



## Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

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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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### Digest:

- No rate changes for non-solicited equipment

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## 1 DELEGATIONS OF PROCUREMENT AUTHORITY

2  
3 Contracting Officers who receive assignments to incidents may sign up and administer  
4 agreements under their authority, as well as assist in administering the terms and conditions of  
5 Incident Blanket Purchase Agreements (I-BPAs), SF-1449 and Emergency Equipment Rental  
6 Agreements (EERAs), OF-294s, signed by other Contracting Officers. Changes or modifications  
7 to I-BPAs/EERAs shall be made by the Contracting Officer signing the original I-BPA/EERA.  
8 If a contractor reports to an incident with equipment that is not under the original agreement, the  
9 original Contracting Officer should modify the original agreement or the new Contracting  
10 Officer should issue an Incident-only EERA.

## 11 12 POLICY

13  
14 The rates included herein are the 90% VIPR rates and standard set rates payable for the  
15 equipment listed. Do not negotiate prices from the set rate unless there is an exceptional case.  
16 An exceptional case shall be approved and documented by the authorized Contracting Officer  
17 within their warranted authority. If the equipment offered is not in acceptable condition, do not  
18 put it under agreement.

19  
20 Exceptions to the use of the standard rates are:

- 21  
22 1. When circumstances require the signup of equipment not listed or at rates higher or lower  
23 than those listed.  
24 2. When equipment is leased from commercial leasing firms.  
25 3. When equipment is rented from a source that has a fully developed cost accounting  
26 system or established union agreement. When applicable, it shall be used for all equipment from  
27 that source. The agreement file should be documented to show how the rates were determined.  
28

29 Equipment must meet all minimum NWCG and Rocky Mountain/Great Basin Geographic Area  
30 standards. National Standards can be found here:  
31 <http://www.fs.fed.us/business/incident/solicitations.php>  
32

33 Contracting with agency employees for use of their equipment or services is prohibited unless  
34 the Contracting Officer can show that no other resources are available. If a contractual  
35 agreement is necessary with an employee, the Contracting Officer shall follow appropriate  
36 agency procedures for obtaining approvals for contracts with the employee. The agreement shall  
37 be established for that incident only.  
38

39 **Contracting with relatives of agency employees shall also be discouraged because of the**  
40 **appearances of favoritism. Appropriate approvals shall be obtained following agency**  
41 **procedures if it is absolutely necessary to contract with relatives.**

## DEFINITIONS

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

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

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

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

5. Incident Blanket Purchase Agreement (I-BPA). Preseason Agreements for incident support utilizing the SF-1449 form.

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

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

Normal 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

1 operator. Power train includes engine, clutch, transmission, transfer case,  
2 driveline, front and rear differentials, axles, wheels, and bearings.

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

11  
12 9. Repair Rate. Pursuant to Clause 4 of the General Provisions of the Emergency  
13 Equipment Rental Agreement. The rate to be assessed for government-provided repairs shall be  
14 actual cost for parts and labor will be assessed at \$90/hour.

15  
16 10. Single Operator/Daily Rate. Equipment is staffed with one operator or crew. A  
17 normal shift is 12-16 hours long.

18  
19 11. Standard Rate. The rates established within this supplement are the standard rates  
20 throughout the Rocky Mountain/Great Basin Geographic Areas.

21  
22 12. Un-operated Rate. The un-operated rates are based on a government-provided  
23 operator.

24  
25 13. Virtual Incident Procurement (VIPR). A web-based incident procurement tool  
26 managed by the Forest Service to create preseason I-BPAs for interagency use.

27  
28 14. Wet. The contractor furnishes all operating supplies.

29  
30 15. Work Rates. For equipment not shown in this supplement, the rates shall be  
31 negotiated taking into consideration wages (if hired fully operated), depreciation, taxes, storage,  
32 insurance, overhead, and profit. Local customary rates shall also be considered.

### 33 **INCIDENT AGENCY SERVICE AND SUPPLY PLAN**

34  
35  
36 1. Incident Blanket Purchase Agreements/Emergency Equipment Rental Agreements.  
37 The Rocky Mountain Business Committee shall develop and issue a schedule of standard rates  
38 for informal emergency equipment and vehicles, as necessary. Use standard rates for equipment  
39 that is not issued as a contract under negotiated procedures.

40 2. Incident agencies shall maintain a Service and Supply Plan that identifies local  
41 resources. These plans should be established preseason. When appropriate, agencies located in  
42 the same geographic area should coordinate and develop interagency service and supply plans.  
43 Incident agencies provide this plan to incident management teams and incident support units,  
44 e.g., buying team, administrative payment team and expanded dispatch.

45 3. Include the following in the Incident Agency Service and Supply Plan:

- 1 • Incident Blanket Purchase Agreements, SF-1449, including Service Contract Act wage
- 2 rates for the area.
- 3 • Land Use and Facility Rental Agreements.
- 4 • Blanket Purchase Agreements.
- 5 • Other agency contracts.
- 6 • Available local open-market sources. List sources for heavy-demand items, such as
- 7 bottled water, food items and food service (including menus), hand tools, fuel, and vehicle and
- 8 equipment rentals and repairs.
- 9 • Local interagency agreements and operating plans.
- 10 • Geographic area supplement for standard emergency equipment rental rates covering
- 11 different types of equipment and vehicles.
- 12 • Geographic area supplemental food policy, which may restrict the national policy.
- 13 • Geographic area Administratively Determined (AD) Exception Position rates.
- 14 • Local warehouse inventory of non-cache items, e.g., chairs, fax machines, phones,
- 15 coolers.
- 16 • Contact names and telephone numbers for incident agency acquisition staff, geographic
- 17 area cache and local warehouse/cache, etc.

## 18

### 19 SOURCES OF SUPPLY

20

21 Use of agency and cooperator equipment shall be considered prior to ordering contract resources

22 priority to competed contracted resources (VIPR DPL). National contract resources shall be

23 utilized when the minimum requirements are met. The following national contracts are

24 established for interagency use. These sources are mandatory for federal wildland firefighting

25 agencies but are available for use by states and other federal agencies. See the National

26 Interagency Mobilization Guide for ordering procedures. Contracts are available electronically at

27 [www.fs.fed.us/fire/contracting](http://www.fs.fed.us/fire/contracting).

- 28 1. Airtanker services
- 29 2. Type I and Type II helicopter services
- 30 3. Aircraft services for transport and smokejumper transport
- 31 4. Portable retardant base equipment rental
- 32 5. Bulk retardant

33 6. Mobile Food and Shower Services. The administration of mobile food and shower

34 contracts is the joint responsibility of the USDA-FS-NIFC Contracting Unit and the using

35 agency. The incident Logistics Section Chief is designated in the contract as the Contracting

36 Officer's Representative (COR) and as such, is authorized and responsible to administer the

37 contract. The incident agency or IMT should order a certified Contracting Officer's Technical

38 Representative (COTR) concurrently with the resource order for the food or shower unit. The

39 COTR assists the Logistics Section Chief with contract administration duties.

40

41 The Local and National Interagency Fire Caches provide a wide variety of equipment at

42 significant cost savings to the incident. For a listing of cache-provided equipment see

43 <http://www.nwcg.gov/pms/pubs/catalog.htm> and contact the host agency for cache contact and

44 ordering information. Common cache equipment examples include:

- 45 • Tables & Chairs
- 46 • Incident Team Kits
- 47 • Signs

- 1 • Batteries
- 2 • Plotters
- 3 • First Aid Stations & Kits
- 4 • Various Hoses, Nozzles, Valves & Couplings
- 5 • 2-Cycle & Bar and Chain Oil
- 6 • Office Supplies
- 7 • Gas & Propane Tanks

8  
9 Give first priority to businesses within the local communities near the incident as a source for  
10 open market commercial purchases.

## 11 **ACQUISITION METHODS**

### 12 **Government Charge Cards and Convenience Checks**

13  
14  
15  
16 Government charge card holders and convenience check writers are responsible for maintaining  
17 proper records of purchases and adhering to incident agency policy. Government charge cards  
18 and convenience checks should not be used for processing Incident Blanket Purchase Agreement  
19 (I-BPA) or Emergency Equipment Rental Agreement (EERA) payments. Exceptions may apply;  
20 see Agency Policy for guidance on exceptions.

21  
22 Commercial Invoice. Upon receipt of a commercial invoice from the vendor, payment should be  
23 made using a Purchase Card or Convenience Check. Use Invoices should not be created when a  
24 commercial invoice is the billing method in order to mitigate a potential duplication of payment.  
25 The following are required for payment: resource order, shift ticket, vendor name/address, date  
26 and time hired and released and a government official's signature as "services received." A  
27 commercial purchase cover sheet can be used to assist in tracking and reporting (See Exhibit 05).

28  
29 In order to avoid duplicate payments, do not enter purchases made via government charge card  
30 or convenience check into the Time module of I-Suite. Cost will be captured in the Cost module  
31 of I-Suite.

32  
33 Utilize Agency policy when purchasing commercially above the micro purchase threshold. For  
34 information regarding State Cooperator invoices please refer to the individual state's Chapter 50  
35 Supplement.

### 36 **Land Use and Facility Rental Agreements**

37  
38  
39 Temporary rental of property for emergency incident purposes requires an exceptional degree of  
40 good business judgment, including reasonable price determinations, and may only be negotiated  
41 by a warranted Contracting Officer or procurement official operating within their warranted  
42 authority. In making the determinations as to price fairness, consideration should be given but  
43 not limited to the following items:

- 44  
45 1. Fair market rental rates for the property in the area. Real estate firms may be able to  
46 assist in determining these fair market rates.

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

3  
4           3. Alterations needed and who will make them.

5  
6           4. Impacts on the property.

7  
8           5. Costs of restoration, and who will do the restoration work.

9  
10          6. Duration of the rental, (emphasis should be on weekly or monthly rates), with a limit  
11 on total costs.

12  
13          7. A joint pre- and post-use inspection shall be made of the premises. Such inspection  
14 shall note all improvements and their condition, including items such as fences, buildings, wells,  
15 crops and road conditions.

16  
17          8. Water Rights

18  
19 Schools and other governmentally-owned facilities should be compensated for operating costs  
20 only, since these facilities are funded by the taxpayers through tax revenues.

21  
22 No-cost land use agreements are not binding or valid. If an agreement is established with  
23 consideration, e.g., grass seed, field use for incident base camp, fence repair, the agreement is  
24 binding.

25          Examples of Land/Facility Restoration Considerations:

- 26          • Loss of crop/pastures  
27          • Re-seeding  
28          • Noxious Weeds  
29          • General clean-up  
30          • Re-sodding of athletic fields  
31          • Reconditioning floors  
32          • Pumping of septic systems  
33          • Mending fences

34  
35 When weekly or monthly rates are used, identify the actual day the week or month begins and  
36 ends, such as 7/15-7/22/yy, or 30 days beginning 7/15/yy and ending 8/14/yy. Payments for  
37 Land Use Agreements can be processed through I-Suite and the Hosting Agency or paid by  
38 convenience check through a government representative operating within both their procurement  
39 authority and their agency's convenience check payment guidelines/procedures. See the  
40 Appendix B Tool Kit of the Interagency Incident Business Management Handbook for an  
41 example of the Facility and Land Use Agreement and check list.

42  
43 For additional information on State Statues regarding water rights for suppression actions refer to  
44 the local leasing specialists, Resource Advisor, or IBA.

45  
46 **Incident Only Emergency Equipment Rental Agreements (EERA), OF-294**

1 Preseason competed agreements shall be used for extended attack as the first source for  
2 equipment rentals. If competed equipment is not available, it is appropriate to use an incident-  
3 only EERA for the rental of equipment, property, and animals. EERA is valid for the duration of  
4 the incident only.

5  
6 Fire chasing is equipment not ordered through the resource ordering system. If it arrives at an  
7 incident it should only be used if there is a bona fide need and time does not permit ordering  
8 through established channels. In these circumstances, Point of hire for the Incident-Only EERA  
9 is the incident and compensation for travel to and from the incident would not be allowed.

10  
11 Demobilization. When demobilizing contract equipment, vendors awarded an agreement as a  
12 result of competitive solicitations, shall be given priority to remain on the incident over resources  
13 with incident only agreements, unless the IC determines it is necessary to deviate based on a  
14 specific incident need or objective. Reference the National Interagency Mobilization Guide,  
15 Chapter 20.

## 16 **General Guidelines for Equipment Hire**

17  
18  
19 Fire Incident Business (VIPR) and Incident Only /EERA Equipment Guide can be found at  
20 [http://gacc.nifc.gov/rmcc/administrative/fire\\_business/R2\\_Contract\\_Equipment\\_Guide.pdf](http://gacc.nifc.gov/rmcc/administrative/fire_business/R2_Contract_Equipment_Guide.pdf)

### 21 Laws, Regulations, and Guidelines.

22  
23 1. Service Contract Act (SCA) Wage Determination. Federal Agencies shall apply the  
24 SCA to all rentals where service employees are used, except for owner/operators.  
25 Contractors are responsible for paying these rates. The Procurement Unit Leader  
26 shall post copies of the applicable Wage Determination, Service Contract Act, and  
27 Fair Labor Standards Act posters in a public location at each incident command post.

28  
29 2. I-BPA. Use the generic I-BPA template found at  
30 <http://www.fs.fed.us/business/incident/solicitations.php> to establish EERAs. Typing  
31 from Method of Hire chart (Exhibit 23, Interagency Incident Business Management  
32 Handbook) can be accessed at:  
33 [http://www.nwccg.gov/pms/pubs/iibmh2/pms902\\_ch20\\_exhibits-1\\_201208.pdf](http://www.nwccg.gov/pms/pubs/iibmh2/pms902_ch20_exhibits-1_201208.pdf)

34  
35 3. EERA Special Provisions. Special Provisions should apply to the specific equipment.

36  
37 The following language should be added to the Special Provisions of **all** EERAs:

38 (a) EERA General Clauses

39  
40 (b) Wage Determination (for equipment hired with operator).

41  
42 (c) Credit Card required for fuel purchasing (as provided under Fuel Tender).

43  
44 (d) FAR Clauses for EERA.

45  
46 (e) All payments will be made by the incident agency. The payment office will be  
47 designated in block 9 of the Emergency Equipment Use Invoice (OF-286).

- 1  
2 (f) Contractors shall not receive payment for the same piece of equipment under a  
3 daily rate from more than one jurisdictional agency during the same calendar day.  
4  
5 (g) There is no guarantee of time under hire or the hours of operation. Hours of  
6 operation are determined by the Incident Commander and documented in the IAP  
7 or provided verbally. For pay purposes refer to General Clauses 6 and 7.  
8  
9 (h) Mechanical repairs shall be made and paid for by the Contractor. The  
10 Government may, at its option, elect to make repairs when necessary to keep the  
11 resource operating. The cost of such repairs will be \$90 per hour plus parts, and  
12 will be deducted from payment to the contractor.  
13

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

16 “This agreement supersedes agreement # *(insert the number)* dated *(insert the*  
17 *appropriate date)*”  
18

- 19 4. Gross Vehicle Weight (GVW)/Gross Vehicle Weight Rating (GVWR). Equipment,  
20 which by law requires an operator to possess a driver’s license to operate on a public  
21 highway, shall be licensed. The licensed gross vehicle weight GVW shall equal or  
22 exceed the weight of the vehicle fully loaded including operators and accessory  
23 equipment  
24  
25 5. Commercial Drivers License. A valid Commercial Drivers License (CDL) is required  
26 for any equipment contracted by an I-BPA/EERA that falls under the CDL  
27 regulations. Most common requirements are as follows:  
28  
29 (a) A single vehicle with a gross vehicle weight rating (GVWR) of more than  
30 10,000 or 26,000 pounds depending upon the state’s DOT requirements.  
31  
32 (b) A trailer with a GVWR of more than 10,000 pounds (if the gross combination  
33 weights rating is more than 26,000 pounds).  
34  
35 (c) A vehicle designed to transport more than 16 persons (including driver).  
36  
37 (d) Any size vehicle, which requires hazardous materials placards.  
38

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

- 41 6. Operator Hour Limitations. Operator assignments should be on a scheduled rotation  
42 for each operational period if the equipment is working 24 hours per day. When  
43 equipment is used less than 24 hours per day and only one operator is provided, base  
44 the operator’s schedule on an operational period allowing a minimum of 8 hours off  
45 duty between operational periods. All work/rest guidelines in the IIBMH apply.  
46 7. Special Guidelines for Equipment Hire. For periods of work exceeding 14 days, the  
47 contractor, as a professional firefighting organization, shall follow the requirements

1 for work/rest. The contractor has the responsibility to see that crewmembers are  
2 working safely and are rested.

- 3 8. Insurance Requirements. All commercial vehicles must meet the insurance  
4 requirements found in 49 CFR 387.7. It is the responsibility of the Contractor to  
5 ensure appropriate insurance coverage. Contractor should contact their local  
6 insurance provider to ensure they are covered for commercial services.  
7 9. DOT Requirements. All commercial motor vehicles must meet all DOT requirements  
8 found in 49 CFR 390 through 396. Please refer to website:  
9 <http://www.fmcsa.dot.gov/>.

## 11 **Hiring Methods**

13 COMPETITIVE AGREEMENTS: These items have been competitively solicited and should  
14 not be signed up pre-season or outside of the national solicitation process unless the Dispatch  
15 Priority List (DPL) has been exhausted. If that is the case, resources may be signed up on an  
16 Incident-Only EERA utilizing the specifications and terms and conditions in the national  
17 solicitation templates posted at: <http://www.fs.fed.us/business/incident/solicitations.php>. Also,  
18 utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php>. Resources  
19 should be ordered in accordance with the National Mob Guide for these types of equipment.  
20 Priority for contracted resources shall be given to competed agreements over incident-only  
21 agreements, adhering to best value concept. Typing from Method of Hire chart (Exhibit 23,  
22 IIBMH) can be accessed at: [http://www.nwccg.gov/pms/pubs/iibmh2/pms902\\_ch20\\_exhibits-  
23 1\\_201208.pdf](http://www.nwccg.gov/pms/pubs/iibmh2/pms902_ch20_exhibits-1_201208.pdf).

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

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

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

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

### 42 **1. Aircraft Landing Fees (Commercial)**

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

1  
2 **2. Airports (Commercial)**

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

7  
8 If the airport use is to be more than temporary, such as to pre-position equipment at the start of  
9 the fire season, then a cooperative agreement or long term lease agreement may be appropriate.  
10 Consult agency policy on these types of agreements.

11  
12 **3. Ambulance**

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

15  
16 Ambulances are hired with contractor-furnished fuel, supplies, and medical personnel.  
17 Ambulances shall be staffed with one Paramedic and one EMT (or higher qualified) along with  
18 the appropriate Advanced Life Saving Equipment. If staffed with two qualified EMTs **ONLY**  
19 and no Paramedic, then a reduction in rate should occur. Ambulance must be certified to  
20 transport patients. Since the incident may need an ambulance at any time of the day or night, the  
21 rates established for ambulances shall be based on a 24-hour period. Patient transports are  
22 included in the established daily rates. Separate mileage compensation is not allowed. All  
23 supplies used will be replaced by the incident or the cost of those supplies will be added to final  
24 invoice. Contractor **must** furnish medical supply inventory upon arrival at incident for  
25 reimbursement purposes at the end of incident.

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

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

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

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

37

1        **4. ATV (Commercial)**

2 Utilize Government-owned sources before renting. Government shall provide fuel and oil.  
3 Three-wheel models are NOT acceptable. ATVs can be hired at commercial rate on commercial  
4 agreement without operator from vendor.  
5

6        **5. Bus, Crew Carrying (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/vipreports.php>. If there is an immediate  
10 need to utilize a vendor that has not been through the preseason process, contact Terry Eller,  
11 National COTR, (828) 479-6431 for further guidance.  
12

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

14 Hired strictly for transporting firefighters either to or from the Incident Command Post (ICP) and  
15 are not under the control of the ICP organization and may not be held at the ICP. Motor coaches  
16 and other commercial over-the-road passenger carriers shall be commercially contracted and  
17 procured locally, and shall be paid by government charge card.  
18

19        **7. Bus, School Type (EERA)**

20 When signing up local school district buses hired for incident only include the following  
21 statement on the Emergency Equipment Rental Agreement (EERA), accompanied by the  
22 signature of the determining officer:  
23

24 **"The buses listed herein shall serve as representation by the government that**  
25 **suitable commercial bus transportation is not reasonably available."**  
26

27 Cover the name of the school or school district prior to use.  
28

29 Schools and other governmentally-owned buses should be compensated for operating costs only,  
30 since the equipment is funded by taxpayers through tax revenues. Pay from invoice for actual  
31 cost.  
32

33 **NOTE:** It is very important that preseason BPA and commercial sources for buses are  
34 completely exhausted prior to using school district buses. Many school districts do not require  
35 bus driver medical certificates for transporting school children. However, once the bus is ordered  
36 for the incident it becomes commercial and some states do require a medical waiver certificate  
37 for the drivers. Prior to utilization of school buses contact your respective State's Department of  
38 Transportation (DOT) for current rules and regulations regarding school buses.  
39

40 The Contractor is responsible for all equipment, materials, supplies, transportation, lodging,  
41 trained/certified personnel, and supervision and management of those personnel, necessary to  
42 meet or exceed the Agreement specifications.  
43  
44  
45  
46  
47

## EQUIPMENT REQUIREMENTS

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

### Minimum Equipment Requirements:

All equipment shall have:

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

### 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 (Commercial)**

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

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

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

**12. Communications Trailer (Competitive)**

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

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

Utilize Regional BPAs and GSA awarded vendors or Commercial vendors.

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

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

**15. EMT With Kit (BPA or EERA)**

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

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

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

#### **16. Engine (Competitive)**

For incident only signups 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>.

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

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

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

#### **18. Faller Module (Competitive)**

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

#### **19. Feller Buncher (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>.

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

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

#### **21. Fuel Vendor/Gas Station (BPA or Commercial)**

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

#### **22. Generator (Commercial)**

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

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

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

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

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

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

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

**26. Heavy Equipment With Water: Skidgine/Skidder/Pumpercat (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>.

**27. Helibase Aircraft Rescue and Firefighting Apparatus (BPA or Commercial)**

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

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

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

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

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

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

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

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

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

**30. Masticators (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/vipreports.php>.

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

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

**32. Mobile Laundry (Commercial or EERA)**

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

**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/vipreports.php>.

**34. Modular Office (BPA & Commercial)**

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.

1       **36. Portable Toilet/Handwash Stations (Commercial)**

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

3  
4       **37. Potable Water Truck (Competitive)**

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

8  
9       **38. Pump (BPA or Commercial)**

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

11  
12       **39. Refrigerated Trailer Unit (Competitive/Commercial)**

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       **40. Refuse Collection (Commercial)**

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

20  
21       **41. Road Grader (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  
24 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> in conjunction with  
25 any standard rates provided for negotiation purposes.

26  
27       **42. Skidder (Competitive)**

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

32  
33       **43. Tent Canopy (Commercial)**

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

37  
38       **44. Transport Type 1: Tractor/Trailer (Lowboy) (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       **45. Tractor (Cache van movement) (BPA & Commercial)**

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

**46. Utility Vehicle (e.g. Gator, Mule) (Commercial)**

Utilize Government owned sources before renting. Government shall provide fuel and oil. Only four-wheel drive models are acceptable. UTVs can be hired at commercial rate on commercial agreement without operator from vendor.

**47. Vehicle with Driver (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/vipreports.php> as well as the standard rates provided below for negotiation purposes.

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

**48. Vehicle Rental Un-operated (BPA or Commercial)**

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

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

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

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

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

8  
 9 If a Government employee rents a vehicle from a commercial agency and the purchase and/or  
 10 travel card is used, the card holder shall consider:  
 11 • How the vehicle(s) will be closed out at the end of the card holder's assignment  
 12 • Use is for ALL Government employees  
 13 • Process for claim settlement that may result from the rental  
 14 • The cardholder is liable for any damage the driver incurs and will document damage  
 15 properly and provide documentation to the Claim Unit of the Incident Management Team  
 16 assigned to the incident.

#### 17 **49. Water Tender, Support (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/vipreports.php>.  
 21  
 22

#### 23 **50. Water Tender, Tactical (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/vipreports.php>.  
 27

#### 28 **51. Weed Washing Unit (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/vipreports.php>.  
 32

## 33 **UNIQUE ITEMS**

### 34 **Government Telephone Systems**

35  
 36  
 37 Refer to Host Agency Operating Guidelines on specific guidance on use of cell phones. All cell  
 38 phones and satellite phones should be procured through the incident agency. Use of a personal  
 39 or home unit cell phones and satellite phones **will not** be reimbursed, unless approved by the

1 Host/Incident Agency. The following programs are in place for assistance in obtaining  
 2 communications for incident use:

- 4 • **QWEST – Assistance Information**
  - 5 • Has a Federal Service Center available for orders of telephone service
  - 6 • During normal business hours, 6:00 am – 5:00 pm (Pacific Time) call 800-  
7 879-1023
  - 8 • Also there is a Duty Pager Manager for after hours and weekends - Call  
9 877-417-5777
  - 10 • The following information is needed to place the order:
    - 11 • Your name, phone number, and agency
    - 12 • Address where service is needed & Incident Name
    - 13 • Address or nearby working number
    - 14 • Billing address
- 15 • **Verizon SERT (Significant Event Response Team) – Assistance Information**
  - 16 • Cell phones, towers, satellite phones
  - 17 • Prepaid Cell Phones on a limited basis
  - 18 • Commercial calling cards
  - 19 • Property Items\*

20 \*All of these telephones and calling cards are transferred as property to be  
 21 returned at the end of the incident.  
 22

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

23 **I-BPA/EERA ADMINISTRATION**

24  
 25 **Documentation**

26  
 27 The contractor performance is an important factor in government procurement. The contractor’s  
 28 performance will be based on the Standard Contractor Performance Report (Exhibit E of I-BPA),  
 29 which will be completed at the incident. Unsatisfactory performance may be grounds for a  
 30 contractor to be released from an incident or termination of the agreement. If released from an  
 31 incident for poor performance, the contractor will not be compensated for travel back to Point of  
 32 Hire. The government reserves the right to re-test equipment and evaluate personnel  
 33 qualifications at any time during the agreement period.  
 34

35 1. Agency Responsibilities. A performance evaluation form **shall** be completed upon  
 36 release from an incident. The incident agency is ultimately responsible for the distribution of  
 37 these evaluations to the Contracting Officer signing the agreement. Agency personnel  
 38 responsible for completing this form are expected to be direct line supervisor or others who have  
 39 knowledge of the work provided by the contractor. Prior to transitioning of agency personnel, a  
 40 performance evaluation shall be completed.  
 41

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

4  
5 2. Finance Section Responsibilities. The Finance Section is responsible for collection  
6 and distribution of contractor performance evaluations to the Contracting Officer signing the  
7 agreement.

8  
9 2. Contractor Responsibilities. The contractor is responsible for providing the performance  
10 evaluation to the Contracting Officer whose signature appears on the front of their  
11 agreement.

### 12 **Contract Claims**

13  
14  
15 Ordinary wear and tear will be determined by the incident Procurement Unit Leader, Contracting  
16 Officer, or Successor Contracting Officer who originally signed the I-BPA/EERA based on the  
17 circumstances surrounding any alleged damage. It is the contractor's responsibility to fully  
18 document any circumstances alleged to have damaged their equipment including obtaining  
19 witness statements or opinions of incident supervisor or other incident personnel who might have  
20 knowledge of the circumstances. Ordinary wear and tear on an incident may include conditions  
21 which are harsher than non-incident use of the same equipment.

22  
23 Ordinary wear and tear may or may not include:

- 24  
25 a. Hoses that burst due to excessive pressure (PSI), old age, or deterioration of material  
26 during use.  
27 b. Brush scratches on the body of the vehicle.  
28 c. Punctures, tears, blisters, or destruction of tires and/or sidewalls due to rocks or sticks  
29 normal to the working environment.  
30 d. It is anticipated that there will be wear on the paint on the inner and outer surfaces of the  
31 vehicle, top, sides, rails, and tailgate. There may also be chips from flying rocks and  
32 minor bumps and dents on both the sheet metal and the bumpers.  
33 e. Clogged air filters and oil filters from dust during off highway driving.  
34 f. Damage or failure of shocks, brakes or power train (steering linkage and suspension) by  
35 either fatigue or part failure due to age, manufacturer defect or operator. Power train  
36 includes engine, clutch, transmission, transfer case, driveline, front and rear differentials,  
37 axles, wheels, and bearings.

38  
39 Contract claims may be settled by the original contracting officer, or a designated successor  
40 contracting officer, acting within their delegated warrant authority and limits set by the incident  
41 agency.

### 42 **Payments**

43  
44  
45 Prior to implementing any incident payments, coordination with the incident agency policies is  
46 required.

1 **EXHIBITS**

2

3 Exhibit 01 – Incident Equipment Repair Order .....27

4 Exhibit 02 – RM/GB Contracting Officers for Equipment Solicitations .....29

5 Exhibit 03 – Reference Library .....30

6 Exhibit 04 – Commercial Purchase Cover Sheet.....31





**Exhibit 02**  
**ROCKY MOUNTAIN/GREAT BASIN CONTRACTING OFFICERS**  
**FOR EQUIPMENT SOLICITATIONATIONS**

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 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Heavy Equipment/ Transport	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Engine	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Fallers	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Refrigerated Truck/Trailer	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Mechanic w/Service Truck	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Vehicle w/Driver	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Misc. Heavy Equip (Feller Buncher, Masticator, Road Grader & Skidder)	FS	Rocky Mtn	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Potable/Gray Water & Trailer Mounted Hand Wash Station	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Crew Carrier Buses	FS	Nation-Wide	Melinda Draper	FS-WO	208-387-5610 <a href="mailto:mngdraper@fs.fed.us">mngdraper@fs.fed.us</a>
Fuel Tenders	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>
Weed Washing Unit	FS	Rocky Mtn/Great Basin	Sue Huston	FS-R4	801-625-5811 <a href="mailto:shuston@fs.fed.us">shuston@fs.fed.us</a>
Skidgens/ Pumper Cats	FS	Rocky Mtn/Great Basin	Kim Luft	FS-R2	303-275-5405 <a href="mailto:kluft@fs.fed.us">kluft@fs.fed.us</a>

### 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](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.gsaelibrary.gsa.gov/ElibMain/SinDetails?scheduleNumber=48&executeQuery=YES&specialItemNumber=411+2>

Description: Rental Supplemental Vehicle Program (RSVP)

**Exhibit 04  
COMMERCIAL PURCHASE COVER SHEET**

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

**ATTACHMENTS**

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

**Comments or Receipts:**