

**File Code:** 6320

**Date:** 4 March 2008

**Subject:** Emergency Equipment Rental Agreements (EERA) 2008

**To:** Interested Contractors

### **RESPONSE DUE MAY 1, 2008**

Enclosed with this letter is a copy of your EERA from 2007. This is your opportunity to make any necessary changes to the agreement which may include: Addition of equipment with appropriate and legal proof of ownership (buy/sell agreement or lease agreement), deleting equipment you no longer own, changes/updates in training, phone number changes, etc. Please clearly and legibly identify the corrections on the enclosed agreement and return it to the address listed above. When you send back your agreement, you must also include the items listed below. These EERAs will be made active through June 30, 2009 and it will be the responsibility of the contractor to keep up with their verifications and re-certifications to cover them through June 2009 for the items below:

- Central Contractors Registration (Active and Correct)
- Your various insurance policies for vehicles, equipment, lowboy haulers, etc. ( Active and covers correct equipment )
- 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)
- Workers Compensation or Independent Contractors Exemption Certificate (owner/operator)
- EERA Contractor Business Information for Reporting Purposes

**The Eastside Acquisition Zone which is comprised of the Beaverhead-Deerlodge, Gallatin, Helena, and Lewis & Clark National Forests have established a deadline of May 1, 2008 for receipt of your corrected EERA and items listed above.** Vendors who do not provide the items listed above by the May 1, 2008 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.

**For those individuals who have never had an EERA or one that has expired you will be required to comply with the May 1<sup>st</sup> deadline date along with submitting those items requested above.** If everything is provided properly then we will issue you an EERA. If everything is not provided by the deadline date then you will be placed on a resource list. This list may be used at a later time if there is any need/request from within the zone.

#### **Information – CCR/DUNS:**

Contractors providing equipment for the fire season are required to register in the Central Contractor Registration (CCR) system prior to preparation of an EERA. All vendors who enter into a pre-season Emergency Equipment Rental Agreement (EERA) must be registered in order to receive payment from the Forest Service for services rendered. If you registered 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:

### **Montana Procurement Technical Assistance Centers**

#### **Big Sky EDA**

<http://www.bigskyeda.org>  
406-256-6871  
222 North 32nd Street, Suite 200  
Billings, MT 59101

#### **Kalispell Area Chamber of Commerce**

<http://www.kalispellchamber.com>  
406-775-4221  
15 Depot Park  
Kalispell, MT 59901

#### **Missoula Area Economic Development Corp.**

406-532-3207  
1121 E. Broadway, Suite 135  
Missoula, MT 59802

#### **Prospera Business Network**

406-587-3113  
222 East Main Street, Suite 102  
Bozeman, MT 59715

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 this year. 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 “5109.34, Chapter 20”.

This year, additional equipment will be acquired under the Best Value Solicitation process and you are encouraged to review the list of equipment for 2008, found at <http://www.fs.fed.us/r1/fire/nrcg/agree-contract/index.html>, and choose “2008 Solicitations”. Equipment listed on this Best Value site will not be acquired through preseason EERAs, and will in fact be deleted from your current agreement. It is your responsibility to contact Debbie Wesselius at the Missoula Regional Office, (406) 329-3333, if you need further information. 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 all your updated documents have been received and are acceptable, your agreement will be processed and 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 Kathy Kuharski at 406-587-6763.

WILLIAM M. PFEIFER  
Contracting Officer  
Gallatin National Forest

Enclosures

## EERA 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 \_\_\_\_\_

## 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.