

Great Basin Standard Operating Guide
for
Contracted Equipment

Updated 2/04/2013

Introduction

This guide is intended for use by dispatchers, procurement personnel and IMT's. The guide will supplement Regional Mobilization Guides and serve as a quick reference for dispatch and incident personnel to mobilize and manage contract equipment.

The guide is broken out into sections dealing with mobilization, priority dispatching, equipment typing and some contract specifications.

Incident contracted equipment falls into three different categories:

- Competitive Incident Blanket Purchase Agreements – SF-1449 (IBPA)

IBPAs may be competitive agreements awarded as required by the National Solicitation Plan¹. Dispatch Priority Lists (DPL) will be generated for each category and type of equipment. Priority dispatch procedures will be discussed further in this document.

- Non-competitive Pre-Season Emergency Equipment Rental Agreements or I-BPAs

Non-competitive EERA's issued on OF 294's that remain current may be utilized until their expiration date. As equipment is solicited from the National Solicitation Plan through VIPR that category of equipment agreements issued on EERAs will be cancelled. New non-competitive agreements will be issued on IBPA's, SF-1449 and the National Standard Templates, if available, shall be used for the preseason sign-up of equipment. Non-competitive IBPA's may be posted on Dispatch lists and mobilized in any order. A consistent method of ordering should be established at the local level.

- Incident Only Emergency Equipment Rental Agreements (EERA's OF-294)

Incident Only EERAs may be utilized to sign up equipment at the incident that is not available through a preseason agreement (either competitive or noncompetitive). The EERA's are valid only for the duration of that particular incident and shall not be reassigned without validating that other IBPA equipment is not available, then a new Incident Only agreement must be written.

¹ Available on the web at the National Incident Procurement website

Web Based VIPR and Equipment Information

National AQM Incident Procurement Website

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

This is the primary site for information regarding Acquisition Management, IBPAs and National Standard Templates. Below is brief listing of the major components of this site and the most frequently requested information:

- Vendor information about contracting with the government.
<http://www.fs.fed.us/business/incident/keyLinks.php>
- National Solicitation Templates for each category of equipment, competed and non-competed. <http://www.fs.fed.us/business/incident/solicitations.php>
- National Solicitation Plan for competitive solicitations.
<http://www.fs.fed.us/business/incident/static/National%20Solicitation%20Plan%20for%20I-BPAs,%20revised%20December%203,%202013.pdf>
- Key contact personnel in the WO and each Region.
<http://www.fs.fed.us/business/incident/contacts.php>
- Vendor agreements search by vendor or agreement number..
<http://www.fs.fed.us/business/incident/vipragreements.php>
- Dispatch Priority Lists generated by VIPR.
<http://www.fs.fed.us/business/incident/dispatch.php>
- Links to many other sites with Incident Procurement information.

Great Basin Coordination Centers Websites

<http://gacc.nifc.gov/wgbc/>

<http://gacc.nifc.gov/egbc/>

Region Four Incident Procurement and Interagency Incident Business Management information can be found at these web sites under the following links:

Equipment/Supplies

- VIPR Dispatch Priority Lists
- Heavy Equipment Priority Lists (non-VIPR)
- VIPR preseason agreements (VIPR web site where you can obtain a copy of vendors agreement)
- USFS AQM Incident Procurement
- Equipment inspection forms

Incident Business Management

- Great Basin Incident Business Management supplements
- Work Rest guidelines
- Incident operations driving standards

Mobilizing IBPA Equipment Utilizing Dispatch Priority Lists (DPL)

The following equipment has been solicited and awarded IBPA's: **Orders for these categories of equipment must be placed utilizing Dispatch Priority Lists.**

Support Water Tender – Types 1-3	Engine – Types 3, 4, 5 & 6
Single Faller	Faller Module (2 fallers)
Mechanics w/Service Truck	Clerical Units
Refrigerated Trailer – Types 1-3	Fuel Tender
Tactical Water Tenders – Type 1-2	GIS Unit – Types 1 & 2
Trailer Mounted Hand Washing Station	Potable Water Truck – Types 1-3
Gray Water Truck – Types 1-3	Communications Trailers
Helibase Trailer	Crew Carrier Bus
Heavy Equipment & Transport (BLM non-VIPR)	Weed Washing Units – Types 1
Handwashing Station	Skidders, Skidgens & Pumper Cats

DPL's have been generated for each of these types of equipment. These DPL's are automatically populated to the website below. DPL's for each dispatch center are available from a drop down menu listed by each centers 4 letter designator or through Eastern/Western Coordination Centers web sites.

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

Ordering of the above resource types not on a DPL may occur **ONLY** for Initial Attack, or the units DPL's are exhausted or vendors cannot meet the date and time needed. These resources may then be hired on Incident Only Emergency Equipment Rental Agreements (EERA's OF 294).

DPL's may have special attributes listed for each type of equipment. If an attribute is not listed on the DPL then dispatchers must follow the priority listings. Dispatchers may only deviate from the DPL's and skip down the priority lists when orders include attributes for that equipment listed on the DPL. Example: engines that have special attributes are requested such as CAFS or All Wheel Drive. When resource requests for engines are received requiring special attributes, the dispatcher shall order the first engine from the DPL that meets the criteria. After a resource ordered from DPL's returns from assignment and are available, they will return to their original position on the DPL.

Fire Orders - When dispatching Planned-Need Equipment such as for a large incident, the Dispatch Center will use the DPL's for their unit. During planned-need dispatches, when the available resources within a dispatch zone are exhausted, order resources through normal dispatch procedures including ordering from neighboring centers. Before orders are accepted by any priority dispatch contractor, the **specific** piece of equipment or person

on the priority dispatch list ordered (by VIN, serial number or name) must be able to meet the date and time requirements established by the incident. If that specific piece of equipment or person is not available or cannot meet the date and time needed, the dispatcher will document that and move down the list to the next available resource on the DPL.

When dispatches are being made, if the Contractor cannot be reached, the dispatcher shall follow normal dispatching procedures just as they would for any resource that they cannot contact. If date and time is critical and there is no answer, dispatchers shall document their call and move down the list to the next available vendor. Not responding to a call does not remove a Contractor from the DPL. Repeated non-responsiveness shall be brought to the attention of the CO and may be grounds for contract action.
Dispatchers must carefully document all of these calls and actions.

Demobing of Equipment

Demob priorities shall be established by the IC. Equipment that has been hired under the competitive solicitation process, as opposed to “Incident Only” agreements, should be considered when establishing demob priorities.

Examples of when Contracting Officer or Contracting Officers Representative should be notified of Contractor issues:

- Equipment fails inspection, is non-compliant or unsatisfactory performance evaluation.
- Claims by Contractor that are not resolved at the incident.
- Contractor Personnel Issues (qualifications, no valid driver’s license or med card, inappropriate behavior, inner crew personnel issues, hostile attitude or work environment)
- Vehicle or personnel accidents or injuries.
- Contractor does not meet date and time as identified on resource order. (excessive travel time) Repeatedly unavailable.
- Vendor sends wrong equipment as ordered on resource order.
- Equipment breaks down on incident and cannot be repaired.
- DPL issues.
- Any time contract interpretation is needed or suggested changes in contract specifications.

- Underage contractor employee (under 18 years old)
- Clarification of shift lengths, R&R or length of assignment.
- Questions about invoicing.
- Demobed for cause. (not following directions, performance etc.)
- Inappropriate use of drugs or alcohol.
- Any issues that cannot be resolved or that need to be elevated.

Document, document, document then forward to appropriate CO/COR immediately so issue can be resolved in a timely manner. Any form of documentation is ok, handwritten, email, daily diary, unit log. Without proper documentation there may be little or no recourse for legally taking action against a contractor. Complete performance evaluations and submit to original CO on the agreement. This is another mandatory element that is the responsibility of the user unit.

IBPA Competitive Equipment Information

The following is a brief listing of the most frequently needed information on each equipment category that has been competitively solicited and is subject to priority dispatching. For a complete listing of requirements and specifications all solicitations are available on the National Incident Procurement Website.

Clerical Support Unit (Copy Service)

(Sue Huston R-2/4 FS, Contracting Officer)

Typing

- None

Dispatch Ordering From DPL by

- VIN/Equipment ID

Ordering Attributes – N/A

Equipment Requirements

- Fully self-contained w/generator and all operating supplies

Fireline Personal Protective Equipment – N/A

Method of Hire

- Daily Rate plus cost of copies and other services
- Mob and Demob mileage rate

Crew Carrier Bus

(Melinda Draper FS National Contracting Officer)

Typing

- None

Dispatch Ordering from DPL by

- VIN/Unit ID#

Ordering Attributes

- None

Equipment Requirements

- 120 cubic feet storage area for FFTR gear maintaining DOT emergency exit openings.
- DOT approved outside storage area for hazardous materials (chain saws, saw gas, fuses)
- DOT Operating Authority (\$5 m insurance)

Fireline Personal Protective Equipment – Contractor Provided**Staffing & Personnel Requirements**

- Annual Fire Refresher Training (must carry certification card)
- 1 skilled CDL operator w/med card

Method of Hire

- Mileage or Minimum Daily Guarantee whichever is greater.

Faller

(Sue Huston R-2/4 FS, Contracting Officer)

Typing

- Single Faller (1 faller w/ all equipment and vehicle)
- Faller Module (2 fallers w/ all equipment and vehicle)

Dispatch Ordering from DPL by

- Single Faller is ordered by name from the DPL
- Faller Module is ordered by Company. The company will provide the dispatcher the names of the 2 fallers filling the order. Names must be on list and documented on the resource order.

Ordering Attributes

- None

Staffing & Personnel Requirements

- Annual Fire Refresher Training (must carry certification card)

Fireline Personal Protective Equipment – Contractor Provided**Method of Hire**

- Daily Rate

Fuel Tender

(Kim Luft R-2/4 FS Contracting officer)

Typing

- Type 1- 3501 + gallons
- Type 2- 2501 – 3500 gallons
- Type 3- 500 – 2500 gallons

Dispatch Ordering from DPL by

- VIN/SN

Ordering Attributes

- N/A

Equipment Requirements

- Spill containment kit applicable to mobile fuel dispensing vehicles
- Diesel and unleaded fuel
- Proof of current yearly VK leak test
- Proof of Internal and Pressure (I&P) test within 5 years
- Emergency shutoff valves painted red
- No leaking fuel
- Accept all major credit cards and provide receipts

Fireline Personal Protective Equipment N/A

Staffing & Personnel Requirements

- 1 skilled operator
- **Method of Hire**
- Dailey Rate

GIS Units

(Shane Lavalley FS, National Contracting Officer)

Typing

- Type 1
- Type 2
- Type 3

Dispatch Ordering from DPL by

- VIN/Equipment ID
- Type

Ordering Attributes

- None

Equipment Requirements

- T 1 – Four (4) computer work stations w/operating system
 - Work space for 6 personnel
- T 2 – Two (2) computer work stations w/operating system
 - Work space for 4 personnel
- T 3 – No computer operating system
 - Printer/plotter
 - Work space for 5 personnel

Fireline Personal Protective Equipment – N/A

Method of Hire

- Daily rate for the unit
- Additional daily rate for GIS personnel if ordered
- Optional Satellite Internet paid separately

Gray Water Truck

(Kim Luft R-2/4 FS, Contracting Officer)

Typing

- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon

- Type 3 – 1000-2499 gallon
- Type 4 – 400-999 gallon
-

Order by

- VIN/Equipment ID

Ordering Attributes

- None

Equipment Requirements

- Must have county permit from the county/state of residence
- May be either vacuum or centrifugal pump
- Must be free of leaks and have sealed system.
- Government provides disposal site

Fireline Personal Protective Equipment – N/A

Method of Hire

- Daily rate
- Government pays dump fees

Heavy Equipment (Dozer)

(R-4 BLM, Nikki Bachman Contracting Officer, Non-VIPR)

Typing

- Type 1 – 200 + HP
- Type 2 – 100-199 HP
- Type 3 – 50-99 HP

Dispatch Ordering from DPL by

- Typing

Ordering Attributes

- Grapple
- Rippers
- Winch
- Low Ground Pressure

Equipment Requirements

- Dozer contractor required to provide transport
- All original factory guards in place
- Must have cab screened on three sides (OSHA requirements)
- Underbody protection (belly pan, rock guards)
- Lighting (2 forward, 2 rear)
- Back up Alarm

Fireline Personal Protective Equipment – Contractor Provided

Staffing & Personnel Requirements

- Annual Fire Refresher Training (must carry certification card)

Method of Hire (Dozer)

- Daily rate

Method of Hire – (Transport)

- No separate E# for the transport (included with Dozer). Document on shift ticket

- Pilot cars and all permits are the vendor's responsibility.

Heavy Equipment (Excavators)

(R4 BLM, Nikki Bachman Contracting Officer, (Non-VIPR)

Typing

- Type 1 – 156 + HP
- Type 2 – 111-155 HP
- Type 3 – 81-110 HP
- Type 4 – 60-80 HP

Dispatch Ordering from DPL by

- Type

Ordering Attributes

- Clamshell or bucket
- Dozer type – up/down Blade
- Steep Ground (self-leveling cab)

Equipment Requirements

- Excavator contractor required to provide transport
- Standard Bucket w/Thumb or Clamshell Bucket
- Lighting (2 forward)
- Steel Tracks

Fireline Personal Protective Equipment – Contractor Provided

Staffing & Personnel Requirements

- Annual Fire Refresher Training (must carry certification card)

Method of Hire – (Excavator)

- Daily rate

Method of Hire – (Transport)

- No separate E# for the transport (included with excavator). Document on shift ticket
- Pilot cars and all permits are the vendor's responsibility.

Heavy Equipment (Transports) (Stand Alone)

(R-4 BLM, Nikki Bachman Contracting Officer, Non-VIPR)

Typing

- Type 1 – >70,000 lbs carrying capacity

Dispatch Ordering from DPL by

- Typing

Ordering Attributes

- N/A

Equipment Requirements

- Must have carrier and cargo insurance coverage for the value of the equipment being hauled.
- Pilot cars and all permits are the vendors responsibility.

Fireline Personal Protective Equipment – Contractor Provided

Staffing & Personnel Requirements

- Annual Fire Refresher Training (must carry certification card)

Method of Hire

- Mileage or Minimum Daily Guarantee whichever is greater.

Helicopter Support Trailer

(Sue Huston R-2/4 Contracting Officer)

Typing

- None

Dispatch Ordering from DPL by

- VIN/SN

Ordering Attributes

- N/A

Equipment Requirements

- 10,000 KVA Generator w/battery backup
- VHF/UHF Base Stations
- 2 each hand held AM & FM radios
- Telephone/Internet Service (optional)
- Minimum 3 work stations

Fireline Personal Protective Equipment – None

Staffing & Personnel Requirements

- CDL if required
- All operators must be capable of operating equipment up to manufactures limitations

Method of Hire

- Daily rate
- Satellite phone charges paid by minutes used (optional)

Mechanic w/ Service Truck

(Kim Luft R-2/4 FS, Contracting Officer)

Typing

- Type 1 – Heavy Equipment (Dozer, Excavator, etc.)
- Type 2 – Automotive, Light and Heavy Truck

Dispatch Ordering From DPL by

- Mechanic Name

Ordering Attributes

- None

Staffing & Personnel Requirements

- One mechanic
- Annual Fire Refresher Training (must carry certification card)

Fireline Personal Protective Equipment – Contractor Provided

Method of Hire

- Daily Rate

Potable Water Truck

(Kim Luft R-2/4 FS, Contracting Officer)

Typing

- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon
- Type 3 – 1000-2499 gallon
- Type 4 – 400-999 gallon

Dispatch Ordering From DPL by

- Type

Ordering Attributes

- None

Equipment Requirements

- Must have applicable State or Health Department license
- NWCG Potable Water Regulations apply
- Government identifies potable water source
- Arrives empty for inspection unless ordered otherwise
- Contractor must have a bacteriological sample into a certified lab within 2 working days of arriving at the incident

Fireline Personal Protective Equipment – N/A

Staffing & Personnel Requirements

- One Operator

Method of Hire

- Daily, Weekly, Monthly rate on each item

Portable Toilets and Portable Handwash Units

Local Hire, Pay on Commercial invoice.

Refrigerated Trailer Unit

(Kim Luft R-2/4 Contracting Officer)

Typing

- Type 1 – >43 ft
- Type 2 – 29-43 ft.
- Type 3 – 20-29 ft.

Dispatch Ordering From DPL by

- Type
- Unique Resource Descriptor

Ordering Attributes

- None

Equipment Requirements

- Must provide one set of OSHA compliant stairs

Fireline Personal Protective Equipment – N/A

Staffing & Personnel Requirements - None

Method of Hire

- Daily, Weekly, Monthly Rate
- Mob and Demob mileage rate

Support Water Tender

(Sue Huston R-2/4 FS, Contracting Officer)

Typing

- Type 1 – 4000 gallon +
- Type 2 - 2500- 3999 + gallon
- Type 3 – 1000-2499 gallon

Dispatch Ordering From DPL by

- Type
- VIN/Equipment ID

Ordering Attributes

- All-Wheel Drive

Equipment Requirements

- One radio (Handheld or Mobile)
- Minimum inventory as identified in specs

Fireline Personal protective Equipment – Contractor provided

Staffing & Personnel Requirement

- 1 operator
- annual fireline refresher

Method of Hire

- Daily

Tactical Water Tenders

(Sue Huston R-2/4 FS, Contracting Officer)

Typing

- Type 1 – 2000 – gallons +
- Type 2– 1000 – 1999 gallons

Ordering Attributes

- Monitor
- All Wheel Drive

Equipment Requirements

- One Handheld radio
- Minimum inventory as defined in specs.
- Spray bar

Fireline Personal protective Equipment – Contractor provided

Staffing and Personnel Requirements

Personnel	Position	Type
1 ea.	Fire Fighter 1 (FFT1)	All Types
1 ea.	Fire Fighter 2 (FFT2)	All Types

Method of Hire

- Daily

Tents and Canopies

Local Hire, Pay on Commercial invoice.

Trailer Mounted Handwash Stations

(Kim Luft R-2/4 FS, Contracting Officer)

Typing

- None

Dispatch Ordering From DPL by

- Serial Number/Equipment ID

Ordering Attributes

- None

Equipment Requirements

- 8 sink minimum
- Fully self-contained, hot and cold water, potable and gray water storage
- Government provides potable water and gray water removal
- Contractor maintains unit in a clean and sanitary manor.
- NWCG Potable Water Regulations apply

Fireline Personal Protective Equipment – N/A

Method of Hire

- Daily, Weekly, Monthly Rate
- Mob and Demob mileage rate

Weed Washing Unit

(Sue Huston R-2/4 FS Contracting officer)

Typing

- Type 1- Self Contained w/recycling water system

Dispatch Ordering from DPL by

- VIN/SN

Ordering Attributes

- N/A

Equipment Requirements

- Government provides wash water to site and removes waste water
- Contractor shall capture, package solid waste (50# or less)
- Contractor provided wash/waste water storage
- Type 1- Self Contained to operate for 2 hrs, recycle and filter waste water to 100 microns
- 2 Contractor proved work lights

Fireline Personal Protective Equipment – None

Staffing & Personnel Requirements

- 2 skilled operators

Method of Hire

- Daily rate

Wildland Fire Engines

(Sue Huston R-2/4 FS, Contracting Officer)

Typing

- Type 3 – 500- 1500 gallon
- Type 4 – 750- 1500 gallon
- Type 5 – 400 – 749 gallon
- Type 6 - 150 – 399 gallon (4x4)

Dispatch Ordering from DPL by

- VIN

Ordering Attributes

- All-Wheel Drive (4x4)
- CAFS

Equipment Requirements

- Two radio's, one of which is handheld
- Minimum inventory as defined in specs.
- Foam proportioner
- Chain Saw

Fireline Personal Protective Equipment – Contractor Provided

Staffing & Personnel Requirements

All wildland fire engine(s), shall consist of a crew of three (3) to include:

Personnel	Position	Engine Types
1 ea	Single Resource Boss Engine (ENGB)	All Types
2 ea	Firefighter Types 1 or 2 (FFT1 or FFT2)	All Types

- Must carry contractor issued qualifications card and government issued photo identification.
- Must meet NWCG 310-1 qualifications

Method of Hire

- Daily Rate