



Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

This document provides direction for the Rocky Mountain Geographic Area and supplements the Interagency Incident Business Management Handbook, PMS 902.

CHAPTER 20 – ACQUISITION

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DELEGATIONS 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 90% VIPR rates and 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 Rocky Mountain/Great Basin Geographic Area standards. National Standards can be found here:

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

Contracting with agency employees for use of their equipment or services is 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.

DEFINITIONS

1 **DEFINITIONS**
2
3 1. Double Operator/Crew Rate. Equipment is staffed with two operators or two crews
4 (one per shift). The double shift rate will apply any calendar day the equipment was under hire,
5 including travel. There will be no compensation for a double shift unless a separate operator(s)
6 and or crew(s) is/are ordered in writing for the second shift,
7

8 2. Dry. The government furnishes all operating supplies after the equipment arrives at
9 the incident.
10

11 3. Emergency Equipment Rental Agreement (EERA). Used for incident only sign-up of
12 equipment utilizing the OF-294 form.
13

14 4. Fully Operated Rate. Fully operated rates set forth in this supplement are based on
15 estimated increases of Service Contract Act (SCA) wages. Contractors are required to meet the
16 prevailing SCA wage determination for the period. Equipment can be hired “wet” or “dry”.
17

18 5. Incident Blanket Purchase Agreement (I-BPA). Preseason Agreements for incident
19 support utilizing the SF-1449 form. This will replace the EERA for preseason sign-up of
20 equipment.
21

22 6. Local Resource. Those resources that are located within the response area for which a
23 dispatch center is responsible.
24

25 7. Normal Wear and Tear. Equipment use on an incident may include conditions which
26 are harsher than non-incident use of the same equipment. Normal wear and tear is determined by
27 the incident Procurement Unit Leader, Contracting Officer, or Successor Contracting Officer
28 who originally signed the I-BPA/EERA based on the circumstances surrounding any alleged
29 damage.
30

31 Normal wear and tear may or may not include:
32

- 33 a. Hoses that burst due to excessive pressure (PSI), old age, or deterioration of
34 material during use.
35
- 36 b. Brush scratches on the body of the vehicle.
37
- 38 c. Punctures, tears, blisters, or destruction of tires and/or sidewalls due to rocks or
39 sticks normal to the working environment.
40
- 41 d. It is anticipated that there will be wear on the paint on the inner and outer
42 surfaces of the vehicle, top, sides, rails, and tailgate. There may also be chips
43 from flying rocks and minor bumps and dents on both the sheet metal and the
44 bumpers.
45
- 46 e. Clogged air filters and oil filters from dust during off highway driving.

1 f. Damage or failure of shocks, brakes or power train (steering linkage and
2 suspension) by either fatigue or part failure due to age, manufacturer defect or
3 operator. Power train includes engine, clutch, transmission, transfer case,
4 driveline, front and rear differentials, axles, wheels, and bearings.

5 8. Operating Supplies. As noted on the agreement, operating supplies are provided
6 either by the government or the contractor. When it is the government's responsibility to provide
7 these supplies, but the contractor supplies them, reimbursement shall be made by the
8 government. Use Block 27, Emergency Equipment Use Invoice (OF-286) to make this
9 reimbursement. When the reverse is true and the government provides supplies that should be
10 furnished by the contractor, a deduction for the value of the supplies shall be taken in Block 26
11 of the invoice. Documentation of reimbursements and deductions shall be attached to the OF-
12 286.

13
14 9. Repair Rate. Pursuant to Clause 4 of the General Provisions of the Emergency
15 Equipment Rental Agreement. The rate to be assessed for government-provided repairs shall be
16 actual cost for parts and labor will be assessed at \$90/hour.

17
18 10. Single Operator/Daily Rate. Equipment is staffed with one operator or crew. A
19 normal shift is 12-16 hours long.

20
21 11. Standard Rate. The rates established within this supplement are the standard rates
22 throughout the Rocky Mountain/Great Basin Geographic Areas.

23
24 12. Un-operated Rate. The un-operated rates are based on a government-provided
25 operator.

26
27 13. Virtual Incident Procurement (VIPR). A web-based incident procurement tool
28 managed by the Forest Service to create I-BPAs for interagency use.

29
30 14. Wet. The contractor furnishes all operating supplies.

31
32 15. Work Rates. For equipment not shown in this supplement, the rates shall be
33 negotiated taking into consideration wages (if hired fully operated), depreciation, taxes, storage,
34 insurance, overhead, and profit. Local customary rates shall also be considered.

35 36 **INCIDENT AGENCY SERVICE AND SUPPLY PLAN**

37
38 1. Incident Blanket Purchase Agreements/Emergency Equipment Rental Agreements.
39 The Rocky Mountain and Great Basin Incident Business Committees shall develop and issue a
40 schedule of standard rates for informal emergency equipment and vehicles as necessary. Use
41 standard rates for equipment that is not issued as a contract under negotiated procedures.

42 43 **SOURCES OF SUPPLY**

44
45 Use of agency and cooperator equipment shall be considered prior to ordering contract resources
46 (priority to competed contracted resources), allowing for best value. National contract resources

1 shall be utilized when the minimum requirements are met. The following national contracts are
2 established for interagency use. These sources are mandatory for federal wildland firefighting
3 agencies but are available for use by states and other federal agencies. See the National
4 Interagency Mobilization Guide for ordering procedures. Contracts are available electronically at
5 www.fs.fed.us/fire/contracting.

- 6 1. Airtanker services
- 7 2. Type I and Type II helicopter services
- 8 3. Aircraft services for transport and smokejumper transport
- 9 4. Portable retardant base equipment rental
- 10 5. Bulk retardant
- 11 6. Mobile Food and Shower Services. The administration of mobile food and shower

12 contracts is the joint responsibility of the USDA-FS-NIFC Contracting Unit and the using
13 agency. The incident Logistics Section Chief is designated in the contract as the Contracting
14 Officer's Representative (COR) and as such, is authorized and responsible to administer the
15 contract. The incident agency or IMT should order a certified Contracting Officer's Technical
16 Representative (COTR) concurrently with the resource order for the food or shower unit. The
17 COTR assists the Logistics Section Chief with contract administration duties.

18
19 The Local and National Interagency Fire Caches provide a wide variety of equipment at
20 significant cost savings to the incident. For a listing of cache-provided equipment see
21 <http://www.nwcg.gov/pms/pubs/catalog.htm> and contact the host agency for cache contact and
22 ordering information. Common cache equipment examples include:

- 23 • Tables & Chairs
- 24 • Incident Team Kits
- 25 • Signs
- 26 • Batteries
- 27 • Plotters
- 28 • First Aid Stations & Kits
- 29 • Various Hoses, Nozzles, Valves & Couplings
- 30 • 2-Cycle & Bar and Chain Oil
- 31 • Office Supplies
- 32 • Gas & Propane Tanks

33
34 Give first priority to businesses within the local communities near the incident as a source for
35 open market commercial purchases.

36 37 **ACQUISITION METHODS**

38 39 **Government Charge Cards and Convenience Checks**

40
41 Government charge card holders and convenience check writers are responsible for maintaining
42 proper records of purchases and adhering to incident agency policy. Government charge cards
43 and convenience checks should not be used for processing Incident Blanket Purchase Agreement
44 (I-BPA) or Emergency Equipment Rental Agreement (EERA) payments. Exceptions may apply;
45 see Agency Policy for guidance on exceptions.

1 Commercial Invoice. Upon receipt of a commercial invoice from the vendor, payment should be
2 made using a Purchase Card or Convenience Check. Use Invoices should not be created when a
3 commercial invoice is the billing method in order to mitigate a potential duplication of payment.
4 The following are required for payment: resource order, shift ticket, vendor name/address, date
5 and time hired and released and a government official's signature as "services received." A
6 commercial purchase cover sheet can be used to assist in tracking and reporting (See Exhibit 05).

7
8 In order to avoid duplicate payments, do not enter purchases made via government charge card
9 or convenience check into the Time module of I-Suite. Cost will be captured in the Cost module
10 of I-Suite.

11
12 Utilize Agency policy when purchasing commercially above the micro purchase threshold. For
13 information regarding State Cooperator invoices please refer to the individual state's Chapter 50
14 Supplement.

15 **Land Use and Facility Rental Agreements**

16
17
18 Temporary rental of property for emergency incident purposes requires an exceptional degree of
19 good business judgment, including reasonable price determinations, and may only be negotiated
20 by a warranted Contracting Officer operating within their warranted authority. In making the
21 determinations as to price fairness, consideration should be given but not limited to the following
22 items:

23
24 1. Fair market rental rates for the property in the area. Real estate firms may be able to
25 assist in determining these fair market rates.

26
27 2. Costs to the property owner, such as moving stock, loss of rental fees from other
28 sources, disruption and, cost of buying feed if applicable.

29
30 3. Alterations needed and who will make them.

31
32 4. Impacts on the property.

33
34 5. Costs of restoration, and who will do the restoration work.

35
36 6. Duration of the rental, (emphasis should be on weekly or monthly rates), with a limit
37 on total costs.

38
39 7. A joint pre- and post-use inspection shall be made of the premises. Such inspection
40 shall note all improvements and their condition, including items such as fences, buildings, wells,
41 crops and road conditions.

42
43 8. Water Rights

44
45 Schools and other governmentally-owned facilities should be compensated for operating costs
46 only, since these facilities are funded by the taxpayers through tax revenues.

1 No-cost land use agreements are not binding or valid. If an agreement is established with
2 consideration, the agreement is binding.

3 Examples of Land/Facility Restoration Considerations:

- 4 • Loss of crop/pastures
- 5 • Re-seeding
- 6 • Noxious Weeds
- 7 • General clean-up
- 8 • Re-sodding of athletic fields
- 9 • Reconditioning floors
- 10 • Pumping of septic systems
- 11 • Mending fences

12
13 When weekly or monthly rates are used, identify the actual day the week or month begins and
14 ends, such as 7/15-7/22/yy, or 30 days beginning 7/15/yy and ending 8/14/yy. Payments for
15 Land Use Agreements can be processed through I-Suite and the Hosting Agency or paid by
16 convenience check through a government representative operating within both their procurement
17 authority and their agency's convenience check payment guidelines/procedures. See the
18 Appendix B Tool Kit of the Interagency Incident Business Management Handbook for an
19 example of the Facility and Land Use Agreement and check list.

20
21 For additional information on State Statutes regarding water rights for suppression actions refer to
22 the local leasing specialists, Resource Advisor, or IBA.

23 24 **Incident Only Emergency Equipment Rental Agreements (EERA), OF-294**

25
26 Point of hire for Incident-Only EERAs is the incident. EERA is valid for the duration of the
27 incident only.

28 29 **General Guidelines for Equipment Hire**

30
31 Fire Incident Business (VIPR) and Incident Only /EERA Equipment Guide can be found at
32 http://gacc.nifc.gov/rmcc/administrative/fire_business/R2_Contract_Equipment_Guide.pdf

33 34 Laws, Regulations, and Guidelines.

- 35 1. Service Contract Act (SCA) Wage Determination. Federal Agencies shall apply the
36 SCA to all rentals where service employees are used, except for owner/operators.
37 Contractors are responsible for paying these rates. The Procurement Unit Leader
38 shall post copies of the applicable Wage Determination, Service Contract Act, and
39 Fair Labor Standards Act posters in a public location at each incident command post.
40
- 41 2. I-BPA. Use the generic I-BPA template found at
42 <http://www.fs.fed.us/business/incident/solicitations.php> to establish EERAs. Typing
43 from Method of Hire chart (Exhibit 23, Interagency Incident Business Management
44 Handbook) can be accessed at:
45 http://www.nwccg.gov/pms/pubs/iibmh2/pms902_ch20_exhibits-1_201208.pdf
46
- 47 3. EERA Special Provisions. Special Provisions should apply to the specific equipment.

1
2 The following language should be added to the Special Provisions of **all** EERAs:

- 3 (a) EERA General Clauses
4
5 (b) Wage Determination (for equipment hired with operator).
6
7 (c) Credit Card required for fuel purchasing (as provided under Fuel Tender).
8
9 (d) FAR Clause for EERA.
10
11 (e) All payments will be made by the incident agency. The payment office will be
12 designated in block 9 of the Emergency Equipment Use Invoice (OF-286).
13
14 (f) Contractors shall not receive payment for the same piece of equipment under a
15 daily rate from more than one jurisdictional agency during the same calendar day.
16
17 (g) There is no guarantee of time under hire or the hours of operation. Hours of
18 operation are determined by the Incident Commander and documented in the IAP
19 or provided verbally. For pay purposes refer to General Clauses 6 and 7.
20
21 (h) Mechanical repairs shall be made and paid for by the Contractor. The
22 Government may, at its option, elect to make repairs when necessary to keep the
23 resource operating. The cost of such repairs will be \$90 per hour plus parts, and
24 will be deducted from payment to the contractor.
25

26 **When amending an EERA, (only to be performed by original contracting officer)**
27 **insert the following under Special Provisions:**

28 “This agreement supersedes agreement # *(insert the number)* dated *(insert the*
29 *appropriate date)*”
30

- 31 4. Gross Vehicle Weight (GVW)/Gross Vehicle Weight Rating (GVWR). Equipment,
32 which by law requires an operator to possess a driver’s license to operate on a public
33 highway, shall be licensed. The licensed gross vehicle weight GVW shall equal or
34 exceed the weight of the vehicle fully loaded including operators and accessory
35 equipment
36
37 5. Commercial Drivers License. A valid Commercial Drivers License (CDL) is required
38 for any equipment contracted by an I-BPA/EERA that falls under the CDL
39 regulations. Most common requirements are as follows:
40
41 (a) A single vehicle with a gross vehicle weight rating (GVWR) of more than
42 10,000 or 26,000 pounds depending upon the state’s DOT requirements.
43
44 (b) A trailer with a GVWR of more than 10,000 pounds (if the gross combination
45 weights rating is more than 26,000 pounds).
46
47 (c) A vehicle designed to transport more than 16 persons (including driver).

1
2 (d) Any size vehicle, which requires hazardous materials placards.
3

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

6 6. Operator Hour Limitations. Operator assignments should be on a scheduled rotation
7 for each operational period if the equipment is working 24 hours per day. When
8 equipment is used less than 24 hours per day and only one operator is provided, base
9 the operator's schedule on an operational period allowing a minimum of 8 hours off
10 duty between operational periods. All work/rest guidelines in the IIBMh apply.

11 7. Special Guidelines for Equipment Hire. For periods of work exceeding 14 days, the
12 contractor, as a professional firefighting organization, shall follow the requirements
13 for work/rest. The contractor has the responsibility to see that crewmembers are
14 working safely and are rested.

15 8. Insurance Requirements. All commercial vehicles must meet the insurance
16 requirements found in 49 CFR 387.7. It is the responsibility of the Contractor to
17 ensure appropriate insurance coverage. Contractor should contact their local
18 insurance provider to ensure they are covered for commercial services.
19

20 9. DOT Requirements. All commercial motor vehicles must meet all DOT requirements
21 found in 49 CFR 390 through 396. Please refer to website:
22 <http://www.fmcsa.dot.gov/>.
23

24 **Hiring Methods**

25
26 **COMPETITIVE AGREEMENTS:** These items have been competitively solicited and should
27 not be signed up pre-season or outside of the national solicitation process unless the Dispatch
28 Priority List (DPL) has been exhausted. If that is the case, resources may be signed up on an
29 Incident-Only EERA utilizing the specifications and terms and conditions in the national
30 solicitation templates posted at: <http://www.fs.fed.us/business/incident/solicitations.php>. Also,
31 utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>. Resources
32 should be ordered in accordance with the National Mob Guide for these types of equipment.
33 Priority for contracted resources shall be given to competed agreements over incident-only
34 agreements, adhering to best value concept. Typing from Method of Hire chart (Exhibit 23,
35 IIBMh) can be accessed at: [http://www.nwgc.gov/pms/pubs/iibmh2/pms902_ch20_exhibits-
36 1_201208.pdf](http://www.nwgc.gov/pms/pubs/iibmh2/pms902_ch20_exhibits-1_201208.pdf).

37
38 **INFORMAL AGREEMENTS:** These items are non-competitive; equipment is signed up on a
39 pre-season Incident Blanket Purchase Agreement (I-BPA), SF-1449 for non-VIPR equipment
40 (i.e., hotels, vehicle rentals, meals, etc.).
41

42 **COMMERCIAL RESOURCES:** These items are commercial in nature and normally do not
43 require pre-season agreements. Sources for these types of items should be kept in a source list in
44 the service and supply plan. Payments may be via Government Charge Card/Convenience Check
45 or Commercial Invoice. If an order exceeds micro purchase level, a government procurement
46 instrument such as a purchase order or BPA must be used.

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

5
6 Perform a new equipment inspection prior to assignment on an incident and upon reassignment
7 to another incident.
8

9 **1. Aircraft Landing Fees (Commercial)**

10 Aircraft landing fees and tie down fees are normally paid by the aircraft contractor and
11 reimbursed by the government through the terms of the aircraft contract. If it has been
12 determined that the Contractor is not being reimbursed through contract, appropriate
13 procurement tool must be in place prior to payment.
14

15 **2. Airports (Commercial)**

16 Use an Emergency Facilities and Land Use Agreement for temporary rental of airports. Some
17 considerations when developing the agreement include: use of airport buildings, office space,
18 internet access, crew staging, storage of supplies, and location of a fire retardant base. Since
19 government owned facilities are funded by tax revenues, payment should be at a minimum.
20

21 If the airport use is to be more than temporary, such as to pre-position equipment at the start of
22 the fire season, then a cooperative agreement or long term lease agreement may be appropriate.
23 Consult agency policy on these types of agreements.
24

25 **3. Ambulance**

26 Most ambulances are obtained through cooperative agreements with county or rural VFDs, or
27 under an I-BPA/EERA with private companies.
28

29 Ambulances are hired with contractor-furnished fuel, supplies, and medical personnel.
30 Ambulances shall be staffed with one Paramedic and one EMT (or higher qualified) along with
31 the appropriate Advanced Life Saving Equipment. If staffed with two qualified EMTs **ONLY**
32 and no Paramedic, then a reduction in rate should occur. Ambulance must be certified to
33 transport patients. Since the incident may need an ambulance at any time of the day or night, the
34 rates established for ambulances shall be based on a 24-hour period. Patient transports are
35 included in the established daily rates. Separate mileage compensation is not allowed. All
36 supplies used will be replaced by the incident or the cost of those supplies will be added to final
37 invoice. Contractor **must** furnish medical supply inventory upon arrival at incident for
38 reimbursement purposes at the end of incident.
39

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

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

1 Deviation from this requirement must be approved in writing by the IC for other non-escorted
 2 support personnel involved in vehicle operations or other support functions on established
 3 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
 5 **4. ATV (Commercial and Competitive)**

6 Utilize Government-owned sources before renting. Government shall provide fuel and oil.
 7 Three-wheel models are NOT acceptable. ATVs can be hired at commercial rate on commercial
 8 agreement without operator from vendor. For incident only signups utilize specifications and
 9 terms and conditions in the national templates posted at
 10 <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90% rates posted at
 11 <http://www.fs.fed.us/business/incident/viprreports.php>. Allow for delivery charges. For UTV see
 12 Utility Vehicle definition.
 13

14 **5. Bus, Crew Carrying (Competitive)**

15 For incident only signups utilize specifications and terms and conditions in the national
 16 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
 17 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>. If there is an immediate
 18 need to utilize a vendor that has not been through the preseason process, contact Terry Eller,
 19 National COTR, (828) 479-6431 for further guidance.
 20

21 **6. Bus, Motor Coach (Commercial)**

22 Hired strictly for transporting firefighters either to or from the Incident Command Post (ICP) and
 23 are not under the control of the ICP organization and may not be held at the ICP. Motor coaches
 24 and other commercial over-the-road passenger carriers shall be commercially contracted and
 25 procured locally, and shall be paid by government charge card.
 26

27 **7. Bus, School Type (Commercial)**

28 When signing up local school district buses hired for incident only include the following
 29 statement on the Emergency Equipment Rental Agreement (EERA), accompanied by the
 30 signature of the determining officer:
 31

32 **"The buses listed herein shall serve as representation by the government that**
 33 **suitable commercial bus transportation is not reasonably available."**
 34

35 Cover the name of the school or school district prior to use.
 36

37 Schools and other governmentally-owned buses should be compensated for operating costs only,
 38 since the equipment is funded by taxpayers through tax revenues. Pay from invoice for actual
 39 cost.
 40

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

7
8 The Contractor is responsible for all equipment, materials, supplies, transportation, lodging,
9 trained/certified personnel, and supervision and management of those personnel, necessary to
10 meet or exceed the Agreement specifications.

11 **EQUIPMENT REQUIREMENTS**

12
13
14 Equipment shall meet all standards established by specification or incorporated by reference and
15 shall be maintained in good repair by the Contractor.

16 **Minimum Equipment Requirements:**

17 All equipment shall have:

- 18
19 1) 16 person minimum capacity (Type A-2 or B-2 body configuration), 32 person
20 maximum capacity.
- 21
22 2) Compliant with state and federal DOT. The following documentation may be
23 requested at any time for each bus:
 - 24 • Copy of current DOT operating authorities, permit numbers, and the name and
25 location (state) of the issuing authority organization.
 - 26 • Current proof of safety inspections and insurance coverage shall be available
27 at all times during usage of the vehicle. Any bus used in interstate
28 transportation shall meet the insurance requirements of DOT Regulation 49
29 CFR Part 387-33.
- 30
31 3) Vendors shall comply with DOT Regulation 49 CFR Part 396, for inspection, repair,
32 and maintenance. Government may validate this information at website:
33 www.safesys.org .
- 34
35 4) \$5 million of liability insurance per CFR 49 Part 387.33.
- 36
37 5) Provide driver and all operating supplies.
- 38
39 6) All buses are subject to a Government inspection upon dispatch and prior to
40 passenger haul. Pre-use inspection of buses may be conducted at time of hire using
41 the Bus Safety Inspection Checklist
42
43

Personal Protective Equipment (PPE):

- **BOOTS:** All Leather uppers, lace-up type, minimum of 8 inches high with lug type sole in good condition (steel toed boots are not recommended).
- **HARD HAT:** Hardhat meeting NFPA Standard 1977 is required.
- **GLOVES:** One pair of heavy-duty leather per person.
- **EYE PROTECTION:** One pair (meets standards ANSI Z87, latest edition).
- **HEARING PROTECTION:** Use hearing protection whenever sound levels exceed 85 dB. Earphones (headset) required with radio shall have built-in hearing protection.
- **HEAD LAMP:** With batteries and attachment for hardhat.

NOTE: It is recommended that fireline personnel wear a short-sleeved t-shirt, underwear, and socks under fire clothing and boots. T-shirts and underwear should be 100% cotton or a 100% flame resistant blend of fibers. Socks should be cotton, wool, or a blend of flame resistant fibers.

Training/Experience:

- RT-130 Annual Fireline Refresher including fire shelter.
- Commercial Drivers License (for transports, when required).
- All operators shall be able to operate the equipment safely up to the manufacturer's limitations (i.e., experience working in steep terrain, timber, etc.).

Additional Requirements Bus, School Type:

1. Each bus shall be licensed with the Department of Motor vehicles or other appropriate agency. If the bus is operating on apportioned plates a copy of the cab card showing the states the vehicle is licensed in is required to be with the vehicle. Exceptions are not allowed.
2. All transportation vehicles shall be in sound mechanical condition with sufficient horsepower and mainframe configurations to ensure successful performance on roads and highways, or in terrain described in these specifications. All vehicles under this Agreement shall be able to be legally driven on highways under their own power and be able to travel at a minimum of 50 miles an hour.
3. All drivers of commercial vehicles shall adhere to Federal Motor Carriers Administration "Hours of Service". At time of dispatch all drivers shall be able to operate up to the maximum hours of service.
4. Tires shall have loading rating in accordance with the vehicle Gross Vehicle Weight Ratings (GVWR). All tires on the vehicles, which including the spare tire, if required, shall have sound sidewalls, body and tire tread depth of a minimum of 2/32 inch for rear tires and 4/32 inch for steering axle tires.

Prohibited Marking: Federal regulations prohibit the use of official agency shields or markings on private vehicles or property.

Driver Hour Limitation: The following Driver Hour limitations shall apply:

- No driver will drive more than 10 hours (behind the wheel/actual driving time) within any duty-day.
- Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving time (behind the wheel/actual driving time) limitation of 10 hours.
- A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

PAYMENT

- **GUARANTEE, or MINIMUM DAILY GUARANTEE** - For each calendar day the resource is under hire for at least 8 hours, the Government will pay not less than the minimum daily guarantee. If the resource is under hire for less than 8 hours during a calendar day, the amount earned for the day will not be less than one-half the minimum daily guarantee.
- Payment will be made for the mileage rate, or the guarantee, whichever is greater.

8. Chainsaw (Commercial)

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

9. Chainsaw/Small Engine Repair (Commercial or EERA)

Chainsaw/Small Engine Repair Units can be hired at commercial rate on commercial agreement. For incident-only signups or if hired from a non-commercial entity informally, the standard daily rate is indicated below which can be used in conjunction with market research. When establishing an EERA or Informal BPA, utilize specifications and terms and conditions in the national template posted at <http://www.fs.fed.us/business/incident/solicitations.php>.

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

The Contractor is responsible for all equipment, materials, supplies, transportation, lodging, trained/certified personnel, and supervision and management of those personnel, necessary to meet or exceed the Agreement specifications.

10. Chipper (Competitive or Commercial)

Utilize specifications and terms and conditions in the national chipper template posted at: <http://www.fs.fed.us/business/incident/solicitations.php> . Also utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> in conjunction with the standard rates below.

Size	Daily Rate Single Shift	How to Hire
Chipper (Wood) 20-40 HP	\$1,750	Operator: Contractor (wet)
Chipper (Wood) 41+ HP	\$1,950	Supplies: Contractor (wet)

1
2 The Contractor is responsible for all equipment, materials, supplies, transportation, lodging,
3 trained/certified personnel, and supervision and management of those personnel, necessary to
4 meet or exceed the Agreement specifications.
5

6 **11. Clerical Support Unit (Competitive)**

7 For incident only signups utilize specifications and terms and conditions in the national
8 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
9 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
10

11 **12. Communications Trailer (Competitive)**

12 For incident only signups utilize specifications and terms and conditions in the national
13 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
14 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
15

16 **13. Computers, Printers and Plotters (BPA & Commercial)**

17 Utilize Regional BPAs and GSA awarded vendors or Commercial vendors.
18

19 **14. Dozer (Crawler Tractor with dozer blade) (Competitive)**

20 For incident only signups utilize specifications and terms and conditions in the national
21 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
22 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
23

24 **15. EMT With Kit (Informal or EERA)**

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

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

32 Deviation from this requirement must be approved by the IC for other non-escorted support
33 personnel involved in vehicle operations or other support functions on established roadways and
34 working areas which pose no fire behavior threat.
35

36 **16. Engine (Competitive)**

37 For incident only signups utilize specifications and terms and conditions in the national
38 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
39 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
40

41 **Because Type 1 and 2 engines are used for structure protection, the States will establish**
42 **rates for these types of equipment.**
43

44 **17. Excavator, Hydraulic (Competitive)**

45 For incident only signups utilize specifications and terms and conditions in the national
46 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
47 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

1
2 **18. Faller Module (Competitive)**

3 For incident only signups utilize specifications and terms and conditions in the national
4 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
5 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
6

7 **19. Feller Buncher (Competitive)**

8 For incident only signups utilize specifications and terms and conditions in the national
9 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
10 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
11

12 **20. Fuel Tender (Competitive)**

13 For incident only signups utilize specifications and terms and conditions in the national
14 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
15 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
16

17 **21. Fuel Vendor/Gas Station (Informal or Commercial)**

18 Available from a number of commercial sources. Rates should be the standard commercial rates.
19

20 **22. Generator (Commercial)**

21 Available from a number of commercial sources. Rates should be the standard commercial rates.
22

23 **23. GIS Units (Competitive)**

24 For incident only signups utilize specifications and terms and conditions in the national
25 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
26 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> .
27

28 **24. Gray Water Truck (Competitive)**

29 For incident only signups utilize specifications and terms and conditions in the national
30 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
31 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
32

33 **25. Handwashing Station, Trailer Mounted (Competitive)**

34 For incident only signups utilizing specifications and terms and conditions in the national
35 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
36 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
37

38 **26. Heavy Equipment With Water: Skidgine/Skidder/Pumpercat (Competitive)**

39 For incident only signups utilize specifications and terms and conditions in the national
40 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
41 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> .
42

43 **27. Helibase Aircraft Rescue and Firefighting Apparatus (Commercial/Informal)**

44 At a minimum the apparatus will meet the following requirements.
45 Available from commercial sources and should reflect the standard commercial rates.
46

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

- 1 • The apparatus shall meet federal, state and agency requirements for motor vehicle
- 2 safety standards, including all gross vehicle weight ratings when fully loaded.
- 3 • The apparatus shall be equipped with a siren and emergency lighting.
- 4 • The apparatus shall be capable of operating off road on 9% minimum grade.
- 5 • The apparatus shall be equipped with a foam proportioner system.
- 6 • The apparatus shall be able to prime and pump water from a 10' foot lift.
- 7 • All threaded connections shall be equipped with National Hose (NH) threads.
- 8

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

- 12
- 13 • One Firefighter trained and qualified in accordance with NFPA 1001.
- 14 • One Driver Operator trained and qualified in accordance with NFPA 1002.
- 15 • One Fire Officer I trained and qualified in accordance with NFPA 1021.
- 16

17 **28. Helibase Operations Trailer, w/ operator (Competitive)**

18 For incident only signups utilize specifications and terms and conditions in the national
 19 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
 20 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

21 **29. Lighting System/Light Tower (Commercial)**

22 Available from a number of commercial sources. Rates should be the standard commercial rates.
 23
 24

25 **30. Masticators (Competitive)**

26 For incident only signups utilize specifications and terms and conditions in the national
 27 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
 28 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

29 **31. Mechanic Service Truck (Competitive)**

30 For incident only signups utilize specifications and terms and conditions in the national
 31 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
 32 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.
 33
 34

32. Mobile Laundry (Competitive)

Utilize national template posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

33. Mobile Sleeper Unit (Competitive)

Utilize national template posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

34. Modular Office (Commercial & Informal)

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

35. 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.

36. Portable Toilet/Handwash Stations (Commercial)

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

37. 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>. Also utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

38. Pump (Commercial/Informal)

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

39. Refrigerated Trailer Unit (Competitive/Commercial)

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>. Also utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

1 **40. Refuse Collection (Commercial)**

2 Available from a number of commercial sources. Rates should be the standard commercial
3 rates.

4
5 **41. Road Grader (Competitive)**

6 For incident only signups utilize specifications and terms and conditions in the national
7 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the
8 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> in conjunction with
9 any standard rates provided for negotiation purposes.

10
11 **42. Skidder (Competitive)**

12 For incident only signups utilize specifications and terms and conditions in the national
13 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
14 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> in conjunction with any
15 standard rates provided for negotiation purposes.

16 **43. Tent Canopy (Commercial)**

17 Available from a number of commercial sources. Rates should be the standard
18 commercial rates. Recommendation is to check National and Local Cache stock to obtain
19 resource prior to ordering commercially.

20
21 **44. Transport Type 1: Tractor/Trailer (Lowboy) (Competitive)**

22 For incident only signups utilize specifications and terms and conditions in the national
23 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
24 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

25
26 **45. Tractor (Cache van movement) (Informal & Commercial)**

27 Available from a number of commercial sources. Rates should be the standard commercial rates.

28
29 **46. Utility Vehicle (e.g. Gator, Mule) (Commercial and EERA)**

30 Utilize Government owned sources before renting. Government shall provide fuel and oil. Only
31 four-wheel drive models are acceptable. UTVs can be hired at commercial rate on commercial
32 agreement without operator from vendor. For incident-only signups or if hired from a non-
33 commercial entity informally, the standard daily rate is indicated below which can be used in
34 conjunction with the 90% rate <http://www.fs.fed.us/business/incident/viprreports.php>. Allow for
35 delivery charges.

36
37 When establishing an EERA or Informal BPA, utilize specifications and terms and conditions in
38 the national template posted at <http://www.fs.fed.us/business/incident/solicitations.php>.

39
40 **47. Vehicle with Driver (Competitive)**

41 For incident only signups utilize specifications and terms and conditions in the national
42 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
43 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> as well as the standard
44 rates provided below for negotiation purposes.

45
46 **Do not sign up government employees' personal vehicles on I-BPAs/EERAs. Use of**
47 **personal vehicles by government employees may be reimbursed at the amount applicable in**

1 **the Federal Travel Regulations mileage rate. No daily rate will be paid. This includes ADs**
 2 **assigned to an Incident Management Team.**

3
 4 **48. Vehicle Rental Un-operated (Informal or Commercial)**

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

7
 8 Consideration will be given to weekly or monthly rates when determined to be more economical.

9
 10 The preferred method of hiring vehicles is under GSA Rental Supplemental Vehicle Program
 11 (RSVP) national contract. Procurement official may contact vendors below to determine if they
 12 can meet the order requirements (date, time and vehicle type). Copy of the vendor contract,
 13 email address, etc., are available on GSA's RSVP web site: <http://www.gsa/rsvp>. An Emergency
 14 Equipment Shift Ticket (OF-297) should be completed with beginning and ending date and
 15 mileage to support the credit card payment to the vendor. Avoid entering into POV agreements
 16 with private citizens.

Vendor	Contract #	Phone	Email
ACE RENT-A-CAR, INC.	GS-33F-0004T	(317)241-3039	jcopas@acerentacar.com
ACME AUTO LEASING LLC	GS-33F-0032U	(203)234-6850	bcrowe@acmeautoleasing.com
AVIS RENT A CAR SYSTEM, INC.	GS-33F-0022S	410-684-2919	robert.krapf@avisbudget.com
BUDGET TRUCK RENTAL LLC	GS-33F-0024T	(410)663-4291	victor.peirorazio@avisbudget.com
DOLLAR THRIFTY AUTOMOTIVE GROUP, INC.	GS-33F-0017S	(918)669-2615	gsa.dtag@dtag.com
EAN HOLDINGS, LLC	GS-33F-0015S	(314)512-5390	gsa-rsvp@erac.com
MATRAN, INC.	GS-33F-0039X	(800)783-3613	john@masterstransportation.com
MOBILITY, INC.	GS-33F-0019S	(301)913-5000	mserafino@zipcar.com
PENSKE TRUCK LEASING CO., L.P.	GS-33F-0028T	(610)775-6000	steve.tuleya@penske.com
PREMIER LEASING, INC.	GS-33F-0016V	(337)479-1333	deanna.usaveauto@yahoo.com
RYDER TRUCK RENTAL, INC.	GS-33F-0023T	(407)234-1367	ryan_hill@ryder.com
SKYHAWK LOGISTICS, INC.	GS-33F-0032Y	(301)585-2424	JAMES@SKYHAWK.COM
TAYLOR MOTORS, INC.	GS-33F-0021Y	(270)762-0041	peggytaylor@wedeliverbest.com
THE HERTZ CORPORATION	GS-33F-0051X	(703)683-9264	lleffler@hertz.com
VALLERIE SERVICES COMPANY, LLC	GS-33F-0053W	(410)355-7765	michaelv@vallerietrailer.com

17 Units may also utilize the above contracts under the GSA-Short Term Rental (STR) Program.
 18 Obtaining rental vehicles through this program does not require procurement authority as GSA
 19 pays the for the rental vehicle and then bills the agency BOAC code. Detailed information
 20 outlining the process, roles and responsibilities, etc..., are posted at:

21 <http://www.gsa.gov/portal/content/102675> .

1 **Vehicles should be rented at rates not to exceed those charged the public and should show**
2 **both daily and weekly rates.**

3
4 If a Government employee rents a vehicle from a commercial agency and the purchase and/or
5 travel card is used, the card holder shall consider:

- 6 • How the vehicle(s) will be closed out at the end of the card holder's assignment
- 7 • Use is for ALL Government employees
- 8 • Process for claim settlement that may result from the rental
- 9 • The cardholder is liable for any damage the driver incurs and will document damage
10 properly and provide documentation to the Claim Unit of the Incident Management Team
11 assigned to the incident.

12 13 **49. Water Tender, Support (Competitive)**

14 For incident only signups utilize specifications and terms and conditions in the national
15 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
16 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

17 18 **50. Water Tender, Tactical (Competitive)**

19 For incident only signups utilize specifications and terms and conditions in the national
20 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
21 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

22 23 **51. Weed Washing Unit (Competitive)**

24 For incident only signups utilize specifications and terms and conditions in the national
25 templates posted at <http://www.fs.fed.us/business/incident/solicitations.php>. Also utilize the 90%
26 rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>.

27 28 **UNIQUE ITEMS**

29 30 **Government Telephone Systems**

31
32 Refer to Host Agency Operating Guidelines on specific guidance on use of cell phones. All cell
33 phones and satellite phones should be procured through the incident agency. Use of a personal
34 or home unit cell phones and satellite phones **will not** be reimbursed, unless approved by the
35 Host/Incident Agency. The following programs are in place for assistance in obtaining
36 communications for incident use:

- 37
38 • **QWEST – Assistance Information**
 - 39 • Has a Federal Service Center available for orders of telephone service
 - 40 • During normal business hours, 6:00 am – 5:00 pm (Pacific Time) call 800-
41 879-1023
 - 42 • Also there is a Duty Pager Manager for after hours and weekends - Call
43 877-417-5777
 - 44 • The following information is needed to place the order:
 - 45 • Your name, phone number, and agency
 - 46 • Address where service is needed & Incident Name
 - 47 • Address or nearby working number

- 1 • Billing address
 2 • Verizon SERT (Significant Event Response Team) – Assistance Information
 3 • Cell phones, towers, satellite phones
 4 • Prepaid Cell Phones on a limited basis
 5 • Commercial calling cards
 6 • Property Items*
- 7 *All of these telephones and calling cards are transferred as property to be
 8 returned at the end of the incident.
 9

REGION	STATES COVERED	POINT OF CONTACT	HOTLINE NUMBER
Mountain	CO, ID, MT, UT, WY	Kimberly Kelly	877-899-7378

10 I-BPA/EERA ADMINISTRATION

11 Documentation

12
 13
 14 The contractor performance is an important factor in government procurement. The contractor's
 15 performance will be based on the Standard Contractor Performance Report (Exhibit E of I-BPA),
 16 which will be completed at the incident. Unsatisfactory performance may be grounds for a
 17 contractor to be released from an incident or termination of the agreement. If released from an
 18 incident for poor performance, the contractor will not be compensated for travel back to Point of
 19 Hire. The government reserves the right to re-test equipment and evaluate personnel
 20 qualifications at any time during the agreement period.
 21

22 1. Agency Responsibilities. A performance evaluation form **shall** be completed upon
 23 release from an incident. The incident agency is ultimately responsible for the distribution of
 24 these evaluations to the Contracting Officer signing the agreement. Agency personnel
 25 responsible for completing this form are expected to be direct line supervisor or others who have
 26 knowledge of the work provided by the contractor. Prior to transitioning of agency personnel, a
 27 performance evaluation shall be completed.
 28

29 Notification of unsatisfactory performance will be reported immediately to the Contracting
 30 Officer so corrective action may be taken. A copy of the completed form **shall** be provided to
 31 the contractor.
 32

33 2. Finance Section Responsibilities. The Finance Section is responsible for collection
 34 and distribution of contractor performance evaluations to the Contracting Officer signing the
 35 agreement.
 36

- 37 2. Contractor Responsibilities. The contractor is responsible for providing the performance
 38 evaluation to the Contracting Officer whose signature appears on the front of their
 39 agreement.

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:

- a. Hoses that burst due to excessive pressure (PSI), old age, or deterioration of material during use.
- b. Brush scratches on the body of the vehicle.
- c. Punctures, tears, blisters, or destruction of tires and/or sidewalls due to rocks or sticks normal to the working environment.
- d. 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.
- e. Clogged air filters and oil filters from dust during off highway driving.
- f. 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 01 – Incident Equipment Repair Order	26
Exhibit 02 – RM/GB Contracting Officers for Equipment Solicitations.....	28
Exhibit 03 – Reference Library.....	30
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**Exhibit 01- Continued
INCIDENT REPAIR ORDER (PAGE 2)**

10. Parts and Accessories (Continued)

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

Exhibit 02
ROCKY MOUNTAIN/GREAT BASIN CONTRACTING OFFICERS
FOR EQUIPMENT SOLICITATIONS

Equipment	Agency	Area Solicited For:	CO	CO Location	Contact Info
Support/ Tactical Water Tender	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 shuston@fs.fed.us
Heavy Equipment/ Transport	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Engine	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 shuston@fs.fed.us
Fallers	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 shuston@fs.fed.us
Computers/Printers	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Refrigerated Truck/Trailer	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Mechanic w/Service Truck	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
ATV/UTV	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Vehicle w/Driver	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Mobile Laundry	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Misc. Heavy Equip (Feller Buncher, Masticator, Road Grader & Skidder)	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Clerical Support Unit	FS	National	Jason Brandt	FS-NIFC	208-387-5231 jbrandt@fs.fed.us
Chippers	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
School Bus-Type	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
GIS Units	FS	National	Jason Brandt	FS-NIFC	208-387-5231
Potable/Gray Water & Trailer Mounted Hand Wash Station	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Cache Van Movement	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Communications Trailer	FS	National	Jason Brandt	FS-NIFC	208-387-5231

Crew Carrier Buses	FS	Nation-Wide	Melinda Draper	FS-WO	208-387-5610 mgdraper@fs.fed.us
Fuel Tenders	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us
Helicopter Support Trailer	FS	National	Jason Brandt	FS-NIFC	208-387-5231
Weed Washing Unit	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 shuston@fs.fed.us
Skidgens/ Pumper Cats	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 kluft@fs.fed.us

Exhibit 03 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/new>

Description: Procurement Technical Assistance Centers

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

Description: Federal Acquisition Regulations

<http://orca.bpn.gov>

Description: Online Representations and Certifications Application

<http://www.bpn.gov/ccr/default.aspx>

Description: Central Contractor Registration (CCR)

<http://www.acquisition.gov>

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

http://gacc.nifc.gov/rmcc/administrative/fire_business.html

Description: Rocky Mountain geographic area site

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

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.eLibrary.gsa.gov/ElibMain/SinDetails?scheduleNumber=48&executeQuery=YES&specialItemNumber=411+2>

Description: Rental Supplemental Vehicle Program (RSVP)

Exhibit 04
PROCUREMENT RECOMMENDATIONS

Equipment Category	Recommended Procurement Method	Justification
All Terrain Vehicles - 4-Wheel, 6-Wheel	VIPR	VIPR Solicitation; If DPL is exhausted EERA or Commercial
Ambulance	Cooperators First; I-BPA or EERA	See Interagency Incident Business Management Handbook for Hire Process and Standard Rate.
Aircraft Rescue and Firefighting Apparatus	EERA	See Interagency Incident Business Management Handbook for Hire Process and Standard Rate and/or VIPR template.
Bus, Crew Carrier	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Bus, Coach	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Bus, School-Type	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Chainsaw Repair Unit/Small Engine Repair	EERA	See Interagency Incident Business Management Handbook for Hire Process and Standard Rate and/or VIPR template.
Chipper	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Clerical Support Unit	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Computer	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Printer	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Copier	Incident-Only EERA or Purchase Card	These are commercially available. Competition is set in the marketplace. If no commercial vendors are available and renting from individuals use the Incident-Only EERA.
EMT with Kit	EERA	See Interagency Incident Business Management Handbook for Hire Process and Standard Rate.
Engine	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Fax Machine	Incident-Only EERA or Purchase Card	³ This equipment is available for rent from commercial vendors. However, it may be more cost advantageous to purchase this item. Equipment Lease or Purchase analysis is recommended (see FAR 7.4).
Feller Buncher	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Fuel Tender	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Generator	Commercial	¹ These are commercially available. Competition is set in the marketplace.
GIS Units	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Gray Water Truck	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Heavy Equipment	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Helibase Operations Trailer	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Lighting System/Light Tower	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Masticator (includes slashbuster)	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Mechanic with Service Truck	VIPR	VIPR Solicitation; If DPL is exhausted EERA

Medical Equipment	Incident-Only EERA (national standard pending)	Emergency Medical Task group & Safety & Health working team to make recommendation; do as at-incident EERA if cannot get agency personnel (e.g.EMT).
Plotter	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Potable Water Truck	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Pump	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Refuse Collection	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Road Grader	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Sleeper Unit, Mobile	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Tent	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Truck, Crash Rescue	Incident-Only EERA	⁴ This item is very specialized and/or used infrequently. If needed, acquire through commercial means (or Incident-Only EERA).
Vehicle, Rental	Incident-Only EERA or Purchase Card or GSA RSVP	Use the GSA RSVP contract that allows use off-road (See Chapter 20 IIBMh)
Vehicle, with Driver	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Port-a-Johns and Handwash Stations	Commercial	¹ These are commercially available. Competition is set in the marketplace.
Mobile Laundry	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Potable Water and Gray Water Trucks	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Water Tender (Support & Tactical)	VIPR	VIPR Solicitation; If DPL is exhausted EERA
Weed Washing Unit	VIPR	VIPR Solicitation; If DPL is exhausted EERA

Justifications

¹These are commercially available. Competition is set in the marketplace.

²These are commercially available. Competition is set in the marketplace. If no commercial vendors are available and renting from individuals use the Incident-Only EERA.

³This equipment is available for rent from commercial vendors. However, it may be more cost advantageous to purchase this item. Equipment Lease or Purchase analysis is recommended (see FAR 7.4).

⁴This item is very specialized and/or used infrequently. If needed, acquire through commercial means (or at-incident EERA).

All items highlighted in YELLOW are currently identified for a VIPR I-BPA.

***If a Local Area or Zone chooses to do a preseason agreement for a local item listed above, it must be done through VIPR.**

**Exhibit 05
COMMERCIAL PURCHASE COVER SHEET**

FIRE NAME:	
INCIDENT #:	
FINANCIAL CODE:	
RESOURCE # (s):	
VENDOR:	
DATE OF PURCHASE :	
DATE OF PAYMENT:	
PAID BY:	
BUDGET OBJECT CODE:	
PAYMENT TYPE:	<input type="checkbox"/> VISA <input type="checkbox"/> Check
TOTAL COST:	\$
<small>APPLICABLE FOR CONVIENCE CHECKS ONLY</small>	
TIN:	
VENDOR ADDRESS:	
<small>APPLICABLE FOR TRANSACTIONS OVER MICROPURCHASE THRESHOLD</small>	
DUNS #:	
CCR REGISTRATION:	<input type="checkbox"/> Yes <input type="checkbox"/> No
BUSINESS SIZE:	<input type="checkbox"/> Small <input type="checkbox"/> Large

ATTACHMENTS

- Receipt
- Resource Order (s)
- Documentation (if applicable)
- Waybill

Comments or Receipts: