

**File Code:** 6320  
**Route To:**

**Date:** March 19, 2009

**Subject:** 2009 Incident Blanket Purchase Agreements (I-BPA) (Formerly known as  
Emergency Equipment Rental Agreements (EERA))

**To:** Contractors with EERA's

### **RESPONSE DUE MAY 1, 2009**

Enclosed with this letter is a copy of your 2008 EERA that is current until June 30, 2009. This is your opportunity to make necessary changes to your agreement for only: address changes, phone number changes, CCR changes, tax identification changes, and deletion of equipment. This opportunity does **NOT** allow you to add or replace equipment on this agreement. If you have any additional equipment that you want to provide for our consideration, it will be placed on a resource availability list should we have the need for those resources. We have a sufficient amount of equipment that is on current EERA's and therefore we are not adding equipment at this time. If you do have additional equipment you can list it on the enclosure "Equipment Information" along with appropriate and legal proof of ownership (buy/sell agreement or lease agreement) for placement on the resource availability list.

Please clearly and legibly identify the corrections on your EERA agreement and return it to the address listed above. When you send back your agreement, you must also include the items listed below. The EERA's that we receive back will be updated with 2009 pricing established by the Northern Rockies amendment to the Interagency Incident Business Management Handbook, Chapter 20. Web site directions to access Chapter 20 are on page two of this letter for you to see. When the Forest Service updates your I-BPA/EERA it will be made active through December 31, 2012. It will be your responsibility to keep up with the verifications and re-certifications to cover those agreements through that period of time for the items below:

- Central Contractors Registration (Active and Correct) (Needs to be renewed on a yearly basis)
- Your various insurance policies for vehicles, equipment, lowboy haulers, etc. ( Active and covers correct equipment and amounts)
- Proof of Motor Vehicle Registrations (Vehicles, Semi Tractors, Trailers, ATV, etc.) (Active and Correct) (Only required if you have these kinds of equipment on your EERA)
- Driver's license(s) (Current and valid) (If changed from last year)
- Current Fireline Safety Training (formerly Standards for Survival Training),
- Completion of the Work Capacity Test (WCT), (Different test required for different equipment)
- Workers Compensation or Independent Contractors Exemption Certificate (owner/operator) (If expired or changed from last year)
- Notification to us if you changed bank information from last year when agreement established.

**All National Forests in Region One have established a deadline of May 1, 2009 for receipt of your corrected EERA and items listed above.** Vendors who do not provide the items listed above by the May 1, 2009 deadline will be placed on a resource list by type of equipment. This list may be used at a later time if there is a need/request from within the zone. We encourage you to get this taken care of as soon as possible.

### **Information – CCR/DUNS:**

Contractors providing equipment for the fire season are required to be properly registered in the Central Contractor Registration (CCR) system and to be current. If you registered last year, you may click on “update/renew” box and provide what information is required. You can go in and make your corrections on your own in CCR at <http://www.ccr.gov/>. If you need additional help, or do not have internet access, you can call 1-888-227-2423 or 1-269-961-5757.

Lastly, vendors can obtain free assistance from the local Procurement Technical Assistance Centers (PTAC) as follows:

#### Clear/Nez Fire Zone (Clearwater/Nez Perce NFs)

PTAC

Attn: Sundi Neely or Giannina Fernandez

P.O. Box 83720

700 W. State Street

Boise, Idaho 83720-0093

Email: [sundi.neely@commerce.idaho.gov](mailto:sundi.neely@commerce.idaho.gov) or [giannina.fernandez@commerce.idaho.gov](mailto:giannina.fernandez@commerce.idaho.gov)

Phone: (208) 334-2650 ext.2133 or (208) 334-2650 ext. 2132

The PTAC offices have proven to be a valuable resource to aid vendors in CCR registration and ensuring information is correct. If you changed bank information from last year then you need to notify the PTAC office so that you can change your CCR and that you will not have payment problems this year. You also need to notify the Forest Service when returning your paperwork. Additionally, other PTAC information can be obtained at internet site <http://www.idahoworks.com/ibn>

### **Information – Fireline Safety Training/Work Capacity Test:**

Fireline Safety Training is a mandatory annual requirement for all individuals working at an incident. Also, the Work Capacity Test is required when operating certain pieces of equipment. These qualification documents will be reviewed now as well as at time of dispatch to make sure they are current and valid. Approved providers who teach the classes or provide work capacity testing can be found at <http://www.fs.fed.us/r1/fire/nrcg/>. Once at that site, click on “Contracting For Fire”, then click on “Training Information” on the upper left side of the screen and then click on “NRCG Training Providers” in the center of the screen.

The Northern Rockies policy for equipment, including rates, personnel, and equipment requirements may be found at <http://www.fs.fed.us/r1/fire/nrcg/>. Once at that site, click on “Committees”, then “Business”, and then “Chapter 20”.

Please remember that on your agreements that you signed last year that they are valid until expiration date unless superseded by a competitive contract award. Equipment will be acquired under the Best Value / VIPR Solicitation process in the future and you are encouraged to review the list of equipment for 2009 and beyond, found at <http://www.fs.fed.us/r1/fire/nrcg/agree-contract/index.html>, and choose “Northern Rockies Competitive EERA Solicitation Plan” and also look at “Preseason Agreements 2009 and Beyond”. Equipment listed on this Best Value site will not be acquired through preseason EERAs. It is your responsibility to contact Debbie Wesselius at the Missoula Regional Office, (406) 329-3333, if you need further information regarding this. Equipment acquired under the Best Value process mentioned above, will ONLY be signed up through the EERA process if all Best Value resources have been dispatched. Should this happen, an EERA will be established ONLY for a specific incident.

Once your updated documents have been received and are acceptable, your agreement will be processed, sent to you for signature, returned to the Forest Service, and then become effective on the date signed by the Contracting Officer. Vendors are highly encouraged to provide all paperwork as soon as possible. Faxed signatures will not be accepted.

When a Contracting Officer signs your agreement, a copy will be returned to you along with the current General Clauses, NRCG Supplemental Terms and Conditions, and Wage Determination. This will be your official document you must carry with each piece of equipment when ordered for an incident.

If you have any questions, or need additional information, please contact Debbie Gerfen at 208 983-4001.

Kathy R. Anderson  
Idaho Montana Acquisition Zone Supervisor

Enclosures

## Equipment Information

Name: \_\_\_\_\_

Mailing Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code: \_\_\_\_\_ Tax ID No. \_\_\_\_\_

DUNS No. : \_\_\_\_\_

Telephone No day & night (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_ Fax No (    ) \_\_\_\_\_

### Equipment Description

	TYPE OF EQUIPMENT	MAKE	MODEL / SIZE / and Flywheel HorsePower	YEAR	SERIAL/LIC NO.
1					
Accessories					
2					
Accessories					
3					
Accessories					
4					
Accessories					
5					
Accessories					

Have you attended Fireline Safety Refresher? Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Have you taken the Physical Fitness Test (Pack Test):

Yes \_\_\_ Arduous \_\_\_ Light \_\_\_ No \_\_\_

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(Signature and Title)

(Date)

Please provide type and size information in the following terms:

Type of equipment	Size measurement per <i>MANUFACTURER's</i> specifications
Dozer	Flywheel horsepower, lights
Skidder	Flywheel horsepower, lights
Grader	Flywheel horsepower, lights
Backhoe	Nominal digging depth, lights
Excavator	Weight class in lbs. <i>and</i> Thumb or No Thumb, lights
Sedan	Must be mid-size or larger
Passenger Van	GVW in lbs. <i>and</i> # of seatbelts
Pickup	4X2 or 4X4 <i>and</i> Compact or ½ or ¾ or 1 ton
Utility (Bronco or Blazer)	4X2 or 4X4 <i>and</i> Compact or ½ or ¾ + tons
Truck, Stakeside/Stock	GVW in lbs. <i>and</i> platform length in feet
Lowboy, Enclosed Van or Flatbed	Size, Tons
Gray Water Truck	Gallons
Shop Truck	“Heavy Equip/Diesel” or “Automotive/Light Truck”
Fuel Truck	Gallons
Ambulance	4X2 or 4X4
Refrigerator Trailer	Trailer length in feet
Portable Pump	Gallons per minute <i>and</i> purchase price
Portable Water Storage Tank	Gallons <i>and</i> purchase price
Pack and Saddle Stock	One rate packer/riding stock - one rate per head pack stock
All Terrain Vehicle	Number of wheels
All other equipment	Enter what you believe to be the standard measurement

- On passenger vehicles, the GVW is usually found on a sticker in the seal of the driver’s door (must be open to be visible) and is generally listed as “GVWR.”

One shift is based on a 14-hour day average. Two shifts are based on a 24-hour day average

Reference NRCG Supplement for equipment classification and all terms and condition of the NWCG and NRCG, FSH5109.34 Interagency Incident Business Management Handbook are located at:

**<http://www.fs.fed.us/r1/fire/nrcg/agree-contract/index.html>**

## Contractor's Checklist

(This is only a helpful guide for the contractor to review and make sure they have everything possible. You may need other items if you have others working for you to operate your equipment. It is the contractor's responsibility to have everything they need at the time of being called to go to the incident.)

- \_\_\_\_\_ Documentation of fully qualified staff, including proof of the annual Fireline Safety Training (formerly Standards for Survival) and Work Capacity/Pack Test (if required).
- \_\_\_\_\_ Copy of current and valid Drivers License (Check to make certain of proper CDL if required for your equipment and all drivers who will drive for you)
- \_\_\_\_\_ Copy of current Proof of Insurance (check expiration date carefully) (vehicle, equipment, lowboy haulers – carriers insurance, etc.)
- \_\_\_\_\_ Copy of Workers Compensation Insurance Certificate or Exemption Certificate (owner/operator). (Check expiration date carefully) (If others operate your equipment then you need Workers Compensation Insurance)
- \_\_\_\_\_ Personal Protective Equipment (PPE) (Different for various equipment)
- \_\_\_\_\_ Central Contractors Registration (Active and Correct)
- \_\_\_\_\_ Proof of Ownership of Equipment (Buy/Sell Paperwork or Lease Agreement)
- \_\_\_\_\_ Personal/Personnel Medical Qualifications (If required)
- \_\_\_\_\_ Driver and Vehicle must comply with all current Department of Transportation regulations.