



File Code: 6320-1

Date: February 12, 2019

Route To:

Subject: New Vendor Handout for Forest Service Region 1 Source List Vendors

****If you submitted your company and equipment information in 2016, 2017, and/or 2018 you will not need to resubmit, your equipment is still on the source list. However, you will need to ensure that you update your SAM account annually****

The Forest Service often hires equipment to aid with fire and other incident support. This handout is a brief summary of the procedures and basic requirements to sign up for this type of work. In Region 1, we usually have a need for some vendor support every summer, but there is no way to predict the amount of activity or the level of support we will need, and there is no guarantee that there will be a need for these types of services, or that you will receive an order or incident only agreement.

Most of our incident support agreements are competed and awarded preseason on a 3 year basis through VIPR or similar procurement programs. Please see the list of the equipment below that has been solicited and awarded preseason by the Forest Service, Bureau of Land Management, National Park Service, and Montana Department of Natural Resources and Conservation. The vendors and equipment that are competed and awarded preseason listed below have priority for incident assignments.

If you have equipment that is on the list below but do **NOT** have a current awarded VIPR or preseason competed agreement, you may use this process to sign up on the Forest Service Region 1 source list. This is a **secondary** list and only used if ALL awarded VIPR and preseason competed equipment has been exhausted. Pricing structure and equipment specifications will be based on National Wildfire Coordinating Group (NWCG) Interagency Incident Business Management Handbook, Northern Rockies Coordinating Group Chapter 20 Supplement:

https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_2018_Chapter20.pdf

Preseason Competed Equipment/Services		
<ul style="list-style-type: none"> Water Handling (Engine & Tender) Heavy Equipment w/ Water (Skidgines, Soft Tracks, Pumper Cats) Rental Vehicles Toilets and Handwashing Stations Ambulance /EMT/Paramedics 	<ul style="list-style-type: none"> Weed Washing Units Heavy Equipment (Dozers, Excavators, Feller Bunchers, Skidders, Graders, Transports) Professional Fallers Fuel Tenders Type 3 Caterer Short School Bus 	<ul style="list-style-type: none"> Potable / Gray Water Trucks Trailer Mounted Handwash Stations Bus-Crew Carrier Helicopter Support Trailer Mechanic with Service Truck Chippers/Masticators

Information on the above VIPR, preseason competed agreements, and opportunities to compete for Northern Rockies Solicitations can be found on the NRCG website:

https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/agree-contract/agree-contract.htm

Source List Equipment: Below is a list of *some* of the standard resources we seek to have on the source list:

Source List Resources		
ATV/UTV	Boats	Mule/Horse Pack String
Office Equip. (Copy/Fax Machine)	Dumptruck	Skidsteer/Forklift
Road Guards/Traffic Control	Light Towers/Generators	Office Trailers
Helicopter Dip Tanks	Misc. Heavy Equipment (Logging)	Heaters/AC Units
Vehicles with Driver	Mobile Sleeping Units	Satellite Phone Service

Source list equipment will be required to pass an inspection at the time of hire. Please see the above NWCG Interagency Incident Business Handbook, Northern Rockies Coordinating Group Chapter 20 Supplement for equipment specifications.



Source List Procedure Overview:

- Agreements are done as EERA's (Emergency Equipment Rental Agreements) or commercial item/services agreements at the time of the order and are NOT signed pre-season
- Ordering protocol is based on closest vendor, equipment attributes needed, and price.
- A new EERA will be issued and agreement number is assigned each time your equipment is ordered.
- Each EERA will require a signature by both a Government procurement official and a representative from your company.

Requirements to have your equipment available on the Forest Service Region 1 Source List:

- **Dun and Bradstreet (DUNS) Registration** - <http://www.dnb.com> or 1-866-705-5711
- **System for Award Management (SAM) Registration** - (This has replaced CCR & ORCA)
 - Use this link: <https://www.sam.gov> there is NO charge to register in SAM, but be aware there are companies out there asking for money to register you. Use the link above as it is the correct link and will NOT charge you.
 - If you are currently registered in SAM, please ensure your account is updated annually.
 - For assistance with the SAM Registration process or account updates, please contact your local Procurement Technical Assistance Center:
 - Montana - <http://www.montanaptac.org/>
 - Idaho - <https://idahosbdc.org/specialized-services/government-contracting-ptac/>
 - North Dakota - <http://ndptac.org/services.cfm>
- **TRAINING**
 - All operators who will be **staying in fire camp and/or going to the fireline** will be required to attend an annual **RT-130 Standards for Survival/Annual Fireline Safety Refresher** training and provide proof of their completion of this course. For 2019, you must attend a course from an approved training provider.
 - All heavy equipment and support water tender operators are required to have completed an annual light physical fitness test (walk 1 mile in 16 minutes or less).
 - See the document "Approved MOU Training Providers" on the following site:
https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/agree-contract/training_mou/Providers.pdf
There are many helpful links and helpful handouts on the NRCG website.
https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/agree-contract/agree-contract.htm

After completing ALL the steps above please return the following to Jeffrey Gardner (Info below):

- Attachment # 1 with ALL of your company information
- Attachment # 2 Please provide a separate sheet for EACH piece of equipment
- Please return Attachment #1 and #2 with your company and equipment information to the address below by **April 19, 2019** to ensure that your equipment will be posted to the source list prior to the 2019 fire season.

Once we receive your request we will enter your company and equipment information into the Source List Database. If you receive an incident order, you will be required to sign an EERA or a commercial item/services agreement with a Government Contracting Officer. You will need to have a signed agreement and the Resource Order you receive from dispatch when you arrive for inspection at the inspection site.

All correspondence and questions should to be directed to:

Attn: Region 1 Source List
Region 1 Aerial Fire Depot
5765 W. Broadway
Missoula, MT 59808
Email: r1sourcelist@fs.fed.us

Sincerely,

/s/ **Jeffrey Gardner**

Jeffrey Gardner
Contract Specialist - Fire
Northern Region (R1) Regional Office

ATTACHMENT #1
INFORMATION REQUIRED TO COMPLETE FIRE SOURCE LIST

Name of Business or Individual Name:

Mailing Address:

TYPE OF BUSINESS

Small: Large: Women Owned: Veteran Owned: HUBZone: Service Disabled Veteran Owned:

E-Mail (Required): _____

DUNS Number: _____

SAM Registration (*System for Award Management*):

YES NO

RT-130/Annual Fireline Safety Refresher: (*If equipment is operated, This is required for EACH operator*)

YES NO NA (*NA if Unoperated Equipment*)

Light Physical Fitness Test Completion (*Heavy Equipment and Support Water Tender Operators*):

YES NO

Telephone Numbers:

(Daytime Hours) _____

(After Hours) _____

(Alternate Contact) _____

(Fax) _____

ATTACHMENT #2

EQUIPMENT

(Attach a separate sheet for each piece of equipment)

Instructions: Please complete all blocks applicable to your equipment. Describe one piece of equipment per document and reproduce as necessary.

Name of Business or Individual Name: _____

Type of Equipment: _____
(Forklift, Pickup, Heater, etc.)

Make, Model and Year: _____
(Ford, F-250, 1998)

GVW and Drive wheels: _____
(3/4 ton, 4 wheel drive)

State License Number: _____
(MT 0 - A 12345)

Serial/VIN Number: _____
(1234567890)

Flywheel Horsepower: _____
(For heavy equipment)

Equipment Specification and/or Additional Equipment Information:
(Provide all information regarding the equipment and particular specification we may need to know)

RETURN TO:
Attn: Region 1 Source List
Region 1 Aerial Fire Depot
5765 W. Broadway
Missoula, MT 59808
Email: r1sourcelist@fs.fed.us