



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

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

**CHAPTER 20 – ACQUISITION**

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Chair, Great Basin Coordinating Group**

**Digest:**

- Replaces version issued March 31, 2014
- No rate changes from 2013 for non-solicited equipment.
- Replaced “informal” with Incident Only EERA for hiring purposes.
- Clarified electrolyte replacement products.
- Removed General Clauses and FAR Clauses, these will be found on the EGB IB Website.
- Removed Great Basin Equipment Specification Guidelines reference, document no longer exists.
- Clarified, authorization for ATV/UTV must be approved by the Incident Commander or Safety Officer.

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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 agreement, the original Contracting Officer should modify the original agreement or the new Contracting Officer should 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.***

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**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.

**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.

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.

### 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 Statues regarding water rights for suppression actions refer to the local leasing specialists, Resource Advisor, or IBA.

### **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> 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 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 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>.

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.

### **Competitive Agreements (Local Only):**

Resources competed on a local basis only. In this situation the 90% rate from these solicitations only applies to the local area where the solicitation occurred and does not carry forward to other areas. Vendors should not have agreements in multiple areas, either competitive agreements or incident only agreements. A list of existing local agreements will be posted to the GB Website. This does not include Nevada BPAs.

### **Informal Agreements:**

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

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

#### 4. ATV (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.

#### 5. ATV (Incident Only EERA)

Utilize Government owned sources before renting. Government shall provide fuel and oil. Three-wheel models are NOT acceptable. 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 Terry Eller, National COTR, (828) 479-6431 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 (Incident Only EERA)

Utilize specifications and terms and conditions in the national chipper template posted at: <http://www.fs.fed.us/business/incident/solicitations>.

Size	Daily Rate Single Shift	How to Hire
Type 3 Chipper (Wood) 9 - 12 maximum diameter capacity	\$1,550	Operator: Contractor (wet) Supplies: Contractor (wet)
Type 2 Chipper (Wood) 13 - 17 inch diameter capacity	\$1,750	
Type 1 Chipper (Wood) 18 inch minimum diameter capacity	\$1,950	

### 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>.

**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>.

**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.

**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.**

**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>.

**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>.

**19. Fuel Tender (Competitive)**

20. For incident only signups utilize specifications and terms and conditions in the national templates posted at <http://www.fs.fed.us/business/incident/solicitations>.

**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>.

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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>.

## 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>.

**26. Lighting System/Light Tower (Commercial)**

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

**27. 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>.

**28. Mobile Laundry (Commercial / Incident Only EERA)****29. Modular Office (Commercial/Incident Only EERA)**

Utilize national template posted at <http://www.fs.fed.us/business/incident/solicitations>.

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	
<b>Office, Modular Unit</b>		Monthly Rate	
<b>Mobilization/Demobilization</b>		Mileage Rate	
<b>Setup/Takedown</b>		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

**30. 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.

**31. Portable Toilet/Handwash Stations (Commercial)**

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

**32. 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>.

**33. 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>.

**34. Pump (Commercial)**

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

**35. 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.

**36. 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.

**37. Road Grader (Incident Only EERA)**

Required to be equipped with rollover protection, safety canopy, approved spark arrester on all naturally aspirated engines, axe or Pulaski and shovel, fire extinguisher - minimum 10:BC rating, headlights and backup lights, and backup alarm.

Type	Engine Net HP at Flywheel	Daily Rate Single Shift	Daily Rate Double Shift	How to Hire
4	75 HP – 114 HP	\$1238	\$2112	Operator: Contractor (wet)
3	115 HP – 144 HP	\$1414	\$2424	Supplies: Contractor (wet)

2	145 HP – 199 HP	\$1626	\$2784
1	200 HP – 250 HP	\$2684	\$4608

<b>TYPE 1 (200-250 HP)</b>	
Case	885
Caterpillar	14H, 16H
Champion	D-686, 780, 740A, 750A, 780A
Galion	T-700, 870B, 870C
John Deere	772CH II
Komatsu	GD670A-2C, GD670AW-2C, GD750A-1, GD825A-2
New Holland	RG200, RG200B
Volvo	G740, G740B, G746B, G780, G780B

<b>TYPE 2 (145-199 HP)</b>	
Case	865
Caterpillar	12H, 140H, 143H, 160H, 163H
Champion	720A, 726A, 730A, 736A
Fiat Allis	FG85A, FG105A
Galion	850B, 850C
John Deere	670CH II, 672CH II, 770C, 770C II, 770CH, 770CH II, 772CH
Komatsu	GD650A-2C, GD650AW-2C, GD655-3, GD675-3
New Holland	RG170, RG170B
Volvo	G720, G720B, G726 VHP, G726B, G730, G73B, G736 VHP

<b>TYPE 3 (115-144 HP)</b>	
Case	845
Caterpillar	120H, 135H
Champion	710A, 716A
Galion	830B, 830C
John Deere	670C, 670C II, 670CH, 672CH
Komatsu	GD530A-2C, GD530AW-2C, GD555-3
New Holland	RG140, RG140B
Volvo	G710, G710B, G716VHP

<b>TYPE 4 (75-114 HP)</b>	
Champion	C50A, C60A, C66A, C70A, C76A, C80A, C86A
Fiat Allis	65C
Galion	850B, 850C
Ingram	MG747
Lee-Boy	685

New Holland	RG80, RG100
Volvo	G60, G66, G80, G86

### 38. 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>.

### 39. Tent Canopy (Commercial)

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

### 40. 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>.

### 41. Transportation Vehicle All-Terrain (e.g. Gator, Mule) (Commercial)

Hire at commercial rate on commercial agreement without operator. Allow for delivery charges. Coordinate with incident on what is appropriate to rent. This equipment must be approved by the incident commander or safety officer.

### 42. Transportation Vehicle All-Terrain (e.g. Gator, Mule) (Incident Only)

If hired from a non-commercial entity, the daily rate as indicated below will apply. This equipment must be approved by the incident commander or safety officer.

Daily rate (Non-Commercial Entity)	Delivery/Pick-Up (Non-Commercial Entity)	How to Hire
\$105	\$0.48 / mile	Operator: Government (dry) Supplies: Government (dry)

### 43. Vehicle Rental Un-operated (Commercial)

Standard method of hire: Un-operated, daily/weekly/monthly rate plus mileage (according to commercial invoice), government provides operating supplies (fuel/oil) and cleaning fee.

Consideration will be given to weekly or monthly rates when determined to be more economical.

The preferred method of hiring vehicles is under GSA Rental Supplemental Vehicle Program (RSVP) national contract. Procurement official may contact vendors below to determine if they can meet the order requirements (date, time and vehicle type). Copy of the vendor contract, email address, etc., are available on GSA's RSVP web site: <http://www.gsa.gov/rsvp>. An Emergency Equipment Shift Ticket (OF-297) should be

completed with beginning and ending date and mileage to support the credit card payment to the vendor.

<b>Contractor</b>	<b>Contract#</b>	<b>Phone#</b>
ACE RENT-A-CAR, INC.	GS-33F-0004T	(317)241-3039
ACME AUTO LEASING LLC	GS-33F-0032U	(203)234-6850
AM RITZ RENT A CAR, CORP	GS-33F-029AA	(866)839-6548
AVIS RENT A CAR SYSTEM, INC.	GS-33F-0022S	(410)684-2919
BUDGET RENT A CAR	GS-33F-018AA	(410)684-2919
DOLLAR THRIFTY AUTOMOTIVE GROUP, INC.	GS-33F-0017S	(918)669-4152
EAN HOLDINGS, LLC (DBA: ENTERPRISE RENT-A-CAR)	GS-33F-0015S	(314)512-2827
MATRAN, INC.	GS-33F-0039X	(800)783-3613
MOBILITY, INC. (DBA: ZIPCAR)	GS-33F-0019S	(617)336-4346
PENSKE TRUCK LEASING CO., L.P.	GS-33F-0028T	(703)605-2920
PREMIER LEASING, INC.	GS-33F-0016V	(337)479-1333
RYDER TRUCK RENTAL, INC.	GS-33F-0023T	(508)259-5267
SKYHAWK LOGISTICS, INC	GS-33F-0032Y	(301)725-8801
TAYLOR MOTORS, INC.	GS-33F-0021Y	(270)762-0041
THE HERTZ CORPORATION	GS-33F-0051X	(703)683-9264
VALLERIE SERVICES COMPANY, LLC	GS-33F-0053W	(410)355-2050

Units may also utilize the above contracts under the GSA-Short Term Rental (STR) Program. Obtaining rental vehicles through this program does not require procurement authority as GSA pays for the rental vehicle and then bills the agency BOAC code. Detailed information outlining the process, roles and responsibilities, etc., are posted at: <http://www.gsa.gov/portal/content/102675>

**Vehicles should be rented at rates not to exceed those charged the public and should show both daily and weekly rates. Make sure “Off Road Use” is documented on rental form.**

If a Government employee rents a vehicle from a commercial agency and the purchase and/or travel card is used, the card holder shall consider:

- How the vehicle(s) will be closed out at the end of the card holder’s assignment
- Use is for ALL Government employees
- Process for claim settlement that may result from the rental
- Vehicle will be taken off road.

- The cardholder is liable for any damage the driver incurs and will document damage properly and provide documentation to the Claim Unit of the Incident Management Team assigned to the incident.

#### **44. Vehicle with Driver (Incident Only EERA) Competitive (in some areas) and Incident Only)**

Utilize the national templates posted at:

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

When renting from individuals, it is required that vehicle registrations are reviewed by the procurement officer to determine ownership.

**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.**

#### **45. Utility Vehicles 4x4**

Light Utility: Ford Explorer, Chevy Trailblazer, Toyota 4-Runner, Ford Escape

Full Size Utility: (1/2 and/or 3/4 Ton) Ford Bronco, Chevy Tahoe, Chevy Suburban, Ford Expedition, etc...

Type	Mileage Rate	Daily Rate	How To Hire
Light Utility (up to 6299 GVW)	\$0.48	\$338	Operator: Contractor (wet) Supplies: Contractor (wet)
1/2 Ton (6300-6900 GVW)	\$0.48	\$367	
3/4 Ton (6901-9700 GVW)	\$0.48	\$371	

#### **46. PICKUPS, 4X2**

Compact: Toyota Tacoma, Chevy S-10, Ford Ranger, etc...

Full Size (1/2 T): Chevy & GMC 1500/C10/K10, Ford 150, Dodge 1500

Full Size (3/4 T): Chevy & GMC 2500/C20/K20, Ford 250, Dodge 2500

Full Size (1T): Chevy & GMC 3500/C30/K30, Ford 350, Dodge 3500

Type	Mileage Rate	Daily Rate	How To Hire
Compact (up to 6299 GVW)	\$0.48	\$331	Operator: Contractor (wet) Supplies: Contractor (wet)
1/2 Ton (6300-6900 GVW)	\$0.48	\$359	
3/4 Ton (6901-9700 GVW)	\$0.48	\$364	
1 Ton (over 9701 GVW)	\$0.48	\$372	

#### **47. PICKUPS, 4X4**

Compact: Toyota Tacoma, Chevy S-10, Ford Ranger, etc...

Full Size (1/2 T): Chevy & GMC 1500/C10/K10, Ford 150, Dodge 1500

Full Size (3/4 T): Chevy & GMC 2500/C20/K20, Ford 250, Dodge 2500

Full Size (1T): Chevy & GMC 3500/C30/K30, Ford 350, Dodge 3500

Type	Mileage Rate	Daily Rate	How To Hire
Compact (up to 6299 GVW)	\$0.48	\$338	Operator: Contractor (wet) Supplies: Contractor (wet)
½ Ton (6300-6900 GVW)	\$0.48	\$367	
¾ Ton (6901-9700 GVW)	\$0.48	\$371	
1 Ton (over 9701 GVW)	\$0.48	\$383	

#### 48. 4X2 and 4X4 STAKESIDE/STOCK TRUCKS

Full Size (3/4 T): Chevy & GMC 2500/C20/K20, Ford 250, Dodge 2500

Full Size (1T): Chevy & GMC 3500/C30/K30, Ford 350, Dodge 3500

Type	Mileage Rate	Daily Rate	How To Hire
¾ Ton (7001-9700 GVW) 9' platform & up	\$0.48	\$371	Operator: Contractor (wet) Supplies: Contractor (wet)
1 Ton (9701-12000 GVW) 12' platform & up	\$0.48	\$383	
1.5 Ton (12001-14500 GVW) 12' platform & up	\$0.54	\$534	
2 Ton (14501- 22000 GVW) 12' platform & up	\$0.60	\$539	
3 Ton (22001-25000 GVW) 12' platform & up	\$0.75	\$553	

Trucks larger than 22,000 GVW will be rated under the transport category.

#### 49. 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>.

#### 50. 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>.

#### 51. 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>.

### UNIQUE ITEMS

#### 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 and the contractor's dispatch center 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.

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## 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



10. Parts and Accessories (Continued)

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

## Great Basin Contracting Officers For Equipment Solicitations

Equipment	Agency	GACC	CO	CO Location	Contact Info
Support/ Tactical Water Tender	FS	Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Heavy Equipment/ Transport	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5404 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Engine	FS	Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Fallers	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Refrigerated Truck/Trailer	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Mechanic w/Service Truck	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Clerical Support Unit GIS Trailers Communication Trailers Helicopter Support Trailer (HOS)	FS	NIFC	Jason Brandt	FS-Boise	208-387-5231 <a href="mailto:jbrandt@fs.fed.us">jbrandt@fs.fed.us</a>
Potable/Gray Water & Trailer Mounted Hand Wash Station	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Crew Carrier Buses	FS	NIFC	Melinda Draper	FS-Boise	208-387-5610 <a href="mailto:mgdraper@fs.fed.us">mgdraper@fs.fed.us</a>
Fuel Tenders	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Weed Washing Unit	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Skidgens/ Pumper Cats	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>

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**Reference Library**

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

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

<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://gacc.nifc.gov/egbc/business.php>

Description: Eastern Great Basin geographic area site

<http://gacc.nifc.gov/wgbc/administrative/finance/finance.htm>

Description: Western Great Basin Coordination Center geographic area site

<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

<http://www.gsa.gov/portal/content/104999>

Description: Rental Supplemental Vehicle Program (RSVP)