitors should be sent to the Emergency Ward, Banner Hospital, 1501 N. Campbell Avenue. When feasible, call the hospital at 694-6093 and advise them of the nature of the problem.

9.4 Facilities and Property or Vehicle Emergencies

Emergencies relating to the facilities and/or property or vehicles during working hours should be referred to the Facilities Office, extension 8106 or 8212. Facilities related emergencies might include power failures, broken water lines, and telephone or radio failures. Outside of normal working hours, serious emergencies that endanger life or property should be reported to 911 and then refer to the “SECURITY – IMPORTANT PHONE INFORMATION”.

For issues related to specific areas (AURA, Logistics, La Quinta, etc.) refer to the phone information sheet. It would be appropriate to call for a total electrical outage, for a plumbing problem that is flooding the floor or for an A/C problem that shuts down the computer room. It would not be appropriate to call for minor failures that are only inconveniences.

9.5 Media Incidents

If the security officer is approached by the Media during an emergency or non-emergency immediately notify the Safety Management Office, Ext. 8211 or 8106. After hours, call the Facility and Safety Managers, see Listing in room X-8.

The security officer shall not allow unauthorized media representatives access to AURA’s property and facilities. The security officer shall state that site access has been controlled as a safety consideration. The security officer has no authority to allow access or make statements for AURA.

9.6 Life Threatening Phone Calls

If the security officer receives a threatening telephone call he/she shall:

- Try to keep the caller on the line as long as possible
- Notify someone else to call 911 for a phone trace, if possible
- Use the Checklist for Bomb Threats on the next page. Ask the caller to repeat the message
- Write down the message
- Try to persuade the caller to reveal the location and detonation time
- Listen carefully for any background sounds that may indicate the caller’s location at the time the call is placed
- Try to detect a speech pattern or accent in the caller's voice
- After the caller hangs up, dial 911
- Notify the Safety Management Office, Ext. 8211 or 8106. After hours, call the Facility and Safety Managers, see Listing in room X-8.

Checklist for Bomb Threats

Be calm and courteous. Notify a supervisor/others while caller is still on the line if possible.

EXACT WORDING OF THE THREAT:

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

CALLER'S VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited	<input type="checkbox"/> Slow
<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft	<input type="checkbox"/> Loud	<input type="checkbox"/> Laughter
<input type="checkbox"/> Crying	<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Nasal	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy
<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Accent	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Familiar	<input type="checkbox"/> Disguised	<input type="checkbox"/> Deep breathing	
<input type="checkbox"/> Cracking voice			

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

<input type="checkbox"/> Street noise	<input type="checkbox"/> Crockery	<input type="checkbox"/> Voices	<input type="checkbox"/> PA System
<input type="checkbox"/> Music	<input type="checkbox"/> House noises	<input type="checkbox"/> Motor	<input type="checkbox"/> Office machines
<input type="checkbox"/> Factory machines	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear	<input type="checkbox"/> Phone booth
<input type="checkbox"/> Static	<input type="checkbox"/> Local	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Other			

THREATENING LANGUAGE:

<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Foul	<input type="checkbox"/> Irrational
<input type="checkbox"/> Taped	<input type="checkbox"/> Message read by threat-maker		

Remarks _____

Sex of caller: _____

Race: _____

Age: _____

Length of call: _____

Number at which call was received: _____

Time: _____

Date: _____

Your Name: _____

Your Position: _____

Your Telephone Number: _____

SECTION IV.

**VENDOR'S BID DOCUMENTS
VENDOR'S FOR FIXED PRICE PROFESSIONAL SERVICES CONTRACT**

DATE: _____ **RFB # TBD Unarmed Security Services**

TO: Procurement Office
AURA/CAS
Attn: Sherri Abney
950 N. Cherry Avenue
Tucson, AZ 85721

Via mail:

AURA/CAS
Procurement Office
950 N. Cherry Ave.
Tucson, AZ 85719

1. By submitting this Bid, the Undersigned accepts all of the terms and conditions of the Bidding Documents as defined in 1.2 of the Instructions to Bidders.
2. In compliance with AURA's Request for Bid No. TBD and Instructions to Bidders, the Undersigned hereby proposes to furnish all labor, materials, equipment and supplies to perform the work for AURA's Project, titled, "Unarmed Security Services" in accordance with the Scope of Work/Technical Specifications, and pertinent Fixed Price Professional Services Contract Documents.
3. The Undersigned hereby specifies, in accordance with Article 7, Completion Time, of Instructions to Bidders, that the work shall be begin within _____ **calendar days** after signing the Fixed Price Professional Services Agreement and receiving a written notice to proceed.
4. In accordance with the above completion schedule (Paragraph 3) and attached scope of work and technical specifications, the Undersigned hereby proposes to accomplish the work described above **ANNUALLY** for the **TOTAL** of:

Unarmed Security Services Agreement (3-year agreement)

_____ DOLLARS (\$ _____).
Total Annual cost (incl. Taxes) – YEAR 1

_____ DOLLARS (\$ _____).
Total Annual cost (incl. Taxes) – YEAR 2

_____ DOLLARS (\$ _____).
Total Annual cost (incl. Taxes) – YEAR 3

5. To facilitate the bid review process, please provide below a general cost breakdown of the bid total in Paragraph 4 above. Note that costs may include both material and labor, or can be separated into cost for material and cost for labor. If an item that is listed is not included in this project, please enter a value of zero for this category.

If more room is needed, a separate page may be used for the cost breakdown.

6. The cost of the bid guaranty (if required) is: **N/A**
_____ DOLLARS (\$_____).

7. The cost of the performance bond (if required) is: **N/A**
_____ DOLLARS (\$_____).

8. The cost of the payment bond (if required) is: **N/A**
_____ DOLLARS (\$_____).

(Legal Name of individual, firm or Corporation Bidding)

(Complete Business Address)

(Signature of Authorized Representative)

(Title)

Qualification Package

ASSOCIATION OF UNIVERSITIES FOR RESEARCH IN ASTRONOMY, INC.

CONTRACTOR/CONSULTANT QUALIFICATIONS

This form is used to obtain information from Contractors/Consultants about their qualifications. The information that is used to evaluate them is taken from this form as well as from other sources, including but not limited to the proposal submitted by Contractor/Consultant, performance evaluations, any additional data requested by the Association of Universities for Research in Astronomy, Inc., outside research and interviews with the most highly qualified Contractors/Consultants and their references.

GENERAL INSTRUCTIONS

This form presents the qualifications for a specific contract. Carefully comply with instructions when preparing and submitting this form. Be as concise as possible and provide all information pertaining to this project and contract.

DEFINITIONS

Association of Universities for Research in Astronomy, Inc. (AURA): AURA is a consortium of universities, and educational and other non-profit institutions that operates world-class astronomical observatories that AURA terms "centers." AURA's members are 42 U.S. institutions and 5 international affiliates. AURA views itself as acting on behalf of the science communities that are served by its centers, and as a trustee and advocate for the centers' missions.

Contractor/Consultant: (Contractor): A company or individual providing goods and/or services required for a program or project.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Key Personnel: Individuals who will have major contract responsibilities demonstrated through unusual or unique expertise, e.g. architects, engineers.

National Optical-Infrared Astronomy Research Laboratory (NOIRLab): main facilities are located at 950 North Cherry Ave., Tucson, AZ 85719.

SPECIFIC INSTRUCTIONS

Contract-Specific Qualifications

Section A. Contract Information.

Contractor Point of Contact.

1 - 5. Name, Title, Name of Contractor, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the contractor that AURA may contact for additional information.

Section B. Sub-Contractor Information.

6 - 8. List any sub-contractors (if applicable). Provide Company name, address, and role in this contract. Then provide the firm’s name, full mailing address, and a brief description of the role of each firm’s performance activities in this contract. The named subcontractors and outside associates or consultants must be used. Any changes warrant approval by the AURA/ NOIRLab contracting officer. If needed, attach an additional sheet in the same format as Section C.

Section D. Representations and Certifications

The Contractor is requested to check the appropriate boxes making the Representations and Certifications of the project a formal part of its pre-qualification. Failure to provide this information will prevent your company from being pre-qualified.

9. Small Business and Small Disadvantaged Business Contracting Program. AURA/ NOIRLab maintains a Small Business and Small Disadvantaged Business Contracting Program. Check Business Size as Small or Large as defined. Check as many that apply under the Business Classification. Check one under Business Status, for IRS reporting requirements.

10. Identification Numbers. Enter appropriate D-U-N-S Number and Federal Employee Identification Number and (Central Contractor Registration Number) (or Social Security Number, if appropriate).

Section E. Debarment/Suspension Status

The Contractor is required to read and certify the understanding of the debarment procedure and process.

11-12. Signature and Date: Signature and Date of an authorized representative attests that the information provided is current and factual.

13-14. Name, Title, and Address.

Section F. Byrd Anti-Lobbying Amendment Certification

The Contractor is required to read and certify that it has not used federal appropriated funds to pay anyone for influencing an agency or a member or employee of Congress in connection with the award of any federal contracts, grants, loans or agreements.

15-17. Signature, Date and Title: Signature and title of an authorized representative who certifies to the truthfulness of the statements set forth therein.

Section G. Qualification of Corporate Signature

Signature of the qualified person authorized, empowered, and directed on behalf of the Contractor to make and execute bids, offers, and contracts is required.

18-19. Signature and Date: Signature and Date of Contractor’s officer to attest that the officer signing the Bid Documents is authorized to make and execute bids, offers, and contracts binding upon this

corporation for the offer and sale of goods and/or services by this corporation in the course of its business in an amount specified in the Contractor's Bid Document.

20-21. Name, Title, and Address.

Section H. Qualification of Limited Liability Company Signature

Signature of the qualified person authorized, empowered, and directed on behalf of the Contractor to make and execute bids, offers, and contracts is required.

22-23. Signature and Date: Signature and Date: Signature and Date of Contractor's member/manager/officer to attest that the individual signing the Bid Documents is authorized to make and execute bids, offers, and contracts binding upon this limited liability company for the offer and sale of goods and/or services by this limited liability company in the course of its business in an amount specified in the Contractor's Bid Document.

24-25. Name, Title, and Address.

Section I. Certification that no Conflict of Interest Exists.

The Contractor is required to read and certify that no organizational conflict of interest exists as defined in the certification form.

26-28 Signature of authorized representative, date and printed name of authorized representative and title of authorized representative.

Section J. Additional Information

Use this section to provide additional information specifically requested or to address selection criteria not covered by the information provided.

Section K. Declarations

29. Signature and Date: Signature and Date of Contractor's officer to attest that the information contained in the Bid Documents is true and correct and to confirm that the Contractor understands its statements in the Bid Documents are subject to investigation and that dishonest answers may be grounds for disqualification and may subject the Contractor and its representative to criminal and civil liability.

[The remainder of this page is intentionally left blank.]

Section A. Contract Information

Contractor Point of Contact

1. Name and Title: _____
 2. Name of company: _____
 3. Telephone number: _____
 4. Fax number: _____
 5. E-mail address: _____
-

Section B. Sub-contractor (ONLY if applicable)

6. Company Name: _____
 7. Address: _____
 8. Role in this contract: _____
-

Section C. BUSINESS REFERENCES:

On a separate sheet of paper, list five customers for whom your business is currently providing the same or similar services as those covered in the scope of work/technical specifications described in Section III of this RFB. Include all information requested below.

Please provide: the name of the business, the point of contact name and email contact information, the address, their phone and fax numbers and the type of project completed for the references:

You may include any other information or documentation that may assist AURA in evaluating your qualifications.

D. REPRESENTATIONS AND CERTIFICATIONS

The contractor, by checking the appropriate boxes makes the following Representations and Certifications as a part of its bid (proposal). Submitted in response to the request identified above:

9. Small Business/Small Disadvantaged Business Contracting Program

AURA/ NOIRLab maintains a “Small Business” and a “Small Disadvantaged Business” Contracting Program. Please check the appropriate circles below.

Business Size (check one)

- Small A domestic concern that is independently owned and operated, is not dominant in the field of its operations, qualifies under the criteria covering annual receipts set forth in Section 3 of the Small Business Act and does not employ more than 500 employees.
- Large A domestic concern which, including domestic and foreign divisions and affiliates, normally employs 500 or more persons, is independently or publicly owned or controlled and operated, and which may be division of another domestic or foreign concern.

Business Classification (check as many as are applicable)

- Minority 51% of business is owned by one or more socially and economically-disadvantaged individuals and whose management and daily business operations are controlled by one or more of such individuals.
- Socially and economically disadvantaged individuals including, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities, or any other individual found to be disadvantages pursuant to Section 8(a) of the Small Business Act.
- Native Americans include American Indians, Eskimos, Aleuts, and Native Hawaiians. Asian-Pacific Americans include United States citizens whose origins are Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan.
- For assistance in determining your business size and socially and economically disadvantaged status, contact the nearest office of the Small Business Administration.
- Women-Owned A business that is at least 51% owned, controlled and operated by a woman or women.
- Note:** “Controlled” is defined as exercising the power to make policy decisions. “Operated” is defined as actively involved in the day-to-day management.

E. DEBARMENT/SUSPENSION STATUS –

Contractor certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a covered transaction by any Federal department or agency;

(b) have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph b of this certification; and

(d) have not within a three year period preceding this proposal for bid had one or more public transactions (Federal, state or local) terminated for cause or default.

The Contractor agrees to provide immediate notice to the AURA/ NOIRLab Contracting Officer in the event of being suspended, debarred, or declared ineligible by any department or Federal Agency, or upon receipt of a notice of proposed debarment that is received after the submission of the bid or offer, but prior to the award of the purchase order or contract.

CERTIFICATION

The Contractor hereby certifies that he or she has read the above Debarment/Suspension Status requirements and that he or she understands and will comply with these requirements.

Please advise this facility as soon as possible when the status of your company changes from that indicated above.

11. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

12. DATE SIGNED: _____

13. NAME AND TITLE OF SIGNER (PRINT OR TYPE):

14. ADDRESS: _____

F. BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION (31 U.S.C. §1352) (To be signed with each bid or offer exceeding \$100,000.00)

Contractor certifies, to the best of its knowledge and belief that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions to the [as amended by "Government wide Guidance for New Restrictions on Lobbying, "61 Fed. Reg. 1413 (1/19/96). Note Language in paragraph (2) herein has been modified in accordance with Section 10 of the lobbying disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S. C. 1601 *et seq.*)].

(3) Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

CERTIFICATION

Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, contractor understands and agrees that the provisions of 31 U.S.C. A 3801 *et seq.*, apply to this certification and disclosure, if any.

15. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

16. DATE SIGNED:

17. NAME AND TITLE OF SIGNER (PRINT OR TYPE):

G. QUALIFICATION OF CORPORATE SIGNATURE
(To be completed if Contractor is a corporation.)

_____, incorporated in the
(Name of Corporation)

State of _____.

RESOLVED THAT:

_____, _____
(Name) (Title)

of this corporation is hereby authorized, empowered, and directed, for and on behalf of this corporation and its corporate name, to make and execute bids, offers, and contracts binding upon this corporation for the offer and sale of goods and/or services by this corporation in the course of its business in an amount up to:

_____ DOLLARS (\$_____)

CERTIFICATION

I hereby certify that I am a/the duly elected and qualified _____, of the above named corporation, that the forgoing is a true and correct statement of a resolution adopted at a meeting of the Board of Directors of said corporation, and that the foregoing resolution is in full force and effect, and has not been withdrawn, repealed, amended, or canceled.

IN WITNESS WHEREOF I have hereto set my hand on behalf of said corporation.

18. SIGNATURE OF OFFICER: _____

19. DATE SIGNED: _____

20. NAME AND TITLE OF SIGNER (PRINT OR TYPE):

21. ADDRESS: _____

H. QUALIFICATION OF LIMITED LIABILITY COMPANY SIGNATURE

(To be completed if Contractor is a limited liability company.)

_____, organized in the
(Name of Limited Liability Company)

State of _____.

RESOLVED THAT:

_____, _____
(Name) (Title)

of this limited liability company is hereby authorized, empowered, and directed, for and on behalf of this limited liability company and its limited liability name, to make and execute bids, offers, and contracts binding upon this limited liability company for the offer and sale of goods and/or services by this limited liability company in the course of its business in an amount up to:

_____ DOLLARS (\$_____)

CERTIFICATION

I hereby certify that I am (i) a member or (ii) a/the duly elected and qualified/appointed _____, of the above named limited liability company, that the forgoing is a true and correct statement of a resolution adopted at a meeting of the members/managers of said limited liability company, and that the foregoing resolution is in full force and effect, and has not been withdrawn, repealed, amended, or canceled.

IN WITNESS WHEREOF, I have hereto set my hand on behalf of said limited liability company.

22. SIGNATURE OF MEMBER/MANAGER/OFFICER: _____

23. DATE SIGNED: _____

24. NAME AND TITLE OF SIGNER (PRINT OR TYPE):

25. ADDRESS: _____

I. CONFLICTS OF INTEREST CERTIFICATION

(a) Contractor warrants that to the best of its knowledge and belief, and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and the prospective contractor’s organizational, financial, contractual or other interest are such that:

- (i) award of the contract may result in or be the result of an unfair competitive advantage;
- (ii) the Contractor’s objectivity in performing the contract work may be impaired; or
- (iii) that the Contractor has disclosed all relevant information and requested AURA to make a determination with respect to this Contract.

(b) Contractor agrees that if, after award, it discovers an organizational conflict of interest with respect to this Contract, it shall make an immediate and full disclosure in writing to the AURA Contracts Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The AURA Contracts Officer may, however, terminate the contract for the convenience of AURA, if it would be in the best interests of AURA to do so.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the AURA Contracts Officer, the Contracts Officer may terminate the Contract for default.

(d) Contractor shall require a conflict of interest disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to AURA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in such consultant agreements or subcontracts involving performance or work under this Contract.

I declare under penalty of perjury that all statements and information contained in this document and any accompanying documents are true and correct, with full knowledge that all statements made in this document and any accompanying documents are subject to investigation and that any false or dishonest answer to any question may be grounds for disqualification from this solicitation or termination of any award and expose me and the represented organization to both civil and criminal liability.

26. _____
Signature of Authorized Officer/Member/Representative

27. _____
Printed Name and Title

28. Date: _____

J. ADDITIONAL INFORMATION

PROVIDE ANY ADDITIONAL INFORMATION AS REQUESTED. ATTACH ADDITIONAL SHEETS AS NEEDED.

K. DECLARATION

29. I declare under penalty of perjury that all statements and information contained in this document and any accompanying documents are true and correct, with full knowledge that all statements made in this document any accompanying documents are subject to investigation and that any false or dishonest answer to any question may be grounds for disqualification from this solicitation and expose me and the represented organization to both civil and criminal liability.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Date

Print Nam

