

**REQUEST FOR BID - Single Pane Window Replacement Project  
Tucson Main Facilities**

**FOR**

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

**Operating the  
National Optical Infra-Red Laboratory  
Tucson, Arizona**

**BIDS MUST BE RECEIVED BY:**

**Friday, 1/12/2024, 3:00 p.m. MST**

Prepared by:

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

28 November, 2023

# **TABLE OF CONTENTS**

## **“Window Replacement Tucson Main Facilities”**

**Cover Sheet**

**Table of Contents**

**Section I. INSTRUCTIONS TO BIDDERS**

**Section II. RFB SCHEDULE AND MANDATORY PRE-BID MEETING/SITE VISIT INFORMATION**

**Section III. SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**Section IV. CONTRACTOR’S BID DOCUMENTS (All documents must be returned to AURA with bid in order for the bid to be considered complete. Only complete bids will be considered.)**

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

- **SAMPLE CONSTRUCTION CONTRACT**

(Remainder of this page is left intentionally blank)

**SECTION I.**  
**INSTRUCTIONS TO BIDDERS**

**ARTICLE 1.       DEFINITIONS**

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

1.2 Bidding documents include: Request to Bid, Instructions to Bidders, proposed Construction 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 Construction 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 Construction 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 Infra-Red Laboratory ("NOIRLab").

1.6 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 Construction 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 Construction 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/NOIRLab is releasing a Request for Bid (RFB) for removal and replacement of single pane windows at its main facilities located at 950 N Cherry Ave, Tucson, AZ 85719 with energy star rated windows.

## ARTICLE 3. BIDDING PROCEDURES

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

a. **Completed “Vendors/Contractor’s Bid for Construction Services Contract”**: Bidder must complete in its entirety the contractor bid form labeled, “Section VI, Contractor’s Bid Documents, 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 office  
Email: [sabney@aura-astronomy.org](mailto:sabney@aura-astronomy.org)

If unavailable, contact:

Ramona Botkin, Contracts Administrator

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

General or procedural questions can be addressed by telephone/email. Technical or scientific questions must be submitted by email and must be received by the due date for questions on the schedule. All questions and responses will be provided to all parties present at the site visit.

**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 Construction Contract. The submission of a Bid shall be taken as prima facie evidence of compliance with this section.

**ARTICLE 6. REPRESENTATIONS**

6.1 Left intentionally blank.

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 Construction 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 Construction Contract Documents, have been reviewed and accepted by the Bidder, or that the Bidder has noted its exceptions to the Construction 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 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.

7.2 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. N/A**

## **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 (listed in no particular order):

- 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
- Flexible schedule to work around building in use during construction

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

9.4 The award of the Construction Services Contract for the work described in the Scope of Work/Technical Specifications, if made by AURA, will be made to the most responsible and qualified bidder. However, AURA shall determine, at its own

discretion, which Bid best meets the requirements and qualifications of the Scope of Work/Technical Specifications and Construction 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 Construction 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 Construction 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 Halon System Replacement Tucson Facilities” 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.

(Remainder of this page left intentionally blank)

## Section II

### RFB Schedule

#### Single Pane Window Replacement Project Tucson Main Facilities 2024

RFB released/posted:	Friday, 12/1/23
Walk Through (Mandatory):	Friday, 12/8/23, 2:00 p.m.
Pre-Bid questions due:	Wednesday, 12/13/23
Answers distributed:	Wednesday, 1/3/24
Bids Due:	Friday, 1/12/24, 3:00 p.m. MST
Decision made:	Friday, 1/19/24
Contract awarded:	Monday, 1/22/24, pending formal approval from NSF



## Section III

# Scope of Work: Single Pane Window Replacement

**Authors: Benjamin White**  
NOIR-01-MSS-www-000xxx  
Release Version: 1.0 (draft)  
Release Date: 2023-03-01  
Internal Use



### Approvals

Title: NOIRLab Projects Scope of Work Template

NOIRLab Reference Code	Release Version
	1.0
Author(s)	Update Date
Benjamin White	October 23 2023
Document Owner	Approval Date
	enter a date.
Approved By	Signatures/Stamp

### Change Record

Any change to this document must be requested at the [NOIRLab document control portal](#). Major changes to this document must be approved by the NOIRLab Document Control Board (DCB).

Release Version	Release Date	Description	Change Owner



## Table of Contents

### 1.0 Overview

This statement of work outlines the requirements and scope of work for replacing the existing single pane windows located in building 950 N Cherry Ave ([Site Map](#)) with energy star rated replacements per the attached drawings. The work will be conducted by a qualified contractor with expertise in installing window replacement systems.

### 2.0 Scope of Work

The scope of work includes the following tasks:

**2.2 Material Selection:** The contractor will select appropriate materials for the new system based on the site evaluation and design requirements.

**2.3 Removal and Replacement:** Existing single pane windows (see attached Specification).

**2.4 Installation:** The contractor will install the new window replacements, including all necessary components and accessories. The installation will be performed in compliance with applicable codes and regulations.

**2.5 Training:** The contractor will provide training to personnel responsible for operating and maintaining the new windows and are aware of any maintenance requirements.

**2.6 Construction Update Meetings:** Contractor will attend weekly construction meetings and provide updated information on the progress of the project.

### 3.0 Deliverables

The following deliverables will be provided by the contractor:

**3.1 Project Schedule:** A project schedule that will be updated on a monthly basis during the course of the project.

**3.2 Submittals:** Per the attached drawings and specifications.

**3.3 Safety Plan:** A site specific safety plan.

**3.4 Installation:** Completed installation of the replacement windows per the attached drawings.

**3.5 Closeout Documents:** closeout documents shall include record submittals, as built drawings, field reports, product and installer warranties.

### 4.0 Timeline

The project will be completed within the following timeline:

**4.1 Submittals:** 30 days from awarding contract

**4.2 Installation:** 120 days from awarding contract

**4.5 Training:** 14 days from completion of installation

### 5.0 Acceptance

Acceptance of the work will be based on the following criteria:

**5.1** Completion of all tasks outlined in the scope of work.

**5.2** Delivery of all specified deliverables.

**5.3** Verification that the new windows meet all performance requirements.



**5.4** Successful completion of training for personnel responsible for operating and maintaining the new windows.

## **6.0 Project Management**

The contractor will provide project management for the duration of the project. This will include regular communication with the project stakeholders, a detailed Gantt chart including all of the project tasks, scheduling of site visits and installations, and coordination of all project activities.

## **7.0 Assumptions**

The following assumptions are made in relation to this project:

**7.1** The site will be made available to the contractor for all necessary visits and installations.

The project will be occurring in an occupied office space. Coordination with the project team is critical to ensure office operations are minimally affected.

**7.2** The existing window will be removed and replaced in a timely fashion. The building cannot be left unsecured at the end of the day.

**7.3** The contractor will have access to all necessary documentation and approvals required for the installation of the new windows.

**7.4** The new windows will be installed in compliance with all applicable codes and regulations.

## **8.0 Pricing**

The proposal should include the main bid and 2 add alternates per the attached drawings.

### **8.1 Breakdown**

Please break down the bids into the following line items.

**Labor Costs:**

Breakdown of labor costs

**Material Costs:**

Detailed listing of materials required for the project, including the type and quantity of windows, any finishing materials, and their respective costs.

**Equipment Costs:**

Any specialized equipment or tools necessary for the project and their costs.

**Waste Disposal Costs:**

An estimate of costs related to waste disposal, including removal and disposal of old windows and construction debris..

**Overhead and Administrative Costs:**

Any overhead costs and administrative fees associated with the project.

**Timeline:**

Proposed timeline for the project, including any phases or milestones.

**Payment Schedule:**

Your proposed payment schedule, outlining when and how payments will be made throughout the project.

## **9.0 Milestones:**



<b>Milestone</b>	<b>Description</b>	<b>Target Date</b>
Project Initiation	Formal project kick-off, including defining objectives and scope	06/30/2023
Vendor Selection	Choosing the vendor based on evaluation results	01/15/2024
Submittal Review	Creating a detailed design plan for the new halon fire system	02/15/2024
Procurement	Ordering the necessary equipment, components, and materials	04/15/2024
Installation	Physically installing the new windows	05/15/2024

**Attachments:**

[Window Replacement Drawings and Tech Specs](#)

SECTION IV.

VENDOR'S/CONTRACTOR'S BID DOCUMENTS  
FIXED PRICE CONSTRUCTION CONTRACT

DATE: \_\_\_\_\_

Project: Window Replacement  
TUC N00035024C

TO: Procurement/Contracts Office  
AURA/CAS  
Attn: Sherri Abney  
950 N. Cherry Avenue  
Tucson, AZ 85719  
Email: [sabney@aura-astronomy.org](mailto:sabney@aura-astronomy.org)

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. N00035024C and Instructions to Bidders, the Undersigned hereby proposes to furnish all labor, materials, equipment and supplies to perform the work for AURA's Project, entitled, "Window Replacement TUC Facilities" in accordance with the Scope of Work/Technical Specifications, and pertinent Fixed Price Construction Contract Documents.
3. The Undersigned hereby specifies that the work shall be begin within \_\_\_\_\_ **calendar days** after signing the Fixed Price Construction 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 for the TOTAL of:

Title of Project: **Window Replacement Tucson Facilities**  
Fixed Price Construction Agreement:

Total cost: \_\_\_\_\_ (\$ \_\_\_\_\_ )

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/attached for the cost breakdown.



6. The cost of the bid guaranty (if required) is:  
\_\_\_\_\_ DOLLARS(\$\_\_\_\_\_).

7. The cost of the performance bond (if required) is:  
\_\_\_\_\_ DOLLARS(\$\_\_\_\_\_).

8. The cost of the payment bond (if required) is:  
\_\_\_\_\_ DOLLARS(\$\_\_\_\_\_).

9. The amount allocated to taxes is:  
\_\_\_\_\_ 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 Infra-Red Laboratory (NOIRLab):** main facilities are located at 950 N. Cherry Ave., Tucson, AZ 85719.

(The remainder of this page is left intentionally blank)

## **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 contracting officer. If needed, attach an additional sheet in the same format as Section C.

#### **Section C. Business References**

#### **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 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 left intentionally blank)

**RFB WINDOW REPLACEMENT TUCSON MAIN FACILITY**

**Section A. Contract Information**

Contractor Point of Contact

- 1. Name and Title: \_\_\_\_\_
- 2. Name of company: \_\_\_\_\_
- 3. Telephone number: \_\_\_\_\_
- 4. 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 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.





**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/SOLIS 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 Name