BEACON
COMMUNICATIONS

Exhibit A
Listing of Equipment and Identification of Premises

Premises:

Commerce City Civic/Justice Center
7887 East 60th Avenue
Commerce City, Colorado 80022

Equipment: Section 1
Hirsch Card Access System
1 Velocity Software
1 Photo badge camera in human resources
1 Photo badge printer in human resources
1 Model 16 input output controller
11 Model 8 door controllers
1 Mx2 door controllers
1 Mx4 door controllers
2 MSPN2-8R elevator controllers
85 Match reader interface boards
15 Key pads
105 Prox readers
2 Long range prox readers
2 Linear power supplies for long range prox readers
8 roll up door contacts
13 DS160 rex motion detectors
28 recessed door contacts

3xLogic CCTV System for Building
6 V7016 DVR's with 8TB Storage
1 V250 NVR with 4TB Storage
3 19" LCD monitors in records
1 42" LCD monitor in records
68 fixed position cameras
7 fixed position IP cameras
1 180 degree IP camera
9 PTZ cameras
33 microphones
VCM Cloud Service Software, 7 NVRS

Rauland SecurePlex Intercom/Paging System
1 Rauland DLC15 system CPU card
1 Rauland DEH15 network interface module for DLC15
1 Rauland ASC1 audio interface card
1 ADI J924EB goose neck microphone
9 Rauland DIC intercom line cards
2 Rauland DLS15A door control line cards
2 Rauland RZ16 relay panels
2 Rauland DCC100 intercom amplifiers
2 Rauland DAX120 paging amplifiers
5 Rauland SPS24 power supplies
1 Rauland TC4222 display in records

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4 Atlas police radio zone level controls
1 ELO 4220L 42" touch screen

1 Dell Dimension PC for touch screen
1 Rauland touch screen software
65 Rauland speakers
40 Rauland HSS1 intercom stations
10 Rauland HSS8 duress buttons
1 Aiphone video intercom for property return

Equipment: Section 2
Electrified Door Hardware
35 Yale 8891 electrified store room mortise locks with rex and latch bolt monitor
15   Yale 8895 electrified institutional mortise locks with latch bolt monitor
3   Yale 7100 series SecureX delayed egress exit devices
1   Yale 7100 series panic devices with electric trim
1   Yale 7100 series exit device with alarm kit
9   Kawneer electric exit devices
63 electric transfer hinges with monitor switches
3   HES 9600 series electric strikes with latch bolt monitor
11   HES 5200 series electric strikes
3   Foldger Adams 310 series electric strikes
1   Adams Rite 8800 series electric panic bar with concealed vertical rods
2   Altronix AL600ULACMCB lock power supplies
9   Altronix StrikeIt1 power supplies
4   Securitron BPS-24-10 power supplies

Equipment: Section 3
Automatic Door Operators
4   Stanley swing operators on single doors (east & west atrium)
1   Stanley swing operator on double door (east civic center employee entrance)

Equipment: Section 4
Overhead Roll Up Doors and Vehicle Gates
6 Overhead roll up doors (sally port and evidence garage)
2   Sliding vehicle gates (PD parking lot)

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Premises:

Eagle Pointe Recreation Center
6060 Parkway Drive
Commerce City, Colorado 80022

40 Cameras
2 NVR VMS Appliance with i7 Processor
4 8TB hard drive
48 Single camera licenses
1 4 port KVM switch
1 Hirsch Upgrade Kit, Mx-4 To Mx-8, For An Mx-4 Controller
2 Hirsch Reader, uTrust TS Migration Mifare 8110ABT0000
3 Embedded Line Module, Miniature, (2) Inputs
1 Alarm Expansion Board
1 Embedded Line Module, Miniature, (1) Input
4 Flex Loop, 9507 Series, Door, 12 Inch
1 Stopper Station Button, With Shield, STI-6517
4 Motorized Latch Retractor Kit
4 Built-In Request to Exit Switch
4 Recessed Steel Door Contact
4 Relay Module
2 Logic Timer Relay
28 Interlogix Recessed Steel Door Contact
21 Inovonics Transmitter, Wireless, Universal
9 360° Ceiling Mount Motion Detector
6 Inovonics Wall Mount Motion Detector
4 Bosch Keypad, 2-Line, Alpha Numeric
1 Bosch Intrusion B8512G-CP
2 Bosch Battery, 12V, 7Ah
7 Inovonics Repeater, EchoStream
2 Alttronix Access power controller
3 Inovonics Double-Button Water-Resistant Pendant

Bison Ridge Recreation Center
13905 E. 112th Avenue
City of Commerce City, CO 80022

2 Hirsch Wall Mount Touch Secure Reader
2 Hirsch Mx-4 Controller - 4 Door
3 Altronix 6-amp lock power supply with distribution
12 Honeywell Request to exit motion detector
12 Interlogix Magnetic Contact
4 Hirsch Wall Mount Touch Secure Reader
12 Hirsch MELM3 End of line module
5 Hirsch Wall Mount Touch Secure Reader
1 Hirsch Mx-8 Controller - 8 Door
1 Hirsch TS Keypad - Terminal Strip
1 Hirsch Mx-2 Controller - 2 Door
1 Altronix Power Supply
8 Power Sonic Batteries
42 Cameras
2 3xLogic V7000 Series, NVR VMS Appliance
4 3xLogic 8 TB HDD Storage (1) Removable
50 Interlogix Magnetic Contact
28 Bosch Pop-it Module, Low Current, w/ Tamper
50 GE Rare Earth Magnet
1 Bosch Alarm panel, enclosure & transformer
1 Bosch Dual battery harness
1 Bosch Alphanumeric Keypad
1 Bosch Ethernet communications board
2 Power Sonic Battery
1 1006 Electric Strike Satin Stainless Finish

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Service Period

January 1, 2020, through December 31, 2022
Contract is subject to annual approval by the City of Commerce City / Customer.

Commerce City Facilities & Maintenance Contact Information:

Mike Goudy
Senior Engineer
(303) 766-8796
(303) 994-7201

Gordon Dunlap
IT Operations Manager
Office: 303.227.8810

Scheduled Maintenance, Inclusions and Exclusions, Charges and Payment Terms

Labor Service Agreement

The Labor Service Agreement includes one (1) Annual Preventive Maintenance Inspection with written report and provides for maximum 4-hour on-site response for any critical service issue 24 hours a day, 7 days a week, 365 days a year at the following rates, excluding holidays:

Service Labor Rates:
Normal Business Hours
Monday through Friday, 7 a.m. – 4p.m.   No charge

After Hours
Monday through Friday, 4 p.m. – 9 p.m. $100.00 / hr
Monday through Friday, 9 p.m.– 7 a.m. $165.00 / hr
Weekends, 7 a.m. – 6:59 a.m. $165.00 / hr
Holidays $300.00 / hr

The Labor Service Agreement provides for all service labor for equipment as listed in Exhibit A, Equipment Section 1, but does not provide responsibility for any damaged existing cabling.

Maintenance Agreement for Equipment Repair or Replacement Exhibit A, Section 1

This option provides for repair or replacement of the equipment listed in Exhibit A, Section 1 (Hirsch Card Access System, Vicon CCTV System for Building & Rauland SecurePlex Intercom/Paging System). Please be aware that Provider will first attempt to repair equipment before replacing equipment. All labor involved with the repair or replacement of this equipment is covered under the Labor Service Agreement pricing above. Hirsch Velocity Software Upgrade to version 3.5 along with replacing the Velocity Server is included in the 2014 maintenance agreement. Viconnet software upgrades are not included in the maintenance agreement due to the software was not current when this agreement was originally enacted. Please note: Rauland SecurePlex has met 'End of Life' and is no longer manufactured. Beacon Communications will attempt to repair any failing SecurePlex parts to the best of our capabilities, but no replacements have been issued by vendor. If replacement parts are unable to be procured, a separate proposal will be addressed.

Maintenance Agreement for Labor & Equipment Repair or Replacement in Exhibit A, Section 2

Provides for repair or replacement of the equipment listed in Exhibit A, Section 2 (Electrified Door Hardware). Please be aware that Provider will first attempt to repair equipment before replacing equipment. All labor associated with the repair or replacement of equipment is covered under agreement.

Maintenance Agreement for Labor & Equipment Repair or Replacement in Exhibit A, Section 3

Provides repair or replacement of the equipment listed in Exhibit A, Section 3 (Automatic Door Operators). Please be aware that Provider will contract directly with Stanley Access Technologies ("Stanley") to administer all repairs hereunder. Provider/Stanley will first attempt to repair equipment before replacing equipment. All labor associated with the repair or replacement of equipment is covered under this option. Included in this option is one annual preventative maintenance inspection. This option will be in effect during the normal business hours of 7:00 a.m. to 4:00 p.m., Monday through Friday.

Preventative Maintenance Visits for Exhibit A, Section 4

Provides quarterly preventative maintenance visits listed in Exhibit A, Section 4 (Overhead Roll Up Doors and Vehicle Gates). Please be aware that Provider will contract directly with Vortex Doors ("Vortex") to administer these preventative maintenance visits. Each inspection visit will include lubricating each door/gate and providing a written inspection report of any necessary repairs. Any repairs of that are authorized by Customer are not covered by the Labor Service Agreement and will be invoiced to Customer after the repair has been made. This option will be in effect during the normal business hours of 7:00 a.m. to 4:00 p.m., Monday through Friday.

Payment shall be a payment of $124,878.00 to be made in January 2020.
- Civic and PD: $77,536.00
- Bison Ridge: $22,604.00
- Eagle Point: $18,359.00
- Maintenance Bldg: $6,379.00

Payment shall be a payment of $129,399.44 to be made in January 2021.
- Civic and PD: $80,637.44
- Bison Ridge: $23,282.00
- Eagle Point: $18,910.00
- Maintenance Bldg: $6,570.00

Payment shall be a payment of $135,000.94 to be made in January 2022.
- Civic and PD: $83,862.94
- Bison Ridge: $24,700.00
- Eagle Point: $19,670.00
- Maintenance Bldg: $6,768.00

Commerce CITY

TITLE	Computer System Password Policy

Organizational Level: Administrative   *Document Type:* Policy

PURPOSE

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of City resources. All users, including contractors and vendors with access to City systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

SCOPE

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any City system that resides at any facility, has access to the City's network, or stores any City information electronically.

POLICY, PROCESS, PROCEDURE, or STANDARD

General Requirements

1. All system-level passwords (e.g., root, enable, system admin, and administration accounts) must be changed on at least a quarterly basis.
2. All user-level passwords (e.g., email, web, application, and computer) must be changed at least every six months. The recommended change interval is every four months.
3. Old Passwords cannot be re-used for a period of six password changes.
4. All user-level and system-level passwords must conform to the *Password Construction Requirements* outlined below.

Password Construction Requirements

All passwords should meet or exceed the following characteristics for strong passwords and not contain any characteristics for poor, or weak passwords.

Strong passwords have the following characteristics:

- Contain at least eight alphanumeric characters.
- Contain both upper and lower case letters.
- Contain at least one number (0-9).

- Contain at least one special character (e.g.,!$%^&*()_+|~-=\`{}[]:";'<>?,/).
- Password not been used in the past 6 password changes.

Poor, or weak, passwords have the following characteristics:
- Contain less than eight characters.
- Can be found in a dictionary, including foreign language, or exist in a language slang, dialect, or jargon.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain work-related information such as building names, system commands, sites, companies, hardware, or software.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Contain common words spelled backward, or preceded or followed by a number (e.g., terces, secret1 or 1secret).
- Contains the user account name.
- Are some version of "Welcome123" "Password123" "Changeme123"

You should never write down a password. Instead, try to create passwords that you can remember easily. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase, "This May Be One Way To Remember" could become the password TmB1w2R! or another variation.

Password Protection Requirements
- Passwords should not be shared with anyone, including administrative assistants, managers, co-workers while on vacation, or family member without prior supervisor approval. All passwords are to be treated as sensitive, confidential City information.
- In rare instances, passwords may need to be shared with a member of the Information Technology support staff for system support purposes. If this is required, the password must be changed as soon as possible after the support is provided.
- Passwords must not be inserted into email messages, other forms of electronic communication.
- Passwords must not be revealed over the phone to anyone.
- Do not reveal a password on questionnaires or security forms.
- Do not hint at the format of a password (for example, "my family name").
- Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.

- Passwords used to gain access to city systems should not be used as passwords to access non-City accounts or information (e.g., personal ISP account, personal email account, banking website, etc.).
- The IT Department or its delegates may attempt to crack or guess users' passwords as part of its ongoing security auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately.
- It is recommended that computers, servers, personal digital assistants, or other computing devices not be left unattended without enabling a password-protected screensaver or logging off the device.
- Any user suspecting that his/her password may have been compromised must report the incident to the Information Technology Department and change all passwords as soon as possible.
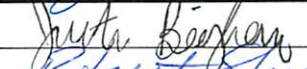
DEFINITIONS
None

GENERAL NOTES
Any exception to this policy must be approved in advance by the Director of Information Technology.

RELATED POLICIES, PROCESSES, PROCEDURES AND STANDARDS

Policy Owner Title/Name:	Director of Information Technology / Justin Bingham		
Policy Review By:	City Manager		
Last Review Date:	3/29/16		
RETENTION:	☒ **Section 40.220 (A)** Clerical or other routine manuals: **2 yrs after superseded or obsolete** ☐ **Section 40.220(B)** Policies and procedures that have long-term value in determining current and past policies or procedures in liability cases, personnel disputes and other circumstances: **Permanent**		
Legal Review By:	_Robert Stinsley_	**Date:**	4/10/16
HR Review By:	_Cathy Blakema_	**Date:**	4/7/16
Policy Approval By:	_Justin Bingham_	**Date:**	4/11/16
Legal Approval By:	_Robert Stinsley_	**Date:**	4/10/16
HR Approval By:	_Cathy Blakem_	**Date:**	4/7/16