

File Code: 6320
Route To:

Date: March 31, 2009

Subject: 2009 Potential Fire Support

To: Interested Fire Contractors

RESPONSE DUE MAY 15, 2009

This letter is for those contractors who are interested in participating in the potential 2009 fire season. Enclosed in this letter is the information you are required to provide if you are to be considered for a fire incident this upcoming season.

- Central Contractors Registration (Active and Correct)
- 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)
- Legal Proof of Ownership (Buy/Sell agreement or lease agreement) (Dozers, Excavators, Backhoes, etc.)
- Driver's license(s) (Current and valid)
- Current Fireline Safety Training (formerly Standards for Survival Training)
- Completion of the Work Capacity Test (WCT), (Different test required for different equipment and also may not be required depending on equipment)
- Workers Compensation or Independent Contractors Exemption Certificate (owner/operator)
- EERA Contractor Business Information for Reporting Purposes

Note: All Region One National Forests have established a deadline of May 15, 2009 for receipt of your material. Once this material is received by the Forest Service, your equipment will be placed on a resource availability list by type of equipment. All existing Best Value and current Emergency Equipment Rental Agreements (EERA) have first priority for fire dispatch in 2009 before we would use the resource availability equipment. For your information, we do have sufficient equipment currently under both Best Value and our 2008 EERA's (currently being extended). The resource availability list will only be used at a later time if there is a need/request from within the zone for your equipment.

Information – CCR/DUNS:

Contractors providing equipment for the fire season are required to register in the Central Contractor Registration (CCR). All vendors who potentially go out on fire must be registered in order to receive payment from the Forest Service for services rendered. If you were registered in CCR last year, you may click on "update/renew" box and provide what information is required. If you have not registered in CCR, please click on the "new" box and provide all requested information. You will also be required to input codes in the CCR related to the North American Industrial Classification System (NAICS) and Standard Industrial Classification System (SIC). The numbers you will enter for the NAICS is 115310 and the SIC is 0851. If you have never registered then you must first obtain a Dun and Bradstreet number (DUNS). There should be no charge to get this number. You can get this by calling toll free, 1-866-705-5711.

Once you have obtained this Duns number, you may register in the 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:

Billings

Big Sky EDA

<http://www.bigskyeda.org>

222 North 32nd Street, Suite 200

Billings, MT 59101

Program Headquarters

Jason Porch- Subcenter Director

Phone: 406-256-6871

E-mail porch@bigskyeda.org

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 will not have payment problems if you go out on fire assignments. Additionally, other PTAC information can be obtained at internet site <http://www.aptac-us.org/new/>

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”.

For equipment that is under Best Value or will be under the Best Value process in the future you are encouraged to review the list of equipment, found at <http://www.fs.fed.us/r1/fire/nrcg/agree-contract/index.html>, and choose “Northern Rockies Competitive EERA Solicitation Plan” or “Preseason Agreements 2009 and Beyond” for information.

Vendors are highly encouraged to start collecting all the required documents as soon as possible. The training classes fill up fast and PTAC has only so much time to spend with all the customers they serve. Once all your documents have been received then your equipment will be put on a resource available list. There is no guarantee that your equipment will go out on fire even though you have completed the requirements listed above.

Please do not return any of the attached documents to your local Forest, as the Fire Contracting Officer for all of the East Side Acquisition Team, all questions and documents must be referred/returned to me.

If you have any questions, or need additional information, please contact me at 406-657-6205 Ext 264.

Lori Austad
Contract Specialist, Fire

Enclosures

Contractor Business Information for Reporting Purposes

Please circle the appropriate block that best describes your business:

Type of Contractor:

- Small Business (less than \$15 million annual receipts)
- Small Disadvantages Business
- Large Business
- JWOD Nonprofit Agency
- Educational Institute
- Hospital
- Nonprofit Organization
- State/Local Government
- Foreign Contractor
- Historically Black College/University or Minority Institution
- Native American/Tribal Entity

Women-owned Business: yes _____ no _____
(To qualify, 51% or more must be owned by that entity)

HUB Zone Small Business Concern: yes _____ no _____

Veteran-owned Small Business yes _____ no _____
(To qualify, 51% or more must be owned by that entity)

If yes, circle the block that best describes your Veteran-owned Small Business:

- Service Disabled Veteran Owned Small Business
- Veteran Owned Small Business

Contractor Tax ID Number (TIN or SSN): _____

Contractor DUNS Numbers _____

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 ___

(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	Only one rate
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)
- _____ EERA Contractor Business Information for Reporting Purposes form
- _____ 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.