

## **INFORMATION TO BE PROVIDED BY CONTRACTOR AT CHECK-IN**

### MANIFEST (EXHIBIT H.5)

At the time of arrival, the contractor shall provide a complete Passenger and Cargo Manifest (SF-245) and complete complement list to the Finance Section and to the Planning Section or Status Check-in, listing the Contractor name, agreement number, or federal tax identification number, each person's complete name, and departure time from point of dispatch.

The contractor shall provide a new manifest when a change in personnel occurs, before the next operational period to the Finance Section and to the Planning Section or Status Check-in.

### AGREEMENT INFORMATION

The contractor shall carry a minimum of two copies of the agreement at all times. The contractor shall furnish a copy of the agreement to the Finance Administration Section.

The Contractor shall designate the Single Resource Engine Boss (ENGB) or equipment operator (EQOP) of other water handling equipment as their representative on an incident to deal with all on-site administration of this agreement. The contractor shall designate the appropriate representative (ie, bus driver, dozer operator, ect.) for equipment that is provided for agreements other than those listed in the above paragraph. The contractor shall also provide a point of contact for equipment that is provided unoperated such as tents, portable toilets, mobile offices, ect.

## **PRE-USE INSPECTION**

Prior to incident use, the Government will perform inspections utilizing form OF-296 "Vehicle/Heavy Equipment Safety Inspection Checklist" to insure compliance with the agreement requirements. See Clause 1, General Clauses to Emergency Equipment Rental Agreement Form OF-294, Exhibit A.

If the resource complement falls below the agreed upon staffing (at time of dispatch and documented on the resource order) the CE is noncompliant. If the resource does not pass inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor *may* be given 24 hours or time frame designated by Government representatives to bring the resource into compliance.

All personnel will present picture identification (eg. drivers license) and current qualification cards (if applicable) to a Government inspector. The contractor Personnel must also provide proof of insurance and any drivers license endorsements including current medical card that may be required for the type of equipment being operated.

## **INFORMATION TO BE PROVIDED BY CONTRACTOR AT CHECK-IN**

## **INFORMATION TO BE PROVIDED BY CONTRACTOR AT CHECK-IN**

### MANIFEST (EXHIBIT H.5)

At the time of arrival, the contractor shall provide a complete Passenger and Cargo Manifest (SF-245) and complete complement list to the Finance Section and to the Planning Section or Status Check-in, listing the Contractor name, agreement number, or federal tax identification number, each person's complete name, and departure time from point of dispatch.

The contractor shall provide a new manifest when a change in personnel occurs, before the next operational period to the Finance Section and to the Planning Section or Status Check-in.

### AGREEMENT INFORMATION

The contractor shall carry a minimum of two copies of the agreement at all times. The contractor shall furnish a copy of the agreement to the Finance Administration Section.

The Contractor shall designate the Single Resource Engine Boss (ENGB) or equipment operator (EQOP) of other water handling equipment as their representative on an incident to deal with all on-site administration of this agreement. The contractor shall designate the appropriate representative (ie, bus driver, dozer operator, ect.) for equipment that is provided for agreements other than those listed in the above paragraph. The contractor shall also provide a point of contact for equipment that is provided unoperated such as tents, portable toilets, mobile offices, ect.

## **PRE-USE INSPECTION**

Prior to incident use, the Government will perform inspections utilizing form OF-296 "Vehicle/Heavy Equipment Safety Inspection Checklist" to insure compliance with the agreement requirements. See Clause 1, General Clauses to Emergency Equipment Rental Agreement Form OF-294, Exhibit A.

If the resource complement falls below the agreed upon staffing (at time of dispatch and documented on the resource order) the CE is noncompliant. If the resource does not pass inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor *may* be given 24 hours or time frame designated by Government representatives to bring the resource into compliance.

All personnel will present picture identification (eg. drivers license) and current qualification cards (if applicable) to a Government inspector. The contractor Personnel must also provide proof of insurance and any drivers license endorsements including current medical card that may be required for the type of equipment being operated.

## **Inspection Reports**

Copies of the incident inspection reports and related documentation will be distributed as follows:

- a. The original copy shall remain with the payment package, to be forwarded to the payment center (if required) for processing.
- b. A duplicate copy will remain with the fire documents on Host Unit.
- c. A duplicate copy given to the Contractor.
- d. A duplicate copy shall be forwarded to the CO for all non-compliant equipment.

If the equipment arrives at the incident non-compliant or is released for non-compliance after acceptance at the incident, please forward a copy of the inspection, along with any performance evaluations and other pertinent documentation to Anieta McLendon or Terry Eller.

Anieta McLendon  
501 Fulgram Street  
Crystal Springs, Mississippi 39059  
601-892-5652

Terry Eller  
1070 Massey Branch Road  
Robbinsville, North Carolina 28771  
Fax 828-479-6431

## **PERFORMANCE EVALUATIONS**

The Contractor's performance will be documented on the Standard Contractor Performance Report. This form is available at the Southern Area Coordination Center website. This form must be completed at the incident by the government representative supervising the work. If the supervising Government representative is released from the incident prior to the release of the CE, the government representative will complete a performance evaluation prior to demobilization, for the work that the CE performed under their supervision. A copy of this evaluation form(s) will be given to the contractor at the incident, one copy forwarded to the C.O. and one copy retained at the incident. The completed copy of the Performance Evaluation Form may be mailed or faxed to Anieta McLendon at the addresses listed above.