

D.23 LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

The following attachments are made a part of this solicitation and any resultant agreement.

TITLE
Exhibit A – Definitions & Abbreviations
Exhibit B – Payment Office Information
Exhibit C - Harassment-Free Workplace Policy
Exhibit D - DOL Wage Determination
Exhibit E – Standard Contractor Performance Report
Exhibit F – Safety Standards
Exhibit G – Emergency Equipment Shift Ticket OF-297
Exhibit H - Terms & Conditions for States
Exhibit I – Contractor Associations and Public Education Providers
Exhibit J – Not Applicable
Exhibit K – Not Applicable
Exhibit L – Geographic Area Map
Exhibit M – Bus Safety Inspection Checklist

EXHIBIT A – DEFINITIONS AND ABBREVIATIONS

The specific meanings of terms used in this specification may be found in the Glossary of Terms of the Fireline Handbook, NWCG Handbook 3; PMS 410-1; NFES 0065, and any other prevailing current NWCG publication unless otherwise defined herein:

AGENCY – See “Government”

AGENCY COOPERATOR – Local Government entities available through agreement to assist the Federal and State Government agencies.

AGREEMENT – References the Blanket Purchase Agreement documented on the SF-1449/OF-294, and its attachments.

CAMPSITE – Any area designated by the Government where there are facilities in support of an incident.

CCR – Contractor Central Registration

CO – Contracting Officer

COR – Contracting Officer’s Representative – GOVERNMENT agent/employee responsible for assisting in the administration of the agreement and who has been designated by the Contracting Officer (CO).

DESIGNATED DISPATCH POINT (DDP) – Physical address where the resource is located as identified in VIPR.

DOZER BLADE CONFIGURATIONS:

- FULL U BLADE – A blade that is designed to move large amounts of materials and will have a highly curved and tall face to the blade. This blade will normally have large side wings to carry material.
- SEMI-U COMBINATION BLADE – A blade that is shorter, has less curvature and smaller side wings.
- STRAIGHT BLADE – A blade that has no lateral curve or sidewalls.

EXCAVATOR ATTRIBUTES:

- EXCAVATOR CLAMSHELL BUCKET – A two-sided bucket used on an excavator to dig in a vertical direction; the bucket is dropped while its jaw-like halves are open and digs as they close. Also known as a clamshell grab.
- EXCAVATOR UP DOWN BLADE or DOZER BLADE – A blade mounted on the mainframe of the excavator raised and lowered with hydraulic cylinders. This blade will allow the machine to push material in a grading manner and stabilize the machine while it is working on surfaces that are not level.

EXCAVATOR, STEEP GROUND (STEEP GROUND EXCAVATOR in Section B) – Purpose built or modified construction excavator that is capable of working on slopes greater than 45 percent. These excavators may be Feller Buncher carriages with a bucket and hydraulic thumb or clamshell bucket replacing the saw, or tracked carriages that have had modifications to allow the machine to work on steep grades. Operators are highly experienced in steep ground soil work and have knowledge, skills and abilities to construct firelines or rehabilitate firelines to near natural conditions.

FS – Forest Service

FLYWHEEL HORSEPOWER RATING – Horsepower rating taken at the flywheel with all the engine accessories installed not counting transmission losses or anything after the flywheel.

FMCSA – Federal Motor Carrier Safety Administration

GACC – Geographic Area Coordination Center

GAWR – Gross Axle Weight Rating

GOVERNMENT – United States Department of Agriculture – Forest Service (USDA-FS), National Park Service (NPS), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), and United States Fish & Wildlife Service (USF&WS), Federal Emergency Management Agency (FEMA) **Put Cooperators (States) in here**

GOVERNMENT REPRESENTATIVE – Those employees of the agencies listed under the definition of Government that have a designation in writing or are designated by their position.

GVAW – Gross Vehicle Axle Weight

GVWR – Gross Vehicle Weight Rating

HOST DISPATCH CENTER – Interagency dispatch center responsible for dispatching resources under this agreement.

HOST DISPATCH ZONE – Geographic area defined by the Host Dispatch Center’s area of authority.

ICS – Incident Command System

IIBMh – Interagency Incident Business Management Handbook

INCIDENT – An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

INITIAL ATTACK– A planned response to a wildfire given the wildfire’s potential fire behavior. The objective of initial attack is to stop the spread of the wildfire and suppress it at least cost. An aggressive suppression action that is consistent with firefighter and public safety.

LOW GROUND PRESSURE EQUIPMENT– Equipment with wide pads, designed by the manufacturer to operate in wet, soft or sandy terrain.

ON SHIFT – Includes time worked, time that equipment is held or directed to be in a state of readiness, and compensable travel (equipment traveling under its own power) that has a specific start and ending time.

OPERATIONAL PERIOD – Equal to one shift, an operational period is defined by the incident action plan.

ORDINARY WEAR AND TEAR – Equipment furnished under this agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include but is not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. As a result, by entering into this agreement, the contractor agrees that what is considered wear and tear under this agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.

POINT OF HIRE – The Contractor’s place of business or where resource is located at the time of dispatch.

POINT OF RELEASE – The location from which a contractor is released upon expiration or termination of required services. This point may be the same as the point of hire.

PROPERTY – (Use definition in Interagency Incident Business Management Handbook)

- Accountable Property. Items with a purchase price of \$5,000 (USDA, USDI) or more, or items that the incident agency considers sensitive, such as cameras, computers, chainsaws, and radios, are accountable and are marked with an agency identification number.
- Durable Property. Durable properties are those non-accountable items that have a useful life expectancy greater than one incident (e.g., sleeping bags, water handling accessories, tents, headlamps, tools). This property may be marked with paint or etching to show “US GOVT”, or an agency specific marking.
- Consumable Goods. Consumable goods are items normally expected to be consumed on the incident (e.g., batteries, Meals Ready to Eat, plastic canteens, petroleum products). This property is not marked.

RON – Remain Over Night

ROSS – Resource Ordering and Status System

SEVERITY –The class of assignments that are related to pre-suppression activities. Examples of appropriate severity activities may include but not limited to standby at the host unit, limited patrol, tool sharpening, or other activities that do not unduly interfere with fire readiness and a 10 minute mobilization response time. Increase the level of pre-suppression capability and fire preparedness when predicted or actual burning conditions exceed those normally expected, due to severe weather conditions.

SUPPRESSION – All the work of extinguishing or confining a fire beginning with its discovery.

UNDER HIRE – Refer to D.21.8

WORK/REST – Refer to D.6.7

EXHIBIT B – PAYMENT OFFICE INFORMATION

FOREST SERVICE

Incident Payment Center
101B Sun Drive NE
Albuquerque NM 87105

1-877-372-7248

BUREAU OF LAND MANAGEMENT (BLM)

Emergency Equipment Rental Use Invoice packages shall be returned to the local BLM Incident Host Agency. The BLM will process the use invoice packages in accordance with BLM policy.

NATIONAL PARK SERVICE

Attn: Debbie Townsend
13461 Sunrise Valley Dr
Herndon, VA 20171

703-487-9310

EXHIBIT C - HARASSMENT FREE WORKPLACE POLICY

POLICY: The National policy states: The Forest Service will not tolerate harassment based on race, national origin, religion, age, mental or physical disability, color, sex, or any other non-merit factors.

The Forest Service strives for a harassment-free work environment where people treat one another with respect. Managers, supervisors, and all employees, as well as our contractors, cooperators and volunteers have the primary responsibility for creating and sustaining this harassment-free environment (by example, by job supervision, by coaching, by training, by contract enforcement, and by other means). All employees, contractor personnel, and visitors must take personal responsibility for maintaining conduct that is professional and supportive of this environment.

ACTION REQUIRED: Managers and supervisors must take immediate action to stop harassment (or any other inappropriate behavior), to protect the people targeted and to take all reasonable steps to ensure that no further harassment or retaliation occurs. Employees who witness harassment should report it to the proper authority.

LOCATIONS COVERED: The contractors work environment covers any area where employees work or where work-related activities occur including travel. This includes field sites, incident bases, staging areas, firelines, government buildings and other facilities such as fitness centers and campgrounds. Also included are vehicles or other conveyances used for travel.

WHAT HARASSMENT IS: Harassment is coercive or repeated, unsolicited and unwelcome verbal comments, gestures or physical contacts and includes retaliation for confronting or reporting harassment. Examples of harassment include, but are not limited to, the following:

Physical conduct: Unwelcome touching, standing too close, inappropriate or threatening staring or glaring, obscene, threatening, or offensive gestures.

Verbal or written conduct: Inappropriate references to body parts, derogatory or demeaning comments, jokes, or personal questions; sexual innuendoes; offensive remarks about race, gender, religion, age, ethnicity, sexual orientation, political beliefs, marital status, or disability; obscene letters or telephone calls; catcalls; whistles; sexually suggestive sounds; loud, aggressive, inappropriate comments or other verbal abuse.

Visual, Graphic or Pictorial Displays: Display of nude pictures, scantily-clad, or offensively-clad people; display of intimidating or offensive religious, political, or other symbols; display of offensive, threatening, demeaning, or derogatory drawings, cartoons, or other graphics; offensive T-shirts, coffee mugs, bumper stickers in locations covered above or other articles.

Individuals who believe they are being harassed or retaliated against should exercise any one or more of the following options as soon as possible:

- Tell the harasser to stop the offensive conduct; and/or
- Tell a manager or supervisor about the conduct; and/or
- Contact your Procurement Unit Leader, Contracting Officer, a special Emphasis Program Manager, or any other individual you trust who would take action.

In addition, you may seek help from: Civil Rights Enforcement And Adjudication your local Employee Assistance Program office, or the Regional Office Employee Relations Group.

EXHIBIT D – DOL WAGE DETERMINATION

WD 95-0221 (Rev.-20) was first posted on www.wdol.gov on 06/24/2008
 Emergency Incident/Fire Safety Services

REGISTER OF WAGE DETERMINATIONS UNDER 3 U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT 3 EMPLOYMENT STANDARDS ADMINISTRATION
 By direction of the Secretary of Labor 3 WAGE AND HOUR DIVISION
 3 WASHINGTON, D.C. 20210
 3
 3
 Shirley F. Ebbesen Division of Wage 3 Wage Determination No: 1995-0221
 Director Determinations 3 Revision No: 20
 3 Date Of Revision: 06/19/2008

 NATIONWIDE: Applicable in the continental U.S., Hawaii and Alaska.
 Alaska: Entire state.
 Hawaii: Entire state.
 Midwestern Region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota,
 Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
 Northeast Region: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York,
 Pennsylvania, Rhode Island, Vermont
 Southern Region: Alabama, Arkansas, Delaware, District of Columbia, Florida,
 Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South
 Carolina, Tennessee, Texas, Virginia, West Virginia
 Western Region: Arizona, California, Colorado, Idaho, Montana, Nevada, New
 Mexico, Oregon, Utah, Washington, Wyoming

Fringe Benefits Required Follow the Occupational Listing

Employed on contracts for Emergency Incident and Fire Safety services.

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01613 - Word Processor III	
Continental U.S.	17.57
Alaska	17.57
Hawaii	17.33
05000 - Automotive Service Occupations	
05190 - Motor Vehicle Mechanic	
Alaska	24.78
Hawaii	16.47
Midwestern Region	19.57
Northeast Region	18.37
Southern Region	17.11
Western Region	19.79
05220 - Motor Vehicle Mechanic Helper	
Alaska	17.93
Hawaii	12.68
Midwestern Region	12.69
Northeast Region	14.30
Southern Region	11.04
Western Region	13.40

07000	- Food Preparation And Service Occupations	
07010	- Baker	
	Alaska	14.89
	Hawaii	14.87
	Midwestern Region	12.48
	Northeast Region	14.16
	Southern Region	10.19
	Western Region	15.55
07041	- Cook I	
	Alaska	12.82
	Hawaii	12.52
	Midwestern Region	9.17
	Northeast Region	11.45
	Southern Region	8.74
	Western Region	10.46
07042	- Cook II	
	Alaska	14.72
	Hawaii	13.98
	Midwestern Region	10.33
	Northeast Region	12.90
	Southern Region	9.85
	Western Region	11.78
07070	- Dishwasher	
	Alaska	10.99
	Hawaii	12.05
	Midwestern Region	7.43
	Northeast Region	7.96
	Southern Region	7.73
	Western Region	8.01
07130	- Food Service Worker	
	Alaska	11.20
	Hawaii	11.14
	Midwestern Region	8.76
	Northeast Region	10.51
	Southern Region	8.31
	Western Region	9.12
07210	- Meat Cutter	
	Alaska	18.27
	Hawaii	17.75
	Midwestern Region	15.39
	Northeast Region	17.93
	Southern Region	12.83
	Western Region	16.81
12000	- Health Occupations	
12040	- Emergency Medical Technician	
	Continental U.S.	15.62
	Alaska	21.43
	Hawaii	17.56
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	
	Alaska	20.59
	Hawaii	16.04
	Midwestern Region	14.79
	Northeast Region	14.46
	Southern Region	12.23
	Western Region	15.82

21150	- Stock Clerk	
	Alaska	13.30
	Hawaii	10.49
	Midwestern Region	11.75
	Northeast Region	11.57
	Southern Region	11.25
	Western Region	11.90
23000	- Mechanics And Maintenance And Repair Occupations	
23021	- Aircraft Mechanic I	
	Continental U.S.	26.85
	Alaska	26.11
	Hawaii	26.99
23040	- Aircraft Mechanic Helper	
	Continental U.S.	20.19
	Alaska	20.47
	Hawaii	19.48
23060	- Aircraft Servicer	
	Continental U.S.	23.02
	Alaska	22.87
	Hawaii	22.60
23160	- Electrician, Maintenance	
	Alaska	29.46
	Hawaii	25.39
	Midwestern Region	22.12
	Northeast Region	23.71
	Southern Region	18.91
	Western Region	22.58
23440	- Heavy Equipment Operator	
	Alaska	24.10
	Hawaii	17.15
	Midwestern Region	19.57
	Northeast Region	18.37
	Southern Region	17.11
	Western Region	19.79
23470	- Laborer	
	Alaska	14.63
	Hawaii	14.19
	Midwestern Region	11.90
	Northeast Region	12.01
	Southern Region	9.68
	Western Region	11.24
23530	- Machinery Maintenance Mechanic	
	Alaska	27.50
	Hawaii	27.13
	Midwestern Region	16.96
	Northeast Region	17.74
	Southern Region	13.43
	Western Region	16.82
23580	- Maintenance Trades Helper	
	Alaska	20.10
	Hawaii	15.51
	Midwestern Region	15.97
	Northeast Region	14.91
	Southern Region	13.42
	Western Region	13.85

27000	- Protective Service Occupations	
27070	- Firefighter	
	Alaska	11.14
	Hawaii	9.08
	Midwestern Region	6.96
	Northeast Region	7.66
	Southern Region	7.02
	Western Region	7.66
31000	- Transportation/Mobile Equipment Operation Occupations	
31030	- Bus Driver	
	Alaska	20.22
	Hawaii	13.13
	Midwestern Region: 1 1/2 to 4 tons	16.66
	Midwestern Region: over 4 tons	17.42
	Midwestern Region: under 1 1/2 tons	12.47
	Northeast Region: 1 1/2 to 4 tons	17.08
	Northeast Region: over 4 tons	17.83
	Northeast Region: under 1 1/2 tons	13.25
	Southern Region: 1 1/2 to 4 tons	15.23
	Southern Region: over 4 tons	15.78
	Southern Region: under 1 1/2 tons	8.48
	Western Region: 1 1/2 to 4 tons	15.69
	Western Region: over 4 tons	16.13
	Western Region: under 1 1/2 tons	9.88
31361	- Truckdriver, Light	
	Alaska	18.93
	Hawaii	10.35
	Midwestern Region	12.47
	Northeast Region	13.25
	Southern Region	8.48
	Western Region	9.88
31362	- Truckdriver, Medium	
	Alaska	20.50
	Hawaii	13.12
	Midwestern Region	16.66
	Northeast Region	17.08
	Southern Region	15.17
	Western Region	15.69
31363	- Truckdriver, Heavy	
	Alaska	21.66
	Hawaii	14.32
	Midwestern Region	17.42
	Northeast Region	17.83
	Southern Region	15.78
	Western Region	16.72
31364	- Truckdriver, Tractor-Trailer	
	Alaska	22.81
	Hawaii	14.51
	Midwestern Region	20.72
	Northeast Region	17.95
	Southern Region	16.59
	Western Region	17.07
47000	- Water Transportation Occupations	
47021	- Cook-Baker/Second Cook/Second Cook-Baker/Assistant Cook	
	Alaska	14.72
	Hawaii	13.98
	Midwestern Region	10.33
	Northeast Region	12.90

	Southern Region	9.85
	Western Region	11.78
92000	- Non Standard Occupations	
(not set)	- Chief Cook	
	Alaska	19.57
	Hawaii	23.45
	Midwestern Region	17.25
	Northeast Region	20.87
	Southern Region	15.80
	Western Region	19.21
(not set)	- Environmental Protection Specialist	
	Alaska	30.84
	Hawaii	28.53
	Midwestern Region	25.95
	Northeast Region	31.12
	Southern Region	26.43
	Western Region	27.33
(not set)	- Fire Safety Professional	
	Alaska	30.84
	Hawaii	28.53
	Midwestern Region	25.95
	Northeast Region	31.12
	Southern Region	26.43
	Western Region	27.33
(not set)	- Aircraft Quality Control Inspector	
	Continental U.S.	28.07
	Alaska	27.30
	Hawaii	28.22
99000	- Miscellaneous Occupations	
99730	- Refuse Collector	
	Alaska	10.80
	Hawaii	9.99
	Midwestern Region	9.24
	Northeast Region	10.55
	Southern Region	6.99
	Western Region	8.99

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

VACATION (Hawaii): 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HEALTH & WELFARE (Hawaii): \$1.37 per hour, or \$54.80 per week, or \$237.47 per month hour for all employees on whose behalf the contractor provides health care benefits pursuant to the Hawaii prepaid Health Care Act. For those employees who are not receiving health care benefits mandated by the Hawaii prepaid Health Care Act, the new health and welfare benefit rate will be \$3.24 per hour.

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract.

{See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**** OCCUPATIONS NOT INCLUDED IN THE SCA DIRECTORY OF OCCUPATIONS ******Aircraft Quality Control Inspector**

Develops and implements quality control and ground safety programs to ensure compliance with contract specifications. Inspects and verifies proper completion and documentation of safety and flight discrepancies. Briefs and debriefs pilots and crew members assigned to functional check flights. Evaluates personnel, including verification of skills, training and experience. Performs audits and inspections of work centers and ongoing maintenance actions, procedures, equipment and facilities. Monitors timeliness and applicability of aircraft maintenance technical data and technical library. Reviews maintenance source documents, aircraft inspection records, notes recurring discrepancies or trends and initiates appropriate action. Manages the material deficiency and technical order improvement program. Reviews engineering investigation requests. Initiates and reviews quality deficiency reports, technical deficiency reports and hazardous material reports, ensuring that they are accurate, clear, concise and comprehensive. Receives aircraft and explosive mishap reports and studies them for applicability. Oversees aircraft weight and balance program. Conducts safety inspections, training and drills.

Chief Cook

Directs and participates in the preparation and serving of meals; determines timing and sequence of operations required to meet serving times; inspects galley/kitchen unit and equipment for cleanliness and proper storage and preparation of food. Many plan or assist in planning meals and taking inventory of stores and equipment.

Environmental Protection Specialist

Environmental protection specialist positions require specialized knowledge of the principles, practices, and methods of program or administrative work relating to environmental protection programs. This entails (1) an understanding of the philosophy underlying environmental regulation; (2) knowledge of environmental laws and regulations; (3) knowledge of the planning, funding, organization, administration, and evaluation of environmental programmes; (4) practical knowledge of environmental sciences and related disciplines, the effects of actions and technology on the environment, the means of preventing or reducing pollution, and the relationship between environmental factors and human health and well-being; and (5) practical knowledge of important historic, cultural, and natural resources (including land, vegetation, fish, wildlife, endangered species, forests) and the relationship between the preservation and management of these resources and environmental protection. Environmental protection specialists apply specialized knowledge of one or more program or functional areas of environmental protection work, but do not require full professional competence in environmental engineering or science.

Fire Safety Professional

The Fire Safety Professional works to control and extinguish fires, rescue persons endangered by fire, and reduce or eliminate potential fire hazards. It also controls hazardous materials incidents, provides emergency medical services, trains personnel in fire protection and prevention, operates fire communications equipment, develops and implements fire protection and prevention plans, procedures, and standards and, advises on improvements to structures for better fire prevention.

EXHIBIT E - Standard Contractor Performance Report

Highlighted blocks are required to be completed.

Evaluation Type: Interim _ Final _ (check one)			
Evaluating Organization (Fire Name):		Reporting Period: From	
Contracting Office:		Contract Number:	to
Contractor Name:		Order Number (Resource Order/Incident #):	
Contractor Address:		Contractor Address:	
DUNS:		City:	State:
Additional or Alternate Contractor Name:		Zip/Postal Code:	Country:
TIN:	Industrial Code (NAICS):	Commodity Code:	Contract Type:
Contract Award Date:	Contract Expiration Date:		Contract Value:
Requirement Description (Equipment Type):			

Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See attached Rating Guidelines).

Quality of Product or Service (How did the Contractor perform, document any noncompliance or performance issues)

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Quality of Product or Service (2000 characters maximum):

Timeliness of Performance (Did the Contractor arrive when expected, demob timely; and perform the work in a timely manner)

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Timeliness of Performance (2000 characters maximum):

Business Relations (Did the Contractor perform in a business-like manner; complete administrative requirements timely)

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
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Government Comments for Business Relations (2000 characters maximum):

Additional Info

Contractor Key Personnel

Contractor Manager/Principal Investigator (Owner's Name):

Government Comment on Contractor Manager/Principal Investigator (2000 characters maximum): *(If applicable, describe working relationship with government representatives for this assignment)*

Contractor Key Person (Equipment Operator's Name):

Government Comment on Contractor Key Person (2000 characters maximum): *(Describe working relationship with government representatives for this assignment)*

Customer Satisfaction

Is/was the contractor committed to customer satisfaction? ___ Yes ___ No *(Check one)*

Would you recommend the selection of this firm again? ___ Yes ___ No *(Check one)*

Government Comments on Customer Satisfaction (2000 characters maximum): *If no to either of above, explain below*

Admin Info

Project Officer/COTR *(Individual completing the evaluation)*

Name: _____
Phone: _____
Fax: _____
E-mail Address: _____

Contractor Representative

Name: _____
Phone: _____
Fax: _____
E-mail Address: _____

Alternate Contractor Representative

Name: _____
Phone: _____
Fax: _____
E-mail Address: _____

Contracting Officer:

Name: _____
Phone: _____
Fax: _____
E-Mail Address: _____

Rating Guidelines

Quality of Product or Service

Unsatisfactory	Non-conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.
Poor	Overall compliance requires significant Agency resources to ensure achievement of contract requirements.
Fair	Overall compliance requires minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or very minimal, quality problems, and the Contractor has met the contract requirements.
Excellent	There are no quality issues, and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.
Outstanding	The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example for others, so that it justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Timeliness of Performance

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Unsatisfactory	Delays are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.
Poor	Delays require significant Agency resources to ensure achievement of contract requirements.
Fair	Delays require minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or minimal, delays that impact achievement of contract requirements.
Excellent	There are no delays and the contractor has exceeded the agreed upon time schedule.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Business Relations

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Unsatisfactory	Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.
Poor	Response to inquiries and/or technical, service, administrative issues is marginally effective.
Fair	Response to inquiries and/or technical, service, administrative issues is somewhat effective.
Good	Response to inquiries and/or technical, service, administrative issues is consistently effective.
Excellent	Response to inquiries and/or technical, service, administrative issues exceeds Government expectation.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

EXHIBIT F – SAFETY STANDARDS

NOTICE: The following minimum contract standard shall be upheld at all times. The Contracting Officer or appointed representatives (COR) shall consider individuals who cannot meet these minimum requirements UNSAFE and may remove the individual or, if necessary the entire resource from the job site in accordance with the terms of the agreement specification:

A. Heat Stress

There are three forms of heat stress. The mildest is heat cramps. Heat stress can progress to heat exhaustion and eventually heat stroke. Heat stroke is a medical emergency! Delayed treatment can result in brain damage and even death. At the first sign of heat stress, stop work, get into the shade, and begin drinking fluid. See chapter 5 of Fitness and Work Capacity, 2nd ed. (1997). Heat Stress: NFES 1594, PMS-303-1 explains how to detect, treat & prevent heat stress. Cost is 10 cents each.

B. Smoke and Carbon Monoxide

For information on this subject call USDA Forest Service, Technology and Development Program, Publications, (406) 329-3978, and ask for Health hazards of Smoke, Recommendations of the Consensus Conference, April 1997 (Item Number 97512836). Copies are available free of charge in limited numbers.

C. “Six Minutes for Safety” Training

It is recommended that daily Six Minutes for Safety training be conducted that focuses on high risk and low frequency activities that fire personnel may encounter during a fire season. The NWCG website gives information on Six Minutes for Safety, go to www.nwcg.gov

D. Seat Belts

Seat belts will be available and used in any vehicle when in motion. It is the operator’s responsibility to ensure compliance. **NOTE: For crew carrier buses, 49 CFR 392.16 requires only the driver of a commercial motor vehicle to be restrained if the vehicle is equipped with seatbelts.**

E. and F. – NOT APPLICABLE to this solicitation.

G. Incident Identification/ Qualification Card.

Personnel shall carry a government (state or federal) picture identification card, such as a driver’s license, passport, state identification card, etc

H. Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, chopping, throwing, lifting, pulling and frequently carrying objects weighing fifty (50) pounds or more.

I. Work/Rest/Driving/ and Length of Assignment Guidelines

Information on current agency policy on work/rest guidelines, length of assignment, days off and other fire business management information can be found at: www.nwcg.gov

EXHIBIT G – EXAMPLE OF EMERGENCY EQUIPMENT SHIFT TICKET, OF-297

EMERGENCY EQUIPMENT SHIFT TICKET				
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections. E-16				
1. AGREEMENT NUMBER 54-04R4-2-4567			2. CONTRACTOR (name) JONES EQUIPMENT	
3. INCIDENT OR PROJECT NAME LOST CREEK		4. INCIDENT NUMBER WIF-2-061		5. OPERATOR (name) PAUL JONES
6. EQUIPMENT MAKE CATERPILLAR		7. EQUIPMENT MODEL DOZER, D6C		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT
9. SERIAL NUMBER 47A89876		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)
12. DATE MO/DAY/YR	13. EQUIPMENT USE			14. REMARKS (released, down time and cause, problems, etc.) PAUL JONES - OPERATOR
	START	STOP	HOURS/DAYS/MILES(circle one) WORK SPECIAL	
09/15/07	0600	1800	12	
				15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor
				16. INVOICE POSTED BY (Recorder's initials)
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE <i>Paul L. Jones - Owner</i>			18. GOVERNMENT OFFICER'S SIGNATURE SAMUAL JONES - DIY SUP.	
			19. DATE SIGNED 09/15/07	

EXHIBIT H – Insert exhibits on terms & conditions for states in your Geographic Area if applicable

DRAFT

**EXHIBIT I - CONTRACTOR ASSOCIATIONS AND PUBLIC
EDUCATION PROVIDERS**

Insert information on sources of training in your Geographic Area here.

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EXHIBIT J – NOT APPLICABLE

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EXHIBIT K – NOT APPLICABLE

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EXHIBIT L – GEOGRAPHIC AREA MAP

OPTIONAL - Insert a map of your Geographic Area here.

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EXHIBIT M – BUS SAFETY INSPECTION CHECKLIST

BUS SAFETY INSPECTION CHECKLIST		
1. INCIDENT NAME/NUMBER	2. ORDER/REQUEST NUMBER	
3. OWNER/VENDOR NAME & COMPANY NUMBER		
4. AGREEMENT, PO, CONTRACT NO.	5. EXPIRES	
6. MAKE	7. MODEL, TYPE	
8. SERIAL NO./VIN	LICENSE NO.	

10. PRE-USE INSPECTION REJECTED MILES: _____ DATE _____ TIME _____ INSPECTOR NAME: _____ TITLE _____ PRINT _____
10. PRE-USE INSPECTION ACCEPTED MILES: _____ DATE _____ TIME _____ VENDOR SIGNATURE: _____ TITLE _____ PRINT _____ INSPECTOR NAME: _____ TITLE _____ PRINT _____

* Safety Items, <u>Do Not Accept Until Repaired</u>	Pre-Use		Release	
	Yes	No	Yes	No
1. DOT inspection in previous 12 mths when required *				
2. Gauges and lights *				
3. Seat belts *				
4. Glass and mirrors *				
5. Wipers and horn *				
6. Clutch pedal: proper adjustment, 3/4" free travel				
7. Cooling system: check radiator and hoses				
8. Oil level/condition: full and clean				
9. Battery: check for corrosion, loose terminals, tie downs				
10. Fuel system *				
11. Electrical system: alternator and starter working				
12. Engine running: check for knocks and leaks				
13. Transmission: check for leaks				
14. Steering (<i>See specialty items</i>) *				
15. Tie rods, ball joints: check for looseness or bent *				
16. Lubrication: check for dry fittings				
17. Brakes (<i>See specialty items</i>) *				
18. Drive line/U-joints: check for looseness				
19. Springs and shocks *				
20. Differential: check for leaks				
21. Exhaust system (<i>See specialty items</i>) *				
22. Frame *				
23. Tire and wheels: 1/4" front, 3/16" rear tread required *				
24. Accessories: jack, lug wrench, mounted spare				
25. Body and interior condition: describe & locate damage on back side of form				
26. Emergency Equipment required: ___ Fire Extinguisher ___ Spare fuses ___ Reflectors ___ Chock Blocks *				
27. Operator(s) properly licensed: State _____ License No. _____ Class _____ Endorsements _____ Med Cert Exp Date _____				

Bus Specialty Requirements	Yes	No
1. SAFETY CAGE: Security nets WILL NOT be accepted. See page 17 of 2004 solicitation.		
2. EMERGENCY DOORS: Marked with 1-inch letters and identified with a red electric lamp that works when lights are needed. 393.92 1. No emergency exit sign over rear door (if cage in rear) 2. Roof hatch minimum size is 13X17" 3. All exits shall be properly labeled		
3. FIRE EXTINGUISHER: Minimum rating of 5BC, fully charged, maintained to permit visual check for charge and securely mounted (no bungee)		
4. SPARE FUSES: Not required for buses with relay systems		
5. DRIVE SHAFT PROTECTION: Must have at least one guard or bracket at the end of the shaft that would prevent whipping of the shaft in the event of failure		
6. EXHAUST SYSTEM: Gas Powered Buses: Tailpipe will exit at or within 6" forward of the rear most part of the bus Diesel Buses: Tailpipe will exit within 15" of the rear most part of the bus or to the rear of all doors or windows designed to be opened except windows designed to open solely as emergency exits 393.83 No exhaust leaks will be tolerated, no temp repairs		
7. SPARE TIRE: Full size, mounted on wheel required on all buses: tire must be secured to bus but not loose		
8. STEERING SYSTEM: 393.209 See table in CFR book for maximum steering lash allowed. Gear box, u-joints, ball joints and tie rods must be in good condition. Power steering systems will NOT have ANY leaks. Belts in good condition, steering wheel spokes may not be cracked or missing		
9. BRAKES: Parking brake must hold, air brakes must meet front protection regs and have low air warning devices and working air pressure gauge. Slack adjusters must be properly adjusted. Brake lining will conform to specs. NO leaks of air or fluid allowed		

11. RELEASE INSPECTION MILES _____ DATE _____ TIME _____ VENDOR SIGNATURE: _____ TITLE _____ INSPECTOR NAME: _____ TITLE _____ PRINT _____

COMMENTS:
