

SECTION 1: GENERAL REQUIREMENTS

1.0 INTRODUCTION

The STATE OF MONTANA, The Department of Natural Resources and Conservation (DNRC) (hereinafter referred to as "the State/DNRC") is soliciting bids for Type 1, 2, and 3 **Call When Needed Helicopters (CWN)** to be provided for the State of Montana in support of fire suppression and severity. A more complete description of the supplies and/or services sought is provided in Section 4 of this Invitation for Bid (IFB). Bids submitted in response to this solicitation must comply with the instructions and procedures contained herein.

The intent of this agreement is for Initial Attack short duration purposes. If the incident extends beyond Initial Attack, resources should be ordered through the National System and paid as a National Contract resource.

The Vendor's base of operations and location of aircraft must be located within the State of Montana or no further than 2.5 hours of flight time from any Montana Wildland Fire Interagency Zone Dispatch Center located within the State of Montana (see list of Dispatch Centers below).

LISTING OF MONTANA WILDLAND FIRE INTERAGENCY DISPATCH CENTERS

NAME	ADDRESS	CITY	STATE	ZIP CODE
Northern Rockies Coordination Center (NRCC)	5765 W. Broadway	Missoula	MT	59808
Billings Interagency Dispatch Center (BDC)	1299 Rimrock Drive	Billings	MT	59105
Bitterroot Dispatch Center (BRC)	533 Airport Rd	Hamilton	MT	59840
Bozeman Interagency Dispatch Center (BZC)	10 East Babcock St	Bozeman	MT	59771
Dillon Interagency Dispatch Center (DDC)	420 Barrett Street	Dillon	MT	59725
Great Falls Interagency Dispatch Center (GDC)	1101 15 th St. North	Great Falls	MT	59401
Helena Interagency Dispatch Center (HDC)	8001D North Montana	Helena	MT	59602
Kalispell Interagency Dispatch Center (KIC)	650 Wolfpack Way	Kalispell	MT	59901
Kootenai Interagency Dispatch Center (KDC)	31374 Us Hwy 2	Libby	MT	59923
Lewistown Interagency Dispatch Center (LDC)	303 E. Aztec Drive	Lewistown	MT	59457
Miles City Interagency Dispatch Center (MCD)	111 Garryowen Rd	Miles City	MT	59301
Missoula Interagency Dispatch Center (MDC)	1803 Strand	Missoula	MT	59801

1.1 AGREEMENT TERM

The agreement term is for (1) one year beginning June 1, 2021 and ending May 31, 2022 unless superseded or terminated earlier in accordance with the terms of this contract. (*Section 18-4-313, MCA*).

The contract period shall be for one (1) year beginning upon award with an option to renew for four (4) successive one (1) year terms if mutually agreed to by the Vendor and the State.

Prices for the first annual period of the contract will be firm and unchanging. Prices for the remaining years of the contract will be subject to the U.S. Department of Labor Consumer Price Index (CPI) for the month of March in each succeeding year of the contract. This adjustment will apply to the flight rate and daily availability only and will be rounded to the nearest whole dollar.

1.2 START WORK

The Vendor shall provide availability status (phone call or vendor self-status if available) to the designated dispatch office within 10 days after award of the agreement.

1.3 INSTRUCTIONS TO BIDDERS

1.3.1 Procurement Officer Contact Information. Contact information for the Procurement Officer is as follows:

Procurement Officer: John Monzie
Fire Protection Bureau
Address: 2705 Spurgin Road
Missoula MT 59804
Telephone Number: 406-542-4350
Fax Number: 406-542-4242
E-mail Address: DNRCFireContracting@mt.gov

1.3.2 Examination of Solicitation Documents and Explanation to Bidders. Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Procurement Officer in writing. The bidder making such request will be solely responsible for its timely receipt by the Procurement Officer. Replies to such notices may be made in the form of an addendum to the solicitation.

1.3.3 Interpretation or Representations. The State of Montana assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

1.3.4 Acknowledgment of Addendum. If the IFB is amended, then all terms and conditions which are not modified remain unchanged. It is the bidder's responsibility to keep informed of any changes to the solicitation. **Bidders must sign and return with their bid an Acknowledgment of Addendum for any addendum issued.** Bids that fail to include an Acknowledgment of Addendum may be considered nonresponsive. Addendum will be posted on the state's website with the IFB at <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfMontana>. Any other form of interpretation, correction, or change to this IFB will not be binding upon the State. **Bidders shall sign and return with their IFB response an Acknowledgment of Addendum for any addendum issued.**

1.3.5 Extension of Prices. In the case of error in the extension of prices in the bid, the unit price will govern. In a lot bid, the lot price will govern.

1.3.6 Bid Preparation Costs. The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The State is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a purchase order or agreement.

1.3.7 IFB Attachments.

ATTACHMENTS

- A. Aviation Price Agreement Submittal - Aircraft
- B. Aviation Price Agreement Submittal - Other
- C. Sample Aviation Price Agreement
- D. State of Montana Standard Terms and Conditions
- E. Harassment Free Workplace Policy
- F. Debarment and Suspension Form
- G. Drug and Alcohol
- H. Standard Vendor Performance Report
- I. Taxpayer Identification Request (W-9)
- J. Payment Procedures

1.4 REQUIRED REVIEW

1.4.1 Review IFB. Bidders shall carefully review the entire IFB. Bidders shall promptly notify the Procurement Officer identified above via e-mail or in writing of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover. In this notice, the bidder shall include any terms or requirements within the IFB that preclude the bidder from responding or add unnecessary cost. Bidders shall provide an explanation with suggested modifications. The notice must be received by the deadline for receipt of inquiries set forth below. The State will determine any changes to the IFB.

1.4.2 Form of Questions. Bidders having questions or requiring clarification or interpretation of any section within this IFB must address these issues via e-mail or in writing to the Procurement Officer listed above. Clear reference to the section, page, and item in question must be included in the form. Questions received after the deadline may not be considered.

1.4.3 State's Response. The State will provide a written response to all questions received. The state's response will be by written addendum and will be posted on the state's website with the IFB at <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfMontana> by the close of business on the date listed. Any other form of interpretation, correction, or change to this IFB will not be binding upon the State. **Bidders shall sign and return with their IFB response an Acknowledgment of Addendum for any addendum issued.**

1.5 BID SUBMISSION

1.5.1 BID SUBMISSION – Bids will be submitted through the eMACS system – Bids must be entered into eMACS prior to 2:00 pm. Mountain time of the deadline found in eMACS.

To learn more about eMACS, and to access vendor registration go to:

<http://vendorresources.mt.gov/>

For registration assistance:

General Assistance: 406-444-2575

Email: emacs@mt.gov

Register at: vendorportal.mt.gov

Vendor Registration and Data Management Handbooks

1.5.2 Late Bids. *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.* It shall be the bidder's sole risk to assure bids are submitted and complete before the deadline.

1.5.3 Tax Identification Number (TIN) / Social Security Number (SSN). All bidders must furnish a tax identification number in the space provided on the bid submittal and return the Taxpayer Identification Request (*ATTACHMENT I*). All state agencies require a tax identification number to process payments.

1.6 CHANGE OR WITHDRAWAL OF BIDS

1.6.1 Change or Withdrawal PRIOR to Bid Opening. Should any bidder desire to change or withdraw a bid prior to the scheduled opening, the bidder may do so through eMACS.

1.6.2 Change AFTER Bid Opening But Prior to Bid Award. After bids are opened, they may not be changed except to correct patently obvious mistakes and minor variations as allowed by *ARM 2.5.505*. The bidder shall submit verification of the correct bid to the State prior to the final award by the State. Bids will be evaluated for price reasonableness. You may be contacted for re-submittal for items deemed unreasonable. This will be determined by the State.

1.7 BID AWARDS

1.7.1 Basis for Award. The State intends to award multiple agreements; however, awards will only be made to those bidders offering a reasonable price and resources that are technically acceptable. Proposed pricing for ALL line items will be evaluated for reasonableness. At the discretion of the State, bidders may be given an opportunity for resubmittal if their offer is determined unreasonable. The result of this IFB will be a statewide resource list of prequalified vendors by location and price for which they have agreed to furnish **Type 1, 2, and 3 CWN Helicopters.**

Once the bid is accepted by the STATE the Vendor will need to follow up with federal carding on all their aircraft, pilots, and service vehicles before they can be issued an agreement.

1.7.2 Rejection of Bids. While the State has every intention to award an agreement as a result of this IFB, issuance of the IFB in no way constitutes a commitment by the State of Montana to award and execute an agreement. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Eliminate any bids which seem excessive compared to the average of prices submitted in any given geographic area.
- Cancel or terminate this IFB (18-4-307, MCA)
- Waive any undesirable, inconsequential, or inconsistent provisions of this IFB which would not have significant impact on any bid (ARM 2.5.505); or
- If awarded, terminate any agreement if the State determines adequate state funds are not available (18-4-313, MCA).

1.8 CLAIMS

Claims settlement is agency specific and remains the responsibility of the incident agency.

1.8.1 State of Montana Claims. Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible Line Officer or Agency Administrator. These individuals may delegate this authority to other DNRC employees or to the Incident Management Team. When possible, claims should be settled at the incident. For comprehensive information on handling claims against MT DNRC, see the *DNRC 300 Incident Business Management Manual* located at <http://www.dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp>, or contact the Forestry Division Office, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.

1.9 VENDOR LIABILITY FOR PERSONAL INJURY AND/OR PROPERTY DAMAGE

1.9.1 Vendor Liability for Personal Injury and/or Property Damage.

- a. The Vendor assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the Vendor's vehicles or other equipment by, or the action of, the Vendor or the Vendor's employees and agents.
- b. The Vendor, at the vendor's expense, shall maintain adequate public liability and property damage insurance during the continuance of this agreement, insuring the Vendor against all claims for injury or damage.
- c. The Vendor shall maintain Workers' Compensation and other legally required insurance with respect to the Vendor's own employees and agents.
- d. The State shall in no event be liable or responsible for damage or injury to any person or property occasioned through the use, maintenance, or operation of any vehicle or other equipment by, or the action of, the Vendor or the Vendor's employees and agents in performing under this agreement, and the State shall be indemnified and saved harmless against claims for damage or injury in such cases.

1.10 LOSS, DAMAGE, OR DESTRUCTION

1.10.1 Loss, Damage, or Destruction. For equipment furnished under this agreement, the State shall not be liable for any loss, damage, or destruction of such equipment, except for loss, damage, or destruction resulting from the negligence, or wrongful act(s) of state employee(s) while acting within the scope of their employment. The operator is responsible for operating the equipment within its operating limits and is responsible for safety of the equipment.

SECTION 2: DISPATCH/DELIVERY REQUIREMENTS

2.0 DISPATCH/DELIVERY REQUIREMENTS

All equipment awarded under this IFB shall be located and dispatched through a Northern Rockies Dispatch Center. The Vendor will be listed on an established statewide resource list. When Vendor's resources are listed as unavailable, the resources will not be eligible for dispatch under this agreement.

Since the needs of the State and availability of Vendor's resources during an emergency cannot be determined in advance, it is mutually agreed that, upon request of the State, the Vendor shall furnish the resources listed herein to the extent the Vendor is willing and able at the time of order. The State is not obligated to place nor is the Vendor obligated to accept an order under the agreement, but if an order is placed and accepted, all the terms and conditions set forth shall be met. Due to the sporadic occurrence of incident activity, the placement of any orders IS NOT GUARANTEED. The State reserves the right to establish a dispatch priority list should the need arise.

2.1 AVAILABILITY

The Vendor is responsible for maintaining their current status by informing their host dispatch center of their availability. When Vendor resources are listed as unavailable, the resources will not be eligible for dispatch under this agreement.

2.2 RELIABILITY and OPERATIONS

The Vendor shall provide dependable equipment that meets all applicable state and federal laws relating to aircraft, motor vehicles, and equipment. It is understood and agreed that the Vendor is to supply all labor, equipment, and supplies, including PPE, necessary to provide a complete service as specified in this contract. The state reserves the right to conduct inspections at any time (see item 2.7 Inspections). It is the intent of this agreement that the Vendor operate within FAA civil authorities and not as a Public Use Aircraft. The Vendor shall always remain the operator of the aircraft.

(a) General

The Vendor shall operate in accordance with all applicable *14 Codes of Federal Regulations* and each certification required by this contract unless otherwise authorized by the Procurement Officer.

(b) Pilot Authority and Responsibilities

1. The Pilot in Command (PIC) is responsible for the safe operation of the aircraft and the safety of its occupants and payload. The Pilot has final authority to determine whether the flight can be accomplished safely and shall refuse any flight or landing which is considered unsafe.

2. Aircraft shall be operated within recommended flight envelope limitations. Aircraft operating in turbulent conditions shall not exceed authorized penetration speeds for the aircraft.

(c) Loading and Refueling

Fuel availability is the responsibility of the Vendor. The following requirements and specifications shall apply:

1. Vendors may propose procedures for hot loading of retardant into their aircraft with supporting information to include a risk-based analysis for the State to consider. The Procurement Officer must approve this procedure prior to implementation.

2. The Vendor shall comply with all applicable federal, state, and local laws regarding fuel trucks. Vendor's fuel vehicles must meet all requirements so 49 CFR applicable to the type of fuel being transported.
3. Fuel/support vehicles shall be approved for interagency use and be currently carded with an interagency Data Card – Fuel Service Vehicle. Card must be carried in the truck.
4. The Vendor shall verify the correct retardant mix with a Vendor-based refractometer. Results will be recorded prior to loading the aircraft with any Vendor mixed load.

2.3 CERTIFICATIONS AND APPROVALS

Vendors shall be certificated to meet all applicable *14 Code of Federal Regulations (CFR)* requirements and manufacturers recommendations. Special equipment and/or modification must meet 14 CFR requirements and manufacturers recommendations or engineered data and if required, be FAA approved.

2.4 AIRCRAFT MAINTENANCE

- (1) Maintenance of the aircraft shall be completed and recorded in accordance with all applicable *14 Code of Federal Regulations*.
- (2) A State official will be notified upon maintenance completion and logbook entry that aircraft is ready to return to service.

2.5 ORDERING/DISPATCH PROCEDURE

Following award, each host dispatch center will have an established statewide resource list. This state resource list will identify location and price. State personnel may use this state list if and when an incident develops. Although price will be a major consideration due to the exigency nature of fire suppression and severity factors. Prior to placing an order there may be other considerations besides price, such as location, ability to meet timeframes, etc.

Orders will primarily come through Dispatch, although other state personnel are authorized to place orders.

The State will generally consult the statewide resource list and choose the vendor closest to the incident, taking vendor equitability and mobilization costs into consideration. The ordering official will inform that vendor of the location, quantity required, and date and time needed. The order will be placed with that vendor until that vendor cannot fill the order or meet the date and time needed. If that vendor is unable to meet the requirements, the next closest vendor will be contacted, etc. The next time the service is required, the same process will be followed, considering location, and ensuring equitability among the vendors.

NOTE: The state of Montana reserves the right to select vendors who they (state officials) consider to be in their best interest. This may include vendors who did not participate in this solicitation.

When receiving a dispatch call, the Vendor shall confirm their availability and ability to meet specified timeframes. If the Vendor cannot be reached or is not able to meet the time and date needed, the dispatcher may proceed with contacting the next closest vendor. Vendors shall check in at the time agreed when dispatched; at the assignment or designated meeting place, as determined by the Helicopter Manager or state office

At the time of acceptance of the assignment, the following information will be given to the Vendor:

- a. Resource Order Number
- b. Incident Order Number and Name of the Incident
- c. Date and Time to report to the Incident
- d. Descriptive location of the designated site where the Vendor shall meet a state representative. A map will be provided, if available.
- e. Incident contact phone number for further information
- f. Fire charge code/funding code

The Vendor is required to provide a copy of their resource order and agreement to the Helicopter Manager or state field office upon check-in. The Vendor shall always carry a minimum of TWO COPIES of the complete agreement.

Dispatch offices may use a FAX or email to provide a hard copy of the resource order to the Vendor.

Vendor is REQUIRED to meet all date(s) and time(s) once an order has been accepted by the Vendor.

2.6 WEAR AND TEAR

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

2.7 INSPECTIONS

Pre-season inspections **will not** be done.

All resources furnished under this agreement shall be in acceptable condition. The State reserves the right to reject resources that are not in safe and operable condition. Documentation for the items described below shall be made available upon request.

2.7.1 Aircraft. Certificates/Contract – Aircraft shall meet all the specifications, certifications, and requirements of:

- a. Copy of *14 CFR Part 133 External Load Operations* (aircraft listing)
- b. Copy of *14 CFR Part 135 Operations specifications* (as applicable)
- c. Copy of *14 CFR Part 137 agricultural Aircraft Operations*
- d. Completed copy of awarded contract, including modifications, with each aircraft

2.7.2 Pilots. Pilots shall be carded by the USFS or Department of Interior OAS meeting all the experience requirements specified in the *National Interagency Call-When-Needed Helicopter Contract*.

- a. Completed pilot qualifications and records, and *Approval Record Form*.
- b. FAA pilot certificates
- c. Current FAA pilot medical certificate
- d. Pilot *14 CFR Part 135 Airman Competency/Proficiency Check (FAA Form 8410-3)*. For restricted category helicopters, an equipment check endorsement by the chief pilot. For

restricted category aircraft requiring two pilots, competency proficiency checks per 14 CFR Part 61.

- e. Pilot 14 CFR Part 133 and Part 137 endorsements
- f. Completed Interagency Guidelines for *Vertical Reference/External Load Training Standards* form for each pilot requiring a long-line endorsement.
- g. Copy of a signed *Pilot Operations Briefing Certificate*.

2.7.3 Equipment.

- a. Aircraft maintenance records.

2.7.4 Mechanic(s).

- a. Completed A&P Qualifications and *Approval Record* form with applicable qualifying mechanic's records.

2.7.5 Vehicle(s). When submitting equipment for inspection, the Bidder must provide the following documentation:

- a. Annual *Department of Transportation* (DOT) inspection records
- b. Proof of insurance
- c. Certified fully loaded weight receipt and/or after-market certification
- d. Proof of Workers Compensation or legal exemption

If the resource does not pass inspection at the incident or designated inspection point, it is considered noncompliant. The Vendor may be given 24 hours, or a time frame designated by state representatives to bring the resource into compliance. If the resource does not pass inspection, no payment will be made for travel to the incident or point of inspection or return to the point of hire, or for the time that the resource was not available. Upon rejection, the resource will be removed from the state resource list until such time that the resource is brought into compliance and re-inspected at the State's convenience. Repeated failures may be grounds for cancellation of the agreement.

Due to the immediate needs dictated by fire suppression and severity, the normal procedures to document Vendor deviations may not be followed. If the Vendor services/equipment fails to meet or exceed requirements, the contracting agency may take whatever steps are necessary to obtain services/equipment which meets their needs. This may include but is not limited to rejecting the equipment and going to the next qualified vendor. **The Vendor shall not have any claims or payments due for equipment rejected for not meeting the specifications/requirements contained herein.**

2.8 DEMOBILIZATION

The Incident Commander or state field office will determine the priority of demobilization.

2.9 RELEASE

Once released from the incident, any new assignments shall come directly from the host dispatch center. Vendors shall not seek out re-assignment from any place other than the host dispatch center. **Resource orders are assigned for a specific fire incident. The Vendor's equipment cannot move to other incidents with the same resource order. A new unique resource order number will be assigned for each incident.**

2.10 PROPERTY

Accountable and durable property will not be loaned or exchanged at the incident. The Vendor shall arrive at the incident fully outfitted and prepared to perform under the terms of the agreement. If the resource, upon arrival at the incident or during the incident, does not have the required equipment or personal protective equipment (if required for the position); it will be considered noncompliant. The Vendor may be given 24 hours, or a timeframe designated by a state representative to bring the resource into compliance.

Vendor will be charged for consumable goods supplied by the State and used by the resource while under hire. The cost of all consumable goods, except for those specifically listed below, shall be deducted from payment to the Vendor. At the state's discretion, the state may provide the following incident consumable goods at no cost, if available: one-quart plastic canteens, plastic sheeting, radio and headlamp replacement batteries, as required while under hire.

SECTION 3: SPECIAL TERMS AND CONDITIONS

3.0 AGREEMENT TERMINATION/NON-COMPLIANCE

3.0.1 Termination for Cause. The State may, by written notice to the Vendor, terminate this agreement in whole or in part at any time the Vendor fails to perform under this agreement. See Item 2.5 Inspections. If the Vendor fails to meet specifications, the Vendor may be removed from the list.

3.0.2 Workmanship. All work under this agreement shall be performed in a safe manner to a professional standard. The goal of performance under this agreement is the suppression of wildland fire and other emergency incident responses. The Incident Commander may release from an incident assignment any Vendor employee deemed incompetent, careless, or otherwise objectionable including violation of Harassment Free Workplace Policy (see *ATTACHMENT E – Harassment Free Workplace Policy*). It will be left to the discretion of the Incident Commander to demobilize an entire resource or to allow replacement of the noncompliant personnel. Documentation of the rationale for release will be provided to the Procurement Officer subsequent to the action. Accordingly, the Procurement Officer may require, in writing, that the Vendor remove from use under this agreement, any employee found incompetent, careless, or otherwise objectionable including violation of the *Harassment Free Workplace Policy*. The Procurement Officer may require other proof of mitigation. Misconduct may result in the suspension or cancellation of this agreement. If an employee or crew is terminated, quits, or otherwise is released from the incident for any reason, the Vendor is responsible for returning the employee(s) to the point of hire with a departure time from the Incident Command Post (ICP) no later than 12 hours or time specified by a state representative following such decision. The Vendor may, at their discretion, provide such transportation, or request the Incident Management Team (IMT) to arrange for the transportation with all transportation costs deducted from the Vendor's payment. If the Vendor does not act in a timely manner (i.e., Vendor's employee(s) not departing from the ICP for return to point of hire within the specified time period), the IMT has the authority to transport said employee or arrange for employee's transportation and to deduct all such transportation costs from the Vendor's payment.

3.1 PERSONNEL REQUIREMENTS

3.1.1 Personnel Requirements- Fair Labor Standards Act (FLSA). Vendors shall comply with the *Fair Labor Standards Act* when employing persons less than 18 years of age (*Ref. 29 CFR 570*). (See *FLSA*) website: <http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf>.

3.1.2 English Speaking Requirement. Communications between Vendor crew personnel and government incident personnel is mandatory for safe and effective performance. Vendor's representative shall be able to proficiently communicate in English, in the language of the crew, and read and communicate the *Incident Action Plan*, *Safety Alerts*, etc. All radio communication on government-assigned frequencies shall be in English.

3.1.3 Incident Behavior. It is extremely important that inappropriate behavior be recognized and dealt with promptly. Inappropriate behavior is all forms of harassment including sexual and racial harassment. HARASSMENT IN ANY FORM WILL NOT BE TOLERATED. Non-prescription unlawful drugs and alcohol are not permitted at the incident. Possession or use of these substances will result in the Vendor being released from the incident. During off-incident periods, personnel are responsible for proper conduct and maintenance of fitness for duty. Drug or alcohol abuse resulting in unfitness for duty will normally result in the Vendor being released from the incident.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (see *ATTACHMENT E - Harassment Free Workplace Policy*).

3.1.4 First Aid/Emergency Evacuation/Accidents. The Vendor is financially responsible for medical coverage of employee accidents and illness. The State will provide first aid to employees when needs arise due to work on the incident. In life threatening situations, first aid will be given, and further medical aid will be charged back to the Vendor. If Vendor personnel are injured, the State, at the Vendor expense, may evacuate the injured person(s). If the Vendor personnel become ill or are injured and required transport to a medical facility/hospital, the costs shall be at the Vendor's expense.

Vendor shall provide their representative with an adequate supply of appropriate insurance forms, insurance ID card(s), and other necessary documents. Such documents shall accompany the injured person(s) when a medical need arises.

3.1.5 Food and Drink. Vendors are required to provide sufficient food and drink to support contract employees while in travel status and during the first shift of the incident. This is not reimbursed by the State.

After that time, when government subsistence at incident camps are available, meals for Vendor's operator(s) will be furnished without charge. The State will furnish meals without cost if restaurant subsistence is the approved camp for incident personnel. All expenses for food and drink will be reimbursed at the Continental United States (Conus) rate.

The State, during demobilization and/or reassignment, may provide sack lunches to the Vendor personnel without charging the Vendor.

3.1.6 Remain Overnight Allowance (RON). This is not applicable for travel to and from an incident. Vendors are not paid per diem or lodging expenses to and from incidents. When the Government cannot provide a campsite or meals, and if pre-approved by the host unit, federal lodging rates for the CONUS for the location and calendar year incurred will be used to reimburse the Vendor for lodging expenses for each night the Vendor must remain at the incident overnight. Individual room receipts are not required for reimbursement of lodging expenses at CONUS rates. If the Vendor wants reimbursement for actual lodging costs including taxes and fees, individual room receipts will be required for cost documentation.

Vendors providing services under an Agreement, whether for severity or incident response, will be eligible for reimbursement. If the resource is allowed to return to its dispatch location during off-shift time, RON allowance is not authorized. Food and drink will be based on federal per diem rates.

3.2 SAFETY STANDARDS

3.2.1 Vendor Requirements. Each person employed by the Vendor under this agreement shall meet the following minimum requirements:

- a. In order to protect life and health and to prevent damage, the Vendor will use due diligence in preventing accidents and will comply with the applicable federal and state laws.

- b. The Vendor shall furnish (when requested) a copy of all reports required to be submitted to the *Federal aviation Administration* (FAA) by the *Federal Aviation Regulations* (FAR) that relate to pilot and maintenance personnel performance, aircraft airworthiness, or operations.
- c. The Vendor shall keep and maintain programs necessary to assure safety of ground and flight operations.
- d. *Commercial Driver's License* (CDL) with the appropriate endorsements and medical card valid for the state in which the operator resides, (if combination weight of truck and trailer exceeds 26,001 lbs.).
- e. All operators shall be able to operate the equipment safely up to the manufacturer's limitations.

3.2.2 Emergency Incident Driving. The Vendor shall follow the driving regulations and work/rest guidelines listed in the *Standards for Interagency Incident Business Management Handbook (IIBMH)* (FSH 5109.34). The SIIBM can be found on the National Wildfire Coordinating Group's website using the following link:
<http://www.nwccg.gov/pms/pubs/large.html>.

The Vendor is responsible for complying with all other current federal, state, and local driving regulations.

3.3 PERFORMANCE EVALUATIONS

Performance evaluations will be performed at the incident using the evaluation form (see *ATTACHMENT H – Standard Vendor Performance Report*) by the state representative supervising the work. This form is the only performance evaluation that will be accepted by the Procurement Officer. The state representative's signature shall be legible and printed on the form. If the supervising state representative is released from the incident prior to the release of the resource, the state representative will complete a performance evaluation prior to demobilization, for work the resource performed under their supervision. The state representative will review the performance evaluation with the Vendor, record Vendor comments, and obtain Vendor signature acknowledging completion of the evaluation. The state representative will then give a copy of the evaluation form(s) to the Vendor at the incident and submit a copy to the appropriate state representative (i.e. Finance/Plans) for distribution to the Procurement Office and the host unit incident file. Evaluations are to be sent to the following address:

Procurement Officer: John Monzie
Fire Protection Bureau
Address: 2705 Spurgin Road
Missoula MT 59804

SECTION 4: SPECIFICATIONS AND PRICING

4.0 Purpose

The purpose of this Price Agreement is to establish general terms and conditions for aviation equipment and services in connection with fire suppression activities by the Montana Department of Natural Resources & Conservation.

Requirements designated in this bid must be satisfied, or a functional equivalent bid submitted, which is acceptable to the State. Vendors who do not meet this criterion may be disqualified from further consideration. A Vendor must state if they are unable or unwilling to meet any requirement. Inability or unwillingness to meet any requirement, in part or total, may be cause for disqualification of the entire response. Any exceptions taken by the bidder must be clearly identified on the bid forms.

Bid rates shall be listed as a "dry rate". Aircraft fuel costs are additional as described in Section 4.1.

4.1 Fully Operated

This agreement requires that the Vendor's operations be conducted within FAA civil authorities and not as a Public Use Aircraft. The Vendor shall always remain the operator of the aircraft.

The Vendor, except as otherwise provided in this agreement, will furnish the aviation equipment and services in accordance with the specifications, terms and conditions of this agreement and at the applicable accepted bid schedule prices including the aircraft, pilots, other personnel, repairs, operating supplies, service facilities and incidentals necessary to the operations of the aircraft. The flight rate will be considered a dry rate.

The Vendor is responsible to pay for all costs required for their operations under this solicitation. Charges incurred by the Vendor for landing fees and other approved incidentals are additional to the rates shown on the bid forms and shall be billed separately to the State. All charges will require signed, dated receipts for products or services billed.

The Vendor will be reimbursed by the state for the cost of aircraft fuel, with the cost being determined through one of two possible methods. Cost is computed either through individual signed receipts or through invoices submitted by the Vendor based on a calculation of the fuel consumption rate of the aircraft, the number of hours operated, and the average price of fuel for the billing period.

4.2 REQUIRED INSURANCE

4.2.1 General Requirements. The Vendor shall maintain for the duration of the agreement, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Vendor, its agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

4.2.2 Primary Insurance. The Vendor's insurance coverage shall be primary insurance with respect to the State, its officers, officials, employees, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by the State, its officers, officials, employees, or volunteers shall be excess of the Vendor's insurance and shall not contribute with it.

4.2.3 Specific Requirements for Commercial General Liability. The Vendor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Vendor or its officers, agents, representatives, assigns, or subcontractors.

The State, its officers, officials, employees, and volunteers are to be covered and listed as additional insureds for liability arising out of activities performed by or on behalf of the Vendor, including the insured's general supervision of the Vendor; products, premises owned, leased, occupied, or used.

4.2.4 Specific Requirements for Automobile Liability. The Vendor shall purchase and maintain coverage with split limits of \$500,000 per person (personal injury), \$1,000,000 per accident occurrence (personal injury), and \$100,000 per accident occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of the Vendor or its officers, agents, representatives, assigns, or subcontractors. The State, its officers, officials, employees, and volunteers are to be covered and listed as additional insured for automobiles leased, hired, or borrowed by the Vendor.

4.2.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by DNRC. At the request of DNRC either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the State of Montana, its officers, officials, employees, or volunteers; or (2) at the expense of the Vendor, the Vendor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

4.2.6 Certificate of Insurance/Endorsements. The Vendor shall obtain and retain in force for the duration of this agreement, the following forms of insurance written by an insurance company having a Best's rating of A- or better and be licensed and admitted in Montana. The Vendor will ensure that a certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverages has been received by DNRC, 2705 Spurgin Road, Missoula, MT 59804. The Vendor must notify DNRC immediately, of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc. DNRC reserves the right to require complete copies of insurance policies at all times. All policies shall be endorsed to include the State of Montana, its departments, agents, officials, and employees as additional insured and shall protect the Vendor and the State of Montana from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may fall within the scope of Vendors' obligations under this agreement. All policies shall contain waiver of subrogation coverage or endorsements. Failure of the DNRC to demand such certificate(s) or other evidence of full compliance with these insurance requirements or failure of the DNRC to identify a deficiency from evidence that is provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this agreement.

4.2.7 Aircraft/Aerial Operations Liability Insurance. The minimum liability insurance coverage as following:

Aircraft Liability Insurance:

- \$2,000,000 where the *Maximum Certificated Takeoff Weight (MCTOW)* is not greater than 7,500 pounds.
- \$2,000,000 where the *Maximum Certificated Takeoff Weight (MCTOW)* is greater than 7,500 pounds but less than 18,000 pounds.
- \$2,000,000 where the *Maximum Certificated Takeoff Weight (MCTOW)* is greater than 18,000 pounds.

Commercial General Liability Insurance (Aviation General Liability Insurance):

- \$2,000,000 – each occurrence limit of \$1,000,000

Environmental/Pollution Liability Insurance:

- \$1,000,000

4.2.8 Compliance with the Workers' Compensation Act. Vendor is required to comply with the provisions of the *Montana Workers' Compensation Act* while performing work for the State of Montana in accordance with sections 39-71-401, 39-71-405, and 39-71-417, MCA. Proof of compliance must be in the form of workers' compensation insurance, an independent vendor's exemption, or documentation of corporate officer status. Neither the vendor nor its employees are employees of the State. This insurance/exemption must be valid for the entire term of the contract. A renewal document must be sent to the Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, MT 59804, upon expiration.

4.2.9 Subcontractor Insurance. The Vendor shall require all subcontractors utilized in performance of this agreement to provide certificates of insurance to the DNRC evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs.

4.2.10 No Warranty Regarding Insurance Limits. By requiring insurance herein, the DNRC does not represent that coverage and limits will necessarily be adequate to protect Vendor and such coverage and limits shall not be deemed as a limitation on Vendor's liability under the indemnities granted to the State of Montana in this agreement.

4.3 LIABILITY FOR DAMAGE TO EQUIPMENT

4.3.1. Security of the aircraft and Vendor-owned equipment shall be the responsibility of the Vendor regardless of whether the aircraft is operating from a remote alternate base point or the designated base point.

4.3.2. Any claim for damage, loss, or destruction of any item of equipment accepted under this agreement that occurs while said item of equipment is being used on authorized work will be considered under applicable laws and regulations. Under no circumstances will a claim be approved for damage, loss, or destruction of said equipment due to ordinary wear and tear or to which negligence on the part of the Vendor, his agent or employees contributed.

4.3.3 Officials, Agents and Employees of the State Not Personally Liable. In no event shall any official, officer, employee or agent of the State of Montana be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement. This section shall not apply to any remedies in law or at equity against any person or entity that exist by reason of fraud, misrepresentation, or outside the terms of this agreement.

4.4 AIRCRAFT AND PERSONNEL CARDING

All aircraft, support vehicles, and personnel shall be approved by the USFS or Department of Interior OAS. Any aircraft, support vehicle, or personnel not federally carded will not be authorized for use under this agreement. All aircraft, support vehicles, and personnel must meet the specifications of the current *Federal Call When Needed Helicopter Contract* while operating under this agreement. A copy of the current federal Call When Needed certification for all aircraft, support vehicles, and personnel must be submitted with each Vendor's bid.

http://www.fs.fed.us/fire/contracting/helicopters_cwn/helicopter_cwn.htm

http://www.nifc.gov/aviation/av_ref_ihog.html

Email request to: FS_FSAQMISB@fs.fed.us

4.5 ACCESS TO RECORDS

The Vendor agrees to provide the State of Montana, Legislative Auditor, or their authorized agent's access to any records necessary to determine contract compliance (*Section 18-1-118, MCA*).

4.6 NO GUARANTEE OF USE AND TIME UNDER HIRE

DNRC makes no guarantee of use during the term of this price agreement. DNRC personnel may utilize this Price Agreement at their discretion, and may opt to enter into other price agreements, and/or use aircraft from other vendors, whichever is deemed by DNRC personnel to be in the best interest of the State of Montana. The time under hire shall start at the time the equipment begins traveling to an incident after being ordered by DNRC, and end at the estimated time of arrival back to the point of hire after being released from the incident by DNRC. DNRC may release the equipment and personnel described in this agreement from an incident at its discretion and/or based on resource needs. DNRC does not guarantee that it will utilize the equipment and personnel described in this agreement on an incident for a specific period of time.

4.7 PAYMENTS/EXTENDED STANDBY

Payment will be made at the rates shown in this Price Agreement. When a daily availability is charged the aircraft and support equipment along with all necessary personnel will be in a state of readiness for takeoff upon fifteen (15) minute notice. The daily availability period will be for nine (9) hours each day paid. If the aircraft has not been available for nine hours, then the daily availability rate will be reduced by one eighteenth (1/18) for each one half (1/2) hour below the nine (9)-hour minimum. If the aircraft is kept beyond nine (9) hours an additional extended standby rate per hour will be paid for each pilot and support person kept with the aircraft and in a state of readiness (see ATTACHMENT B). The Vendor will not be compensated for Extended Standby when the aircraft is not available for immediate dispatch, except when authorized by the Procurement Officer.

RATES: (This table is for example purposes only. Please only fill out and submit Attachment A)

	Aircraft/Vehicle Make	Model	Registration or License #	Rental Cost per Hour (Aircraft) Dry Rate or Mileage (Fuel Servicing and/or Maintenance Vehicle)	*Daily Availability
1					
2					
3					
4					
5					

**The awarded Daily Availability Rate shall include all fixed and variable costs (depreciation, salaries, overhead, service/maintenance vehicles, permanent shop facilities, etc.) incurred in providing continuous service exclusive of those costs directly attributed to actual flight.*

RATES: (This table is for example purposes only. Please only fill out and submit Attachment B)

	Aircraft/Vehicle Make	Model	Registration or License #	Extended Personnel Standby Rate (over 9 hours)	*Daily Availability Additional equipment (retardant/mixing plants etc.)
1					
2					
3					
4					
5					

**The awarded Daily Availability Rate shall include all fixed and variable costs (depreciation, salaries, overhead, service/maintenance vehicles, permanent shop facilities, etc.) incurred in providing continuous service exclusive of those costs directly attributed to actual flight.*

4.7.1 Withholding of Payment. The DNRC may withhold payments to the Vendor if the Vendor has not performed in accordance with this agreement. Such withholding cannot be greater than the additional costs to the DNRC caused by the lack of performance.

4.7.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT FOR FLIGHT.

Compensation for flight time will be paid at the bid flight rate.

Flight time will be measured in hours and tenths of hours, recorded by a direct reading of an electronically driven hour meter, in each helicopter. If the hour meter becomes inoperative or inaccurate, the PIC will use clock time of each takeoff and landing.

All flights will be recorded on a Daily Invoice; start and stop times must be recorded. Hour meter readings will be recorded in hours and tenths. Clock times must be converted to hours and hundredths. The Daily Invoice must be approved by a Helicopter Manager at the conclusion of each day and a copy submitted to the Finance Section for cost tracking purposes.

On days when the aircraft is flown, the pilot will be responsible for recording on the Daily Invoice the following:

1. Flight date.
2. Contract number/name.
3. FAA registration.
4. Contractor name.
5. Incident number and name.
6. Name of pilot.
7. Number of passengers, gallons of water dropped, and pounds of cargo delivered.
8. Location from which flight time for the day commenced and beginning of time.
9. Location at which flight time for the day ended and time flight ended
10. Flight rate
11. Any other items pertinent to the establishing the net sum earned by the Contractor (per diem, etc.)

Each Daily Invoice shall be completed and signed by the Pilot in Charge and the Helicopter Manager. Any erasures or other corrections shall be initialed by the Pilot in charge or the Helicopter Manager as appropriate.

4.8 COMPLIANCE WITH LAWS

The Vendor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, and regulations, including, but not limited to, the *Montana Human Rights Act*, the *Civil Rights Act of 1964*, the *Age Discrimination Act of 1975*, the *Americans with Disabilities Act of 1990*, and *Section 504 of the Rehabilitation Act of 1973*. Any subletting or subcontracting by the Vendor subject subcontractors to the same provision. In accordance with *Section 49-3-207, MCA*, the Vendor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

4.9 REDUCTION OF FUNDING

The DNRC must terminate this agreement if funds are not appropriated or otherwise made available to support the State's continuation of performance of this agreement in a subsequent fiscal period (see *Section 18-4-313(4), MCA*).

4.10 CHOICE OF LAW AND VENUE

This agreement is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal, or subsequent agreement must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana and each party shall pay its own costs and attorney fees. (See *Section 18-1-401, MCA*.)