



**GREAT BASIN COORDINATING GROUP
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK
SUPPLEMENT**

This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.

CHAPTER 20 – ACQUISITION

Supplement No: GBCG-20-2015

Effective Date: March 20, 2015

Duration: Effective until superseded or removed

**Approved: /s/ MIKE MORCOM
Chair, Great Basin Coordinating Group**

Digest:

- Replaces version issued April 3, 2014
- Provides information on the Great Basin Lend Lease Program.
- Clarified how to obtain a copy of the national contracts.
- Provided contacts for making recommended changes to VIPR agreements.
- Provided language on contractor equipment replacement.
- Removed language on local competitive agreements.
- Inserted form for ordering ATV/UTVs.
- Added language to assist with the development of land use agreements.
- Removed language on RSVP and STR programs.
- Added language on Reasonable accommodations.

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DELEGATION OF PROCUREMENT AUTHORITY

Contracting Officers who receive assignments to incidents may sign up and administer agreements under their authority, as well as assist in administering the terms and conditions of Incident Blanket Purchase Agreements (I-BPAs), SF-1449 and Emergency Equipment Rental Agreements (EERAs), OF-294s, signed by other Contracting Officers. Changes or modifications to I-BPAs/EERAs shall be made by the Contracting Officer signing the original I-BPA/EERA.

If a contractor reports to an incident with equipment that is not under the original Incident Only agreement, the original Contracting Officer may modify the original agreement or the new Contracting Officer may issue an incident only EERA.

Policy

The rates included herein are the standard set rates payable for the equipment listed. Do not negotiate prices from the set rate unless there is an exceptional case. An exceptional case shall be approved and documented by the authorized Contracting Officer within their warranted authority. If the equipment offered is not in acceptable condition, do not put it under agreement.

Exceptions to the use of the standard rates are:

1. When circumstances require the signup of equipment not listed or at rates higher or lower than those listed.
2. When equipment is leased from commercial leasing firms.
3. When equipment is rented from a source that has a fully developed cost accounting system or established union agreement. When applicable, it shall be used for all equipment from that source. The agreement file should be documented to show how the rates were determined.

Equipment must meet all minimum NWCG and Great Basin Geographic Area standards.

Contracting with agency employees for use of their equipment or services are prohibited unless the Contracting Officer can show that no other resources are available. If a contractual agreement is necessary with an employee, the Contracting Officer shall follow appropriate agency procedures for obtaining approvals for contracts with the employee. The agreement shall be established for that incident only.

Contracting with relatives of agency employees shall also be discouraged because of the appearances of favoritism. Appropriate approvals shall be obtained following agency procedures if it is absolutely necessary to contract with relatives. Contact your State/Regional/Bureau Acquisition Office.

Lend Lease – Great Basin Lend Lease policy does not require that equipment have a resource order for all incidents. Refer to the Great Basin Lend Lease Program at <http://gacc.nifc.gov/gbcc/business.php>

Definitions

Double Operator/Crew Rate. Equipment is staffed with two operators or two crews (one per shift). The double shift rate will apply any calendar day the equipment was under hire, including travel. There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift,

Dry. The government furnishes all operating supplies after the equipment arrives at the incident.

Emergency Equipment Rental Agreement (EERA). Used for incident only sign up of equipment utilizing the OF-294 form.

Fully Operated Rate. Fully operated rates set forth in this supplement are based on estimated increases of Service Contract Act (SCA) wages. Contractors are required to meet the prevailing SCA wage determination for the period. Equipment can be hired “wet” or “dry”.

Incident Blanket Purchase Agreement (I-BPA). Preseason Agreements for incident support utilizing the SF-1449 form. This will replace the EERA for preseason sign up of equipment.

Local Resource. Those resources that is located within the response area for which a dispatch center is responsible.

Operating Supplies. As noted on the agreement, operating supplies are provided either by the government or the contractor. When it is the government's responsibility to provide these supplies, but the contractor supplies them, reimbursement shall be made by the government. Use Block 27, Emergency Equipment Use Invoice (OF-286) to make this reimbursement. When the reverse is true and the government provides supplies that should be furnished by the contractor, a deduction for the value of the supplies shall be taken in Block 26 of the invoice. Documentation of reimbursements and deductions shall be attached to the OF-286.

Ordinary Wear and Tear. On an incident may include conditions which are harsher than non-incident use of the same equipment. Is determined by the incident Procurement Unit Leader, Contracting Officer, or Successor Contracting Officer who originally signed the I-BPA/EERA based on the circumstances surrounding any alleged damage.

Repair Rate. Pursuant to Clause 4 of the General Provisions of the Emergency Equipment Rental Agreement. The rate to be assessed for government-provided repairs shall be actual cost for parts and labor will be assessed at \$90/hour.

Single Operator/Daily Rate. Equipment is staffed with one operator or crew. A normal shift is 12-16 hours long.

Standard Rate. The rates established within this supplement are the standard rates throughout the Great Basin Geographic Areas.

Un-operated Rate. The un-operated rates are based on a government–provided operator.

Virtual Incident Procurement (VIPR). A web-based incident procurement tool used by the Forest Service to create I-BPAs.

Recommended changes to solicited equipment agreements can be done through the Intermountain Region Equipment Committee.

Wet. The contractor furnishes all operating supplies.

Work Rates. For equipment not shown in this supplement, the rates shall be negotiated taking into consideration wages (if hired fully operated), depreciation, taxes, storage, insurance, overhead, and profit. Local customary rates shall also be considered.

INCIDENT AGENCY SERVICE AND SUPPLY PLAN

Local Service and Supply Plans should be used for identifying resources prior to utilizing other sources.

Incident Blanket Purchase Agreement/Emergency Equipment Rental Agreement

The Great Basin Incident Business Committee shall develop and issue a schedule of standard rates for incident only EERA emergency equipment and vehicles as necessary. Use standard rates for equipment that is not issued as a contract under negotiated procedures.

SOURCES OF SUPPLY

Use of agency and cooperator equipment should be considered prior to ordering contract resources, allowing for best value. National contract resources shall be utilized when the minimum requirements are met. If you are unable to access the national contracts contact your agency incident business lead.

Give first priority to businesses within the local communities near the incident as a source for open market purchases.

ACQUISITION METHODS

Government Charge Cards and Convenience Checks

Government charge card holders and convenience check writers are responsible for maintaining proper records of purchases and adhering to incident agency policy. Government charge cards and convenience checks should not be used for processing Incident Blanket Purchase Agreement (I-BPA) or Emergency Equipment Rental Agreement (EERA) payments. Exceptions may apply; see Agency Policy for guidance on exceptions.

Commercial Invoice

Upon receipt of a commercial invoice from the vendor, payment should be made using a Purchase Card or Convenience Check. Use Invoices **should not be created** when a commercial invoice is the billing method in order to mitigate a potential duplication of payment. The following are required for payment: resource order, shift ticket, vendor name/address, date and time hired and released and a government official's signature as "services received."

In order to avoid duplicate payments, do not enter purchases made via government charge card or convenience check into the Time Module of I-Suite. Cost will be captured in the Cost module of I-Suite.

The following Equipment is examples of equipment that may be hired commercially and paid from a commercial invoice.

ATV	Boat	Chainsaw
Generator	Light Tower	Vehicle (un-operated)
Pumps	Utility Vehicles (Gator, Mule)	Porta Potties

State Cooperators

For information regarding State Cooperator invoices please refer to the individual state's Chapter 50 Supplement.

Contracted Equipment - D1 Scope of Agreement

D.7.1.3 Government Furnished Hose and Complements

The Contractor is required to arrive at an incident equipped with hose as required in Exhibit M. The Government may require that Contractor-owned hose and complements be left at the incident and the Contractor equipment be reassigned or demobilized without picking up that hose and/or complement.

In these cases the following procedure shall be followed:

- a. When the Government requires the Contractor to leave Contractor-owned hose and/or complements on an incident, the Government will provide the Contractor with Form AD-107 Report of Transfer of Property (or equivalent) to transfer the Contractor's property to the Government.
]
- b. In the case of reassignments, the Contractor shall present the form to the supply unit at the incident who will loan the Contractor Government-furnished hose and/or complement. This will be done to ensure that the Contractor maintains viability (the ability to continue operations) at the reassigned incident. At the time of demobilization to the Designated Dispatch Point, all accountable/durable property shall be returned to the government.
- c. If the resource is being demobilized, no government hose or complement is issued. The Contractor may present a signed AD-107 form and a receipt for their Contractor-owned hose and complements left during performance of the work to the Incident Procurement Unit Leader or Contracting Officer. The amount of reimbursement will be negotiated and may be paid as an adjustment to the invoice.

Durable Property

For information regarding procedures for the procurement of items considered durable property refer to the Buying Team Guide or Chapter 30.

Land Use and Facility Rental Agreements

Temporary rental of property for emergency incident purposes requires an exceptional degree of good business judgment, including reasonable price determinations, and may only be negotiated by a warranted Contracting Officer operating within their warranted authority. In making the determinations as to price fairness, consideration should be given but not limited to the following items:

1. Fair market rental rates for the property in the area. Real estate firms may be able to assist in determining these fair market rates.

2. Costs to the property owner, such as moving stock, loss of rental fees from other sources, disruption and, cost of buying feed if applicable.
3. Alterations needed and who will make them.
4. Impacts on the property.
5. Costs of restoration, and who will do the restoration work.
6. Duration of the rental, (emphasis should be on weekly or monthly rates), with a limit on total costs.
7. A joint pre- and post- inspection shall be made of the premises. Such inspection shall note all improvements and their condition, including items such as fences, buildings, wells, crops and road conditions.

Schools and other governmentally owned facilities should be compensated for operating costs only, since these facilities are funded by the taxpayers through tax revenues.

When weekly or monthly rates are used, identify the actual day the week or month begins and ends, such as 7/15-7/22/YY, or 30 days beginning 7/15/YY and ending 8/14/YY. See the Tool Kit section of the Interagency Incident Business Management Handbook for an example of the Facility and Land Use Agreement and check list.

For additional information on State Statutes regarding water rights for suppression actions refer to the local leasing specialists, Resource Advisor, or Incident Business Advisor.

Emergency Equipment Rental Agreements (EERA), OF-294

Equipment from outside the Great Basin Geographic Areas, ordered under an existing rental agreement, is paid in accordance with the terms and conditions and at the rates established by that agreement.

Great Basin Geographic Areas should work toward having a single agreement with any one contractor for interagency use. Certain locales have both State and Federal offices using the same pool of private contractors. In such cases, keep duplicate Emergency Rental Agreements to a minimum. When private contractors are signed up under a preseason agreement by one agency, that agency shall forward the agreement to appropriate dispatch center.

General Guidelines for Equipment Hire

1. Laws, Regulations, and Guidelines.

- a. **Service Contract Act (SCA) Wage Determination.** Federal Agencies shall apply the SCA to all rentals where service employees are used, except for owner/operators. Contractors are responsible for paying these rates. The Procurement Unit Leader shall post copies of the applicable Wage Determination, Service Contract Act, and Fair Labor Standards Act posters in a public location at each incident command post.
- b. **I-BPA.** Use the Generic I-BPA Template found at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer) to establish I-BPAs.
- c. **Incident Only EERA Special Provisions.** Special Provisions should apply to the specific equipment

The following language should be added to the Special Provisions of **all** EERAs:

- i. EERA General Clauses <http://gacc.nifc.gov/egbc/business.php>
- ii. Wage Determination (for equipment hired with operator).
- iii. Credit Card required for fuel purchasing (as provided under Fuel Tender).
- iv. FAR Clause for EERA <http://gacc.nifc.gov/egbc/business.php>
- v. All payments will be made by the incident agency. The payment office will be designated in block 9 of the Emergency Equipment Use Invoice, form OF-286.
- vi. Contractors shall not receive payment for the same piece of equipment under a daily rate from more than one jurisdictional agency during the same calendar day.
- vii. There is no guarantee of time under hire or the hours of operation. Hours of operation are determined by the Incident Commander and documented in the IAP or provided verbally. For pay purposes refer to General Clauses 6 and 7.
- viii. Mechanical repairs shall be made and paid for by the Contractor. The Government may, at its option, elect to make repairs when necessary to keep the resource operating. The cost of such repairs will be \$90 per hour, plus parts and will be deducted from payment to the contractor.

- d. **Gross Vehicle Weight (GVW)/Gross Vehicle Weight Rating (GVWR).** Equipment, which by law requires an operator to possess a driver's license to operate on a public highway, shall be licensed. The licensed gross vehicle weight GVW shall equal or not exceed the weight of the vehicle fully loaded including operators and accessory equipment.
- e. **Commercial Driver's License.** A valid Commercial Drivers License (CDL) is required for any equipment contracted by an I-BPA/EERA that falls under the CDL regulations. Most common requirements are as follows:
- i. A single vehicle with a gross vehicle weight rating (GVWR) of more than 10,000 (when transporting 16 passengers or more or hazardous materials or 26,000 pounds depending upon the states DOT requirements).
 - ii. A trailer with a GVWR of more than 10,000 pounds (if the gross combination weights rating is more than 26,000 pounds).
 - iii. A vehicle designed to transport more than 16 persons (including driver).
 - iv. Any size vehicle, which requires hazardous materials placards.

For a complete listing refer to the CDL Driver's Handbook or more information can be located at the following website: <http://www.fmcsa.dot.gov/>

- f. **Operator Hour Limitations.** Operator assignments should be on a scheduled rotation for each operational period if the equipment is working 24 hours per day. When equipment is used less than 24 hours per day and only one operator is provided, base the operator's schedule on an operational period allowing a minimum of 8 hours off duty between operational periods. All Work/Rest Guidelines in this handbook apply (Chapter 10, Personnel, Work/Rest Guidelines).
- g. **Special Guidelines for Equipment Hire.** For periods of work exceeding 14 days, the contractor, as a professional firefighting organization, shall follow the requirements for work/rest as stated in Interagency Incident Business Management Handbook, Chapter 10, Personnel, Work/Rest Guidelines; and Clause 7d and 17 of the EERA/ I-BPA. The contractor has the responsibility to see that crewmembers are working safely and are rested.
- h. **Insurance Requirements.** All commercial vehicles must meet the insurance requirements found in 49 CFR 387.7. It is the responsibility of the Contractor to ensure appropriate insurance coverage. Contractor should contact their local insurance provider to ensure they are covered for commercial services.
- i. **DOT Requirements.** All commercial motor vehicles must meet all DOT requirements found in 49 CFR 390 through 396. Please refer to website: <http://www.fmcsa.dot.gov/>

HIRING METHODS**Competitive Agreements (Geographic):**

These items have been competitively solicited and should not be signed up pre-season outside of the national solicitation process unless the Dispatch Priority List (DPL) has been exhausted. If that is the case, you may then sign up resources as an Incident Only EERA utilizing the specifications and terms and conditions in the national solicitation templates posted at: <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> as a tool when negotiating rates. Resources should be ordered in accordance with the National Mob Guide for these types of equipment.

The preferred source of supply for incidents occurring on lands protected by the States is that which reduces mobilization time and/or is most advantageous in meeting business management objectives. Refer to Great Basin Chapter 50 Supplement for further detail.

Informal Agreements:

These are non-competitive; equipment to be signed up on a pre-season Incident Blanket Purchase Agreement (I-BPA), SF-1449 or Emergency Equipment Rental Agreement Form.

Commercial Resources:

These items are commercial in nature and should not be set up on pre-season agreements. Sources for these types of items should be kept in a source list in the service and supply plan. Payments may be via Government Charge Card/Convenience Check or Commercial Invoice.

The enclosed Incident Blanket Purchase Agreement/Emergency Equipment Rental Rates are effective from the date of approval or until superseded, pending any modifications resulting from the previous fire season, directives, and/or any changes in the applicable Service Contract Act Wages or marketplace realities.

Perform a new equipment inspection prior to assignment on an incident and upon reassignment to another incident.

1. Aircraft Landing Fees (Commercial)

Aircraft landing fees and tie down fees are normally paid by the aircraft contractor and reimbursed by the government through the terms of the aircraft contract. If it has been determined that the Contractor is not being reimbursed through contract, appropriate procurement tool must be in place prior to payment.

2. Airports (Commercial)

Use an Emergency Facilities and Land Use Agreements for temporary rental of airports. Some considerations when developing the agreement include: use of airport buildings, office space, internet access, crew staging, storage of supplies, and location of a fire retardant base. Since government owned facilities are funded by tax revenues, payment should be at a minimum.

If the airport use is to be more than temporary, such as to pre-position equipment at the start of the fire season, then a cooperative agreement or long term lease agreement may be appropriate. Consult agency policy on these types of agreements.

3. Ambulance (Incident only EERA)

Most ambulances are obtained through cooperative agreements with county or rural VFDs, or under an I-BPA/EERA with private companies. Idaho Department of Lands has solicited for ambulances in Idaho only.

Ambulances are hired with contractor furnished fuel, supplies, and medical personnel. Ambulances shall be staffed with one Paramedic and one EMT (or higher qualified) along with the appropriate Advanced Life Saving Equipment. If staffed with two EMT qualified **ONLY** and no Paramedic, then a reduction in rate should occur. Ambulance must be certified to transport patients. Since the incident may need an ambulance at any time of the day or night the rates established for ambulances shall be based on a 24-hour period. Patient transports are included in the established daily rates. All supplies used will be replaced by the incident or the cost of those supplies will be added to final invoice. Contractor **must** furnish medical supply inventory upon arrival at incident for reimbursement purposes at the end of incident.

Requests for Non-escorted EMTs must meet the requirements in the current Interagency Standards for Fire and Fire Aviation Operations (NFES 2724/Redbook), Chapter 7; Personnel must have a minimum physical fitness level of "light". Must have adequate communications and radio training and completed the following training:

- Introduction to Fire Behavior (S-190)
- Firefighter Training (S-130)
- Annual Fireline Safety Refresher Training

Deviation from this requirement must be approved by the IC for other non-escorted support personnel involved in vehicle operations or other support functions on established roadways and working areas which pose no fire behavior threat.

Daily Rate	Daily Rate	How to Hire
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Single Shift	Double Shift	
\$2250		Operator: Contractor (wet) Supplies: Contractor (wet)

4. ATV/UTV/GATOR (Commercial)

Utilize Government owned sources before renting. Government shall provide fuel and oil. Three-wheel models are NOT acceptable. Hire at commercial rate on commercial agreement without operator. Allow for delivery charges. For UTV see Utility Vehicle. This equipment must be approved by the incident commander or safety officer.

5. ATV/UTV/Gator (Incident Only EERA)

Utilize Government owned sources before renting. Government shall provide fuel and oil. Three-wheel models are NOT acceptable. This equipment must be approved by the incident commander or safety officer. If hired from a non-commercial entity, the daily rate as indicated below will apply:

Daily rate (Non-Commercial Entity)	Delivery/Pick-Up (Non-Commercial Entity)	How to Hire
\$90	.48/mile	Operator: Government (dry) Supplies: Government (dry)

6. Bus, Crew Carrying (Competitive)

These types of buses are on a national solicitation. See <http://www.fs.fed.us/fire/contracting/buses/buses.htm>. If there is an immediate need to utilize a vendor that has not been through the preseason process, contact Steve Waters, (208) 373-4126 for requirements, specifications and rates.

7. Bus, Motor Coach (Commercial)

Hired strictly for transporting firefighters either to or from the Incident Command Post (ICP) and are not under the control of the ICP organization and may not be held at the ICP. **There is no preseason signup of motor coaches.** Motor coaches and other commercial over-the-road passenger carriers shall be commercially contracted and procured locally, and shall be paid by government charge card.

8. Bus, School (Commercial)

There is no preseason signup of school district buses. Use local school district buses and school furnished drivers only if a private source is not available within a reasonable distance. Government shall furnish all operating supplies. Sign up local school district buses hired for the incident. Include the following statement on the Emergency Equipment Rental Agreement, accompanied by the signature of the determining officer:

"The buses listed herein shall serve as representation by the government that suitable commercial bus transportation is not reasonably available."

Cover the name of the school or school district prior to use.

Schools and other governmentally owned buses should be compensated for operating costs only, since the equipment is funded by taxpayers through tax revenues. Pay from invoice for actual cost.

NOTE: It is very important that commercial sources for buses are completely exhausted prior to using school district buses. Many school districts do not require bus driver medical certificates for transporting school children, however, once the bus is ordered for the incident it becomes commercial and some states do require a medical waiver certificate for the drivers. Prior to utilization of school buses contact your respective State's Department of Transportation (DOT) for current rules and regulations regarding school buses.

9. Chainsaw (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

10. Chainsaw/Small Engine Repair (Incident Only EERA)

Size	Daily Rate Single Shift	How to Hire
Chainsaw/Small Engine Repair	\$1,000	Operator: Contractor (wet)
		Supplies: Contractor (wet)

11. Chipper (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 - 18" min. diameter Type 2 - 13"-17" diameter Type 3 - 9"-12" diameter
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12. Clerical Support Unit (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

13. Dozer (Crawler Tractor with dozer blade) (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – 200 + HP Type 2 – 100-199 HP Type 3 – 50-99 HP
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14. Electrolyte Products

Firefighter electrolyte needs can be met with the following: sports drinks, sports powders and tablets. Energy drinks are not authorized in accordance with the IIBMH and NWCG. Questions regarding what is appropriate should be directed to agency safety officers.

15. EMT with Kit (Incident Only EERA)

Requests for Non-escorted EMTs must meet the requirements in the current Interagency Standards for Fire and Fire Aviation Operations (NFES 2724/Redbook), Chapter 7; Personnel must have a minimum physical fitness level of "light". Must have adequate communications and radio training and completed the following training:

- Introduction to Fire Behavior (S-190)
- Firefighter Training (S-130)
- Annual Fireline Safety Refresher Training

Deviation from this requirement must be approved by the IC for other non-escorted support personnel involved in vehicle operations or other support functions on established roadways and working areas which pose no fire behavior threat.

Idaho Department of Lands has solicited for EMS services within Idaho and for Idaho use. A priority ordering process is in place; refer to Idaho's chapter 50 supplement.

16. Engine (Competitive)

For incident only signups contact Sue Huston, R4 Contracting Officer, (801) 625-5811 for specifics, terms and conditions for hiring.

Because Type 1 and 2 engines are used for structure protection, the states will establish rates for these types of equipment.

Typing	Type 3 – 500- 1500 gallon Type 4 – 750- 1500 gallon Type 5 – 400 – 749 gallon Type 6 - 150 – 399 gallon (4x4)
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17. Excavator, Hydraulic (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – 156 + HP Type 2 – 111-155 HP Type 3 – 81-110 HP Type 4 – 60-80 HP
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18. Faller Module (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Single Faller (1 faller w/ all equipment and vehicle) Faller Module (2 fallers w/ all equipment and vehicle)
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19. Feller Buncher (Competitive)

For incident only signup utilize specification and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – 226 + HP Type 2 – 160 – 225 HP
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20. Fuel Tender (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1- 3501 + gallons Type 2- 2501 – 3500 gallons Type 3- 500 – 2500 gallons
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21. Generator (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

22. GIS Units (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 - 4 computers & 6 work stations Type 2 - 2 computers & 4 work stations Type 3 - 5 work stations (no computers)
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23. Gray Water Truck (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 - 4000 gallon + Type 2 - 2500-3999 gallon Type 3 - 1000-2499 gallon Type 4 - 400-999 gallon
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24. Helibase Aircraft Rescue and Firefighting Apparatus (Cooperator / Commercial / Incident Only EERA)

At a minimum the apparatus will meet the following requirements. Available from commercial sources and should reflect the standard commercial rates.

Minimum Requirements	
Tank, minimum capacity (gal)	500
Pump, minimum flow (gpm)	150
@ rated pressure (psi)	250
Hose 2 ½" double jacket (ft)	300
1 ½" double jacket (ft)	500
2 ½" intake	1
Ladder	14'
Cab-Mounted Spot Light	2
Personnel	3

- i. The apparatus shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
- ii. The apparatus shall be equipped with a siren and emergency lighting.
- iii. The apparatus shall be capable of operating off road on 9% minimum grade.
- iv. The apparatus shall be equipped with a foam proportioner system.
- v. The apparatus shall be able to prime and pump water from a 10' foot lift.
- vi. All threaded connections shall be equipped with National Hose (NH) threads.

At a minimum any Crash Rescue apparatus assigned to a Helibase for Crash Rescue responsibilities must have three fully trained and qualified personnel available and on site at all times that meet the following:

- i. One Firefighter trained and qualified in accordance with NFPA 1001.
- ii. One Driver Operator trained and qualified in accordance with NFPA 1002.
- iii. One Fire Officer I trained and qualified in accordance with NFPA 1021.

25. Helibase Operations Trailer, w/ operator (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

26. Land Use Agreements (LUA)

Land Use Agreements are considered a simplified acquisition and do not require special leasing authority.

No-cost land use agreements are not binding or valid. If an agreement is established with consideration, e.g. grass seed, field use for incident base camp, fence repair, the agreement is binding.

Things to consider in the LUA

- Include the address or specific location
- Rental requirements are usually short term, for an undefined period of time, and open only during the length of the incident. Negotiations should be made considering potential length of the incident and provide for varying rates based on longer periods of time.
- Prior to negotiating the rate:
 - Determine ownership of the land/facilities
 - Confirm owner's agent if applicable
 - Use city or county tac assessor's office or the courthouse to confirm ownership
- Determining reasonable rate:
 - Historical record of rates for use in local area
 - If a private campground – what are the average receipts/revenue for similar time period
 - If facility is abandoned from normal use, consider revenue lost for the activities
 - Fairgrounds – were there any events cancelled or rescheduled to make them available.
 - Cost of relocating and feeding of stock
 - Consider a not to exceed rate commensurate with property value
 - Determine if utilities and services are included in rate

- Market Research:

- Banks and Real Estate Offices
- Local Employees
- Local Assessor Offices
- Local Agency Lands Offices
- Newspapers
- Documentation at local offices from previous incidents
- Restoration:
 - Document clearly what the repairs or restoration consists of
 - Who will be responsible for payment of these costs
 - When will repairs or restoration be done
 - How does owner bill for those repairs or restoration work
- Condition:
 - Document condition with a pre-use inspection.
 - Note all improvements and their condition including such items as fences, buildings, wells, crops, and road conditions.
 - Take pictures with a camera that enters the date and time (preferable)
- Template can be found at <http://gacc.nifc.gov/gbcc/business.php>
- Checklists for developing a LUA can be found in the Interagency Incident Business Management Handbook, Toolkit.
- Situations Not Requiring a Land Use Agreement
 - Federal Government land/facilities run by concessionaire
 - Land/Facilities of other Federal Agencies
 - Land/Facilities of state and local governments
 - Non-Wildland Fire incidents (FEMA)
 - Direct Fire Suppression Activity
 - Federally Funded runways and towers

- Payments can be made using one of the following mechanisms
 - Payment Center
 - Agency Purchase Card Check

27. Lighting System/Light Tower (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

28. Masticator (Competitive)

Incident Only Signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitions>

Typing (Mulcher w/ Boom mount)	Type 1 – 156 + HP Type 2 – 111 – 155 HP Type 3 – 81-110 HP Type 4 – 60 – 80 HP
Typing (Strip)	Type 1 – 200-350 HP Type 2 – 100 - 199 HP Type 3 – 50 - 99 HP

29. Mechanic Service Truck (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – Heavy Equipment (Dozer, Excavator, etc.) Type 2 – Automotive, Light and Heavy Truck
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30. Medical Supplies

Refer to the NWCG Incident Emergency Medical Subcommittee website at <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>

31. Mobile Laundry (Commercial / Incident Only EERA)

32. Modular Office (Commercial/Incident Only EERA)

Utilize national template posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Office trailers are also available through GSA Advantage. To find vendors in your area follow these steps:

- Go to: <http://www.gsaelibrary.gsa.gov/ElibMain/home.do>
- Select schedule number “56” from the Quick Schedule drop down box
Scroll down to FSC 54 – PRE-ENGINEERED/PREFABRICATED BUILDINGS AND STRUCTURES
- Select Category “361 50”

Review the vendors individually to find out who has trailers available within an appropriate commuting distance to meet date and time need for the incident. The location of the vendor may be a corporate office and not necessarily where the trailers are located.

Size	Rate	How to Hire	
Office, Modular Unit		Monthly Rate	
Mobilization/Demobilization		Mileage Rate	
Setup/Takedown		Each	
Size	Weekly Rate	Monthly Rate	Mileage
8 x 20	\$295	\$880	\$2.00
8 x 26	\$346	\$1037	\$2.00
8 x 32	\$403	\$1210	\$2.00
10 x 32	\$544	\$1631	\$2.00

33. Pack String (Commercial)

Pack String (Per Head) to include: Packer; Packer Assistant; Mobilization/Demobilization and Relocation of Stock. Daily Rate for Packer and Packer Assistant shall include saddle stock. To be hired wet.

34. Portable Toilet/Handwash Stations (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

35. Handwashing Station, Trailer Mounted (Competitive)

For incident only signups utilizing specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

36. Potable Water Truck (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 - 4000 gallon + Type 2 - 2500-3999 gallon Type 3 – 1000-2499 gallon Type 4 – 400-999 gallon
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37. Pump (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

38. Pumper Cat (Competitive)

Incident only signups utilize specifications and terms nad conditions in the national templates posted at

<http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer)

Typing	Type 1 – min. 500 gallons Type 2 – 325 – 499 gallons Type 3 – 200 – 324 gallons
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39. Refrigerated Trailer Unit (Competitive/Commercial)

These items have been competitively solicited and should not be signed up pre-season outside of the national solicitation process unless the Dispatch Priority List (DPL) has been exhausted. If that is the case, you may then sign up equipment as an Incident Only EERA using the established commercial rates or commercially using a commercial invoice.

Typing	Type 1 – >43 + ft Type 2 – 29-43 ft. Type 3 – 20-28 ft.
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40. Refuse/Garbage Collection (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

For recycling services refer to local service and supply plans for available resources.

41. Road Grader (Competitive)

Typing	Type 1 – 156 + HP Type 2 – 120 - 164 HP
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For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

42. Skidder (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – 176 + HP Type 2 – 100 - 175 HP Type 3 - 60 -99 HP
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43. Skidgines (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – min. 1,200 gallons Type 2 – 800 – 1,199 gallons Type 3 – 400-799 gallons Type 4 – 200-399 gallons
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44. Tent Canopy (Commercial)

Available from a number of commercial sources. Rates should be based on standard commercial rates.

45. Transport (Tractor/Trailer) (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – >70,000 lbs carrying capacity Type 2 – 35,001 – 69,999 Type 3 – up to 35,000
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46. Transportation Vehicle All-Terrain – refer to ATV (e.g. Gator, Mule) (Commercial)

47. UTV – refer to ATV

48. Vehicle Rental Un-Operated (Commercial)

To assist in incident mobilization efforts, the Great Basin Incident Business Group has established Blanket Purchasing Agreements (BPA) to be used in the support of protecting lands for fire suppression, severity, and all-hazard incidents. Refer to the Great Basin Rental Agreements SOP <http://gacc.nifc.gov/gbcc/business.php>.

If one of the identified rental car companies is unavailable in your respective area, units shall utilize the template and establish

49. Vehicle with Driver (Competitive)

Utilize the national templates posted at:

<http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

When renting from individuals, it is required that vehicle registrations are reviewed by the procurement officer to determine ownership, to ensure the individual has authorization to rent this vehicle.

Do not sign up government employees' personal vehicles on I-BPAs/EERAs. Use of personal vehicles by government employees may be reimbursed at the amount applicable in the Federal Travel Regulations mileage rate. No daily rate will be paid. This includes ADs assigned to an Incident Management Team.

Typing	Sport Utility Vehicle – minimum 5 passenger, 2-wheel and 4 wheel drive Passenger Van – 7-9 passenger, 2 wheel and 4 wheel Pickup Type 1- GVWR of 8,501 lbs. or more, minimum 6.5' bed length Pickup Type 2- GVWR of 6,001 to 8,500 lbs., minimum 6.5' bed length Pickup Type 3- GVWR of up to 6,000 lbs., minimum 5' bed length Stakeside Type 1 – GVWR 14,001 and greater specify dump/tilt or lift gate Stakeside Type 2 – GVWR 10,001 to 14,000 lbs., specify dump/tilt or gate
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50. Water Tender Support (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – 4000 + gallon Type 2 - 2500- 3999 + gallon Type 3 – 1000-2499 gallon
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51. Water Tender Tactical (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	Type 1 – 2000 + gallons Type 2– 1000 – 1999 gallons
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52. Weed Washing Unit (Competitive)

For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations.php> (use Google if you are unable to open in explorer).

Typing	• Type 1- Self Contained w/recycling water system
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UNIQUE ITEMS

Reasonable Accommodations:

It is the wildland fire agencies policy to make reasonable accommodation to known physical or mental limitations of qualified applicants for employment and employees with disabilities unless such an accommodation would impose an undue hardship. This determination for the reasonable accommodation is made on a case by case basis and considers the nature of the accommodation, cost of the accommodation.

Typical accommodations made for wildland firefighters are meals and lodging. All other reasonable accommodations must be approved by the employees home unit with prior approval of the incident agency in consultation with the appropriate agency reasonable accommodations coordinator.

Meals

The National Mobile Food Services Contract allows for special meals

Reference **C.1 GENERAL REQUIREMENTS, 1.1 Scope of Contract,**

*1.1.1The expectation and desired result of this contract is to provide appetizing, nutritional, well balanced hot and **special meals**, sack lunches, hot and cold can meals and supplemental items.*

Lodging

Personnel who have reasonable needs (e.g. Continuous Positive Airway Pressure (CPAP) machine) may be approved lodging while assigned to an incident. Considerations are location of incident and availability of lodging, on site capability to plug in CPAP apparatus.

Approval process – employee must identify the need prior to accepting the assignment to ensure the agency’s ability to accommodate.

For incidents where there is no National Mobile Food Service unit available, individuals making the purchase for the special accommodation should document their charge cards appropriately.

Government Telephone Systems

Refer to Host Agency Operating Guidelines on specific guidance on use of cell phones. All cell phones and satellite phones should be procured through the incident agency. Use of a personal or home unit cell phones and satellite phones **will not** be reimbursed, unless approved by the Host/Incident Agency.

I-BPA/EERA ADMINISTRATION

Documentation

The contractor performance is an important factor in government procurement. The contractor's performance will be based on the Standard Contractor Performance Report (Exhibit E of I-BPA), which will be completed at the incident. Unsatisfactory performance may be grounds for a contractor to be released from an incident or termination of the agreement. If released from an incident for poor performance, the contractor will not be compensated for travel back to Point of Hire. The government reserves the right to re-test equipment and evaluate personnel qualifications at any time during the agreement period.

1. **Agency Responsibilities.** A performance evaluation form **shall** be completed upon release from an incident. The incident agency is ultimately responsible for the distribution of these evaluations to the Contracting Officer signing the agreement. Agency personnel responsible for completing this form are expected to be direct line supervisor or others who have knowledge of the work provided by the contractor. Prior to transitioning of agency personnel, a performance evaluation shall be completed.

Notification of unsatisfactory performance will be reported immediately to the Contracting Officer, so corrective action may be taken. A copy of the completed form **shall** be provided to the contractor.

2. **Finance Section Responsibilities.** The Finance Section is responsible for collecting and distribution of contractor performance evaluations to the Contracting Officer signing the agreement.
3. **Contractor Responsibilities.** The contractor is responsible for providing the Contracting Officer whose signature appears on the front of their agreement with copies of the evaluations received from this agreement. Agreements may not be renewed for contractors that do not meet this requirement. A negative response is required from contractors that have no use in the year.

Contract Claims

Ordinary wear and tear will be determined by the incident Procurement Unit Leader, Contracting Officer, or Successor Contracting Officer who originally signed the I-BPA/EERA based on the circumstances surrounding any alleged damage. It is the contractor's responsibility to fully document any circumstances alleged to have damaged their equipment including obtaining witness statements or opinions of incident supervisor or other incident personnel who might have knowledge of the circumstances. Ordinary wear and tear on an incident may include conditions which are harsher than non-incident use of the same equipment.

Ordinary wear and tear may or may not include:

1. Hoses that burst due to excessive pressure (PSI), old age, or deterioration of material during use.
2. Brush scratches on the body of the vehicle.
3. Punctures, tears, blisters, or destruction of tires and/or sidewalls due to rocks or sticks normal to the working environment.
4. It is anticipated that there will be wear on the paint on the inner and outer surfaces of the vehicle, top, sides, rails, and tailgate. There may also be chips from flying rocks and minor bumps and dents on both the sheet metal and the bumpers.
5. Clogged air filters and oil filters from dust during off highway driving.
6. Damage or failure of shocks, brakes or power train (steering linkage and suspension) by either fatigue or part failure due to age, manufacturer defect or operator. Power train includes engine, clutch, transmission, transfer case, driveline, front and rear differentials, axles, wheels, and bearings.

Contract claims may be settled by the original contracting officer, or a designated successor contracting officer, acting within their delegated warrant authority and limits set by the incident agency.

Payments

Prior to implementing any incident payments, coordination with the incident agency policies is required.

EXHIBITS

Exhibit 1 – Incident Equipment Repair Order 20-24
Exhibit 2 – Contracting Officers for Solicitations..... 20-26
Exhibit 3 – Reference Library 20-27
Exhibit 4 – ATV / UTV Ordering Form 20-37

INCIDENT REPAIR ORDER (PAGE 2)

10. Parts and Accessories (Continued)

Parts Used	Quantity	Unit Price	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
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_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Great Basin Contracting Officers for Equipment Solicitations

Equipment	CO	Mail Performance Ratings to	Contact Info
Chippers	Sue Huston	324 25th Street Ogden, UT 84401	801-625-5811 shuston@fs.fed.us
Crew Carrier Buses	Bryce Pithford	3833 S. Development Ave, Boise, ID 83705	208-387-5231 bpithford@fs.fed.us
Engine	Sue Huston	324 25th Street Ogden, UT 84401	801-625-5811 shuston@fs.fed.us
Fallers	Sue Huston	324 25th Street Ogden, UT 84401	801-625-5811 shuston@fs.fed.us
Fuel Tenders	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	208-557-5770 tonyamcampbell@fs.fed.us
Heavy Equipment (inc. dozer, tractor plow, excavator, transport)	Kim Luft	740 Simms Street Golden, CO 80401	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
Misc. Heavy Equipment (inc. feller buncher, mulcher/masticator, road grader, skidder)	Sue Huston	324 25th Street Ogden, UT 84401	801-625-5811 shuston@fs.fed.us
Heavy Equipment with Water (inc. pumper cat, skidgine, sofrac)	Kim Luft	740 Simms Street Golden, CO 80401	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
Mechanic Service Truck	Kim Luft	740 Simms Street Golden, CO 80401	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
Potable/Gray Water & Trailer Mounted Hand Wash Stations	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	208-557-5770 tonyamcampbell@fs.fed.us
Refrigerated Truck/Trailer	Kim Luft	740 Simms Street Golden, CO 80401	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
HE with Water (inc. Skidders, Skidgens & Pumper Cats	Kim Luft	740 Simms Street Golden, CO 80401	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
Support Water Tender	Sue Huston	324 25th Street Ogden, UT 84401	801-625-5811 shuston@fs.fed.us

Great Basin Exhibit 4 – Solicited Equipment Contracting Officers

Tactical Water Tender	Sue Huston	324 25th Street UT 84401	Ogden,	801-625-5811 shuston@fs.fed.us
Trailers (Communications, Clerical, GIS and HOS)	Bryce Pithford	3833 S. Development Ave, Boise, ID 83705		208-387-5231 bpithford@fs.fed.us
Weed Washing Units	Sue Huston	324 25th Street UT 84401	Ogden,	801-625-5811 shuston@fs.fed.us
Vehicle w/driver	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401		208-557-5770 tonyamcampbell@fs.fed.us
Interagency Fire Contract Administrator	Steve Waters	1249 S Vinnell Way St. 200, Boise, ID 83709		208-373-4126 c-208- 866-7291 swaters@fs.fed.us

Reference Library

Note: If you are unable to open websites in Explorer try Google.

<http://gacc.nifc.gov/gbcc/business.php>

Description: Great Basin Incident Business Website

<http://www.fs.fed.us/fire/contracting>

Description: NIFC website for national fire contracts (airtankers, helicopters, crews, mobile food services, mobile showers, etc)

<http://www.fs.fed.us/business/incident/viprreports.php>

Description: 90% rates for Geographic area

http://fsweb.wo.fs.fed.us/aqm2/wo/incident/buying_teams/toolkit.php

National Buying Team Toolkit

<https://www.fbo.gov/>

Description: Federal Government procurement opportunities

<http://www.aptac-us.org/>

Description: Procurement Technical Assistance Centers

<http://www.acquisition.gov/far/>

Description: Federal Acquisition Regulations

<http://www.sam.gov>

Description: System for Award Management

<http://www.acquisition.gov>

Description: Federal acquisition regulations, systems, resources, opportunities, training

<http://www.fs.fed.us/business/incident/solicitations.php>

Description: USDA – Forest Service site for national solicitation templates

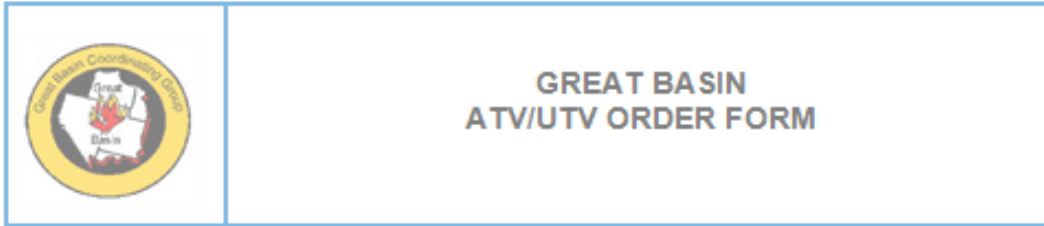
<http://www.fs.fed.us/business/incident/dispatch.php>

Description: DPL Lists

<http://www.fmcsa.dot.gov/>

Description: DOT Requirements

ATV / UTV Ordering Form



ATV (Qty)	
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UTV (Qty)	
2 Seats (Qty)	
4 Seats (Qty)	

ENGINE SIZE (cc)	
Small 350cc and below	
Midsize 400cc – 600 cc	
Large 650cc and above	

2 Wheel Drive	
4 Wheel Drive	

Cargo Weight Limit	
---------------------------	--

TRANSMISSION	
Automatic	
Manual	

HELMETS	
Quantity	Size

MISCELLANEOUS	
TRAILER TO STAY? (Yes/No)	

ORDERING CONTACT NAME _____

PHONE NUMBER _____

IC/SAFETY OFFICER APPROVAL
SIGNATURE _____

DATE _____

March 2015