



**STATE OF MONTANA  
INVITATION FOR BID (IFB)  
(THIS IS NOT AN ORDER)**

<b>IFB Number:</b> 147034FIRE	<b>IFB Title:</b> State of Montana Call When Needed (CWN) Helicopter Price Agreement
<b>IFB Due Date and Time:</b> February 5, 2014 2:00 p.m., Local Time	<b>Number of Pages:</b> 1-39

**ISSUING AGENCY INFORMATION**

<b>Procurement Officer:</b> PAMELA OKON	<b>Issue Date:</b> January 6, 2014
Department of Natural Resources & Conservation Fire & Aviation Management Bureau 2705 Spurgin Road MISSOULA MT 59804	Phone: (406) 542-4350 Fax: (406) 542-4242  Website: <a href="http://vendor.mt.gov/">http://vendor.mt.gov/</a>

**INSTRUCTIONS TO BIDDERS**

<b>COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."</b>	<b>Mark Face of Envelope/Package:</b>
	IFB Number: 147034FIRE CWN IFB Due Date: February 5, 2014

**BIDDERS MUST COMPLETE THE FOLLOWING**

<b>Payment Terms:</b> Net 30 days	
<b>Bidder Name/Address:</b>	<b>Authorized Bidder Signatory:</b>  (Please print name and sign in ink)
<b>Bidder Phone Number:</b>	<b>Bidder FAX Number:</b>
<b>Bidder E-mail Address:</b>	
<b>IMPORTANT: SEE STANDARD TERMS AND CONDITIONS</b>	

# TABLE OF CONTENTS

	<u>PAGE</u>
<b>Section 1: General Requirements</b> .....	<b>4</b>
1.0 Introduction .....	4
1.1 Agreement Term .....	5
1.2 Start Work .....	5
1.3 Instructions to Bidders .....	5
1.4 Required Review .....	6
1.5 Bid Submission .....	6
1.6 Change or Withdrawal of Bids .....	7
1.7 Bid Awards .....	7
1.8 Claims .....	8
1.9 Vendor Liability for Personal Injury and/or Property Damage .....	8
1.10 Loss, Damage, or Destruction .....	8
<b>Section 2: Dispatch/Delivery Requirements</b> .....	<b>9</b>
2.0 Dispatch/Delivery Requirements .....	9
2.1 Availability .....	9
2.2 Reliability .....	9
2.3 Ordering/Dispatch Procedure .....	9
2.4 Wear and Tear .....	10
2.5 Inspections .....	10
2.6 Demobilization .....	11
2.7 Release .....	11
2.8 Property .....	11
<b>Section 3: Special Terms and Conditions</b> .....	<b>13</b>
3.0 Agreement Termination/Non-Compliance .....	13
3.1 Personnel Requirements .....	13
3.2 Safety Standards .....	14
3.3 Performance Evaluations .....	15
<b>Section 4: Specifications and Pricing Schedule</b> .....	<b>16</b>
4.0 Purpose .....	16
4.1 Fully Operated .....	16
4.2 Required Insurance .....	16
4.3 Liability for Damage to Equipment .....	18
4.4 Aircraft and Personnel Carding .....	18
4.5 Access to Records .....	18
4.6 No Guarantee of Use and Time Under Hire .....	18
4.7 Payments .....	18
4.8 Compliance with Laws .....	19
4.9 Reduction of Funding .....	19
4.10 Choice of Law and Venue .....	19
<b>IFB Checklist and Submittal Requirements</b> .....	<b>20</b>

<b>Attachments:</b>	<b>21</b>
A. Aviation Price Agreement Submittal.....	21
B. Sample Aviation Price Agreement.....	22
C. Montana Standard Terms & Conditions .....	27
D. Harassment Free Workplace .....	30
E. Vendor Performance Form.....	31
F. Payment Offices .....	34
G. W-9.....	35
H. Understands and Will Comply.....	39

2014 Major Solicitation Changes

- Section 1.0, Page 4: Added intent and base of operations and location of aircraft clarification.
- Section 4.4, Page 18: Added requirement for proof of certification with bid submittal.
- Section 4.7, Page 18-19: Clarified Payment language and submittal form
- Attachment A, Page 21: Changes to bid submittal form
- Attachment B, Page 22: SAMPLE Aviation Price Agreement

## 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, & 3 Call When Needed Helicopters (CWN) to be provided for the State of Montana in support of fire suppression, severity and all risk incidents. A more complete description of the supplies and/or services sought is provided in Section 4 of this 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
<b>NRCC</b>	5765 W. Broadway	Missoula	MT	59808
Billings Interagency Dispatch Center ( <b>BDC</b> )	1299 Rimrock Drive	Billings	MT	59105
Bitterroot Dispatch Center (BRC)	533 Airport Rd	Hamilton	MT	59840
Bozeman Interagency Dispatch Center ( <b>BZC</b> )	10 East Babcock St	Bozeman	MT	59771
Dillon Interagency Dispatch Center ( <b>DDC</b> )	420 Barrett Street	Dillon	MT	59725
Great Falls Interagency Dispatch Center ( <b>GDC</b> )	1101 15 <sup>th</sup> St. North	Great Falls	MT	59401
Helena Interagency Dispatch Center ( <b>HDC</b> )	8001D North Montana	Helena	MT	59602
Kalispell Interagency Dispatch Center ( <b>KIC</b> )	650 Wolfpack Way	Kalispell	MT	59901
Kootenai Interagency Dispatch Center ( <b>KDC</b> )	31374 Us Hwy 2	Libby	MT	59923
Lewistown Interagency Dispatch Center ( <b>LDC</b> )	303 E. Aztec Drive	Lewistown	MT	59457
Miles City Interagency Dispatch Center ( <b>MCD</b> )	111 Garryowen Rd	Miles City	MT	59301
Missoula Interagency Dispatch Center ( <b>MDC</b> )	1803 Strand	Missoula	MT	59801

## **1.1 AGREEMENT TERM**

The agreement term is for a period of one (1) year beginning May 1, 2014 and ending April 30, 2015 unless superseded or terminated earlier in accordance with the terms of this contract. (Section 18-4-313, MCA).

## **1.2 START WORK**

The Vendor shall provide availability status (phone call or vendor self status if available at the dispatch center) 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: Pamela Okon  
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 <http://svc.mt.gov/gsd/OneStop/SolicitationDefault.aspx>. 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
- B. SAMPLE Aviation Price Agreement
- C. Montana Standard Terms and Conditions
- D. Harassment Free Workplace Policy
- E. Vendor Performance Form
- F. Payment Offices
- G. W-9
- H. Understands and Will Comply

## 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 on or before **January 20, 2014**, no later than **2:00 p.m., Mountain Time**. 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 no later than **January 27, 2014** to all questions received by **January 20, 2014**. The State's response will be by written addendum and will be posted on the State's website with the IFB at <http://svc.mt.gov/gsd/OneStop/SolicitationDefault.aspx> 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 Bids Must Be Sealed and Labeled** Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to IFB . ***Bids must be received at the receptionist's desk of the MISSOULA Department of Natural Resources and Conservation MAIN BUILDING prior to 2:00 p.m. local time, February 5, 2014.*** All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the bid.

**See Required to be Submitted with this IFB, page 20.**

**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 delivery at the receptionist's desk at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

**1.5.3 Bidder's Signature** The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the bid has been established without collusion and without effort to preclude the State of Montana from obtaining the best possible supply or service.

**1.5.4 Alternate Bids** Vendors may submit alternate bids (a bid on supplies other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as "Primary" and "Alternate."

**1.5.5 Tax Identification Number (TIN) / Social Security Number (SSN)**  
All Vendors must furnish a tax identification number in the space provided on the bid submittal and return the W-9 (Attachment G). All Government agencies require a tax identification number in order 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 by making such request in writing to the procurement officer listed in Section 1.3.1 above. This communication must be received prior to the date and hour of the bid opening by a request in writing or facsimile to the procurement officer (e-mail notices containing prices are not allowed and will be disqualified).

**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. Bids will be evaluated for price reasonableness. You may be contacted for re-submittal for items deemed unreasonable. This will be determined by the Government. The bidder shall submit verification of the correct bid to the State prior to the final award by the State.

## **1.7 BID AWARDS**

**1.7.1 Basis for Award** The Government intends to award multiple Agreements; however, awards will only be made to those bidders offering a reasonable price and resources that are technically acceptable. Reasonable price technically acceptable will be the basis for award. Proposed pricing for ALL line items will be evaluated for reasonableness. The end 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, & 3 Call When Needed (CWN) Helicopters**.

See 1.0 Introduction, for location information.

**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 a 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 Business Management Bureau, Forestry Division, 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 Government 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 Government 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**

- a. For equipment furnished under this agreement WITHOUT operator, the Government will assume liability for any loss, damage or destruction of such equipment, except that no reimbursement will be made for loss, damage or destruction due to
  - (1) wear or tear, as defined in section 2.4 of this solicitation;
  - (2) mechanical failure;
  - (3) the fault or negligence of the Vendor or the Vendor's agents or employees or Government employee owned and operated equipment.
  - (4) Acts of nature
- b. For equipment furnished under this agreement WITH operator, the Government 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 Government 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 Government and availability of Vendor's resources during an emergency cannot be determined in advance, it is mutually agreed that, upon request of the Government, the Vendor shall furnish the resources listed herein to the extent the Vendor is willing and able at the time of order. The Government 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 Government 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**

The Vendor shall provide dependable equipment that meets all applicable state and federal laws relating to motor vehicles and equipment.

The Government reserves the right to conduct inspections at any time. See Item 2.5 Inspections.

### **2.3 ORDERING/DISPATCH PROCEDURE**

Following award, each Host Dispatch Center will have an established statewide resource list. The Government intends to dispatch vendor resources based on this 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, severity and all risk activities, factors other than price (such as location, ability to meet timeframes, etc.) may be considered prior to placing an order.

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

The Government 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, taking in to account 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 Government 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 carry a minimum of **TWO COPIES** of the complete agreement at all times.

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.**

## **2.4 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.**

## **2.5 INSPECTIONS**

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

All resources furnished under this agreement shall be in acceptable condition. The Government reserves the right to reject resources that are not in safe and operable condition. Prior to incident use or anytime the resource is under hire, the Government will perform inspections to ensure compliance with the agreement requirements. Inspection arrangements will be made at the time of order, prior to incident use if possible. The inspections will take place at the location of the incident camp. The items described below shall be made available at the pre-use or renewal inspections:

### **2.5.1 Aircraft** Certificates/Contract

- a. Copy of 14 CFR Part 133 External Load Operations (aircraft listing)d
- 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

### **2.5.2 Pilots** Pilots shall meet all the experience requirements specified in the National Interagency Call-When-Needed Helicopter contract.

- a. Completed Pilot Qualifications and Approval Record Form and pilot records.
- 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.

### **2.5.3 Equipment**

- a. Aircraft maintenance records.

### **2.5.3 Mechanic(s)**

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

**2.5.4 Vehicle(s)** When submitting equipment for inspection, the Vendor 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 Government 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 Government's convenience. Repeated failures may be grounds for cancellation of the agreement.

Due to the immediate needs dictated by fire suppression, severity and all-risk activities, the normal procedures to document vendor deviations may not be followed. If the vendor services/equipment fail 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.**

## **2.6 DEMOBILIZATION**

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

## **2.7 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.**

## **2.8 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 course of 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 Government representative to bring the resource into compliance.

Vendor will be charged for Consumable Goods supplied by the Government and used by the resource while under hire. The cost of all Consumable Goods, with the exception of those specifically listed below, shall be deducted from payment to the Vendor. At the Government's discretion, the Government may provide the following incident consumable goods at no cost, if available: one-quart plastic canteens, plastic sheeting, replacement radio batteries and replacement headlamp 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 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 D – 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 Contracting Officer subsequent to the action. Accordingly, the Contracting Officer may require, in writing, the Vendor remove from use under this agreement, any employee found incompetent, careless, or otherwise objectionable including violation of Harassment Free Workplace Policy. The Contracting 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 Government 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 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 authority to transport said employee or arrange for employee's transportation and to deduct all such transportation costs from 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 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 D - Harassment Free Workplace Policy).

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature 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 D -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 Government 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 Government, 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 & drink to support contract employees while in travel status and the first shift of the incident. This is not reimbursed by the Government.

After that time, when Government subsistence at incident camps are available, meals for Vendor's operator(s) will be furnished without charge. Government will furnish meals without cost if restaurant subsistence is the approved camp for incident personnel.

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

## **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 contractor will use due diligence in preventing accidents and will comply with the applicable Federal and State laws.
- b. The Contractor 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 Contractor 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 Interagency Incident Business Management Handbook (IIBMH) (FSH 5109.34). The IIBMH can be found on the National Wildfire Coordinating Group's website using the following link: [http://www.nwccg.gov/pms/pubs/iibmh2/pms902\\_iibmh.pdf](http://www.nwccg.gov/pms/pubs/iibmh2/pms902_iibmh.pdf) .

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

Procurement Officer: Pamela Okon  
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. Bidders who do not meet this criterion may be disqualified from further consideration. A bidder 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.

See 1.0 Introduction for additional information.

**4.1 Fully Operated:** 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, the aircraft, pilots, other personnel, repairs, operating supplies, service facilities and incidentals necessary to the operations of the aircraft. Vendor must furnish the aircraft, equipment, services and personnel as described in the bid submittal at the price quoted for that 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 \$1,000,000.00 per occurrence and \$2,000,000.00 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's 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.** Vendor shall maintain aircraft/aerial operations liability insurance with a combined single limit of not less than \$1,000,000 each occurrence and passenger liability not less than \$100,000 per seat. The policy will provide coverage for bodily injury and property damage arising from any aerial operations engaged in under this agreement.

**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 will have a current interagency card approved by the USFS or Department of Interior OAS. Any aircraft, support vehicle or person not having such card 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\\_contract\\_cwn.pdf](http://www.fs.fed.us/fire/contracting/helicopters_cwn/helicopter_contract_cwn.pdf)

[http://www.nifc.gov/aviation/av\\_ref\\_ihog.html](http://www.nifc.gov/aviation/av_ref_ihog.html)

#### **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:**

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 of \$43.00 per hour will be paid for each

pilot and support person kept with the aircraft and in a state of readiness. In no event will payment under this agreement exceed \$150,000 per aircraft per incident.

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) 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, overnight allowances, overhead, 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.

**4.8 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 subjects 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.)

## IFB Checklist

### INFORMATIONAL UPDATE:

- All vendors should register at our State of Montana OneStop Vendor information website: <http://vendor.mt.gov/default.mcpx>. Once you are registered on this site, you will be notified when solicitations are posted. Additionally, if I have your email address, I will send an email notifying you of the posting. Vendors will not receive any additional notification from DNRC. It is the vendor's responsibility to research and stay informed of the process.
- Solicitations will be posted on the <http://svc.mt.gov/gsd/OneStop/SolicitationList.aspx?AgencyID=9> website. This website can also be accessed through the OneStop Vendor information site listed above.
- All vendor documents are posted on the <http://svc.mt.gov/gsd/OneStop/GSDDocuments.aspx> website. This website can also be accessed through the OneStop Vendor information site listed above.

### HAVE YOU REMEMBERED TO?

- Check our website for the latest addendum to the IFB?
- Sign each "Acknowledgment of Addendum"?
- Sign your bid on our cover sheet?
- Mark your mailing envelope or box with the IFB number and IFB due date under your return address?
- Carefully review the "Standard Terms and Conditions"?
- Carefully review all listed requirements to ensure compliance with the IFB?
- Initial all bid/pricing changes you made?

### **REQUIRED TO BE SUBMITTED WITH THIS IFB: Late submittals of the required information will not be accepted.**

- Signed IFB Cover Sheet.
- Aviation Price Agreement Submittal (Attachment A).
- Addendums with Signature, if applicable.
- Provided Proof of:
  - Current federal Call When Needed (CWN) certification for all aircraft, personnel and support vehicles
  - General Liability Insurance;
  - Automobile Liability Insurance
  - Aircraft/Aerial Operations Insurance
  - Workers Compensation Insurance.
- VIN# for each piece of applicable equipment.
- W-9 (Attachment G)
- Understands and Will Comply (Attachment H).



## SAMPLE AVIATION PRICE AGREEMENT

**Between the Montana Department of Natural Resources and Conservation Forestry Division, 2705  
Spurgin Road, Missoula Montana, 59804  
and Smokey Bear Helicopter Services, PO Box 6767, Missoula, MT 59804**

**1. PURPOSE:** The purpose of this Price Agreement ("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 ("DNRC").

**2. FULLY OPERATED:** 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, the aircraft, pilots, other personnel, repairs, operating supplies, service facilities and incidentals necessary to the operations of the aircraft. Vendor must furnish the as described in the table in paragraph 10 of this agreement following aircraft and all equipment and personnel to operate at the price quoted for that period.

**3. HOLD HARMLESS/INDEMNIFICATION:** The Vendor agrees to protect, defend, and save the State of Montana, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Vendor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the Vendor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the State of Montana, under this agreement.

#### **4. REQUIRED INSURANCE:**

**4.1 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 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.

**4.3 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 \$1,000,000.00 per occurrence and \$2,000,000.00 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.

**4.4 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's for automobiles leased, hired, or borrowed by the Vendor.

**4.5 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.

**4.6 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.

**4.7 Aircraft/Aerial Operations Liability Insurance.** Vendor shall maintain aircraft/aerial operations liability insurance with a combined single limit of not less than \$1,000,000 each occurrence and passenger liability not less than \$100,000 per seat. The policy will provide coverage for bodily injury and property damage arising from any aerial operations engaged in under this agreement.

**4.8 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 contractor's exemption, or documentation of corporate officer status. Neither the contractor 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.

**4.9 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.

**4.10 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.

## **5. LIABILITY FOR DAMAGE TO EQUIPMENT:**

**5.1.** 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.

**5.2.** 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.

**6. 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.

**7. AIRCRAFT AND PERSONNEL CARDING:**

All aircraft, support vehicles and personnel will have a current interagency card approved by the USFS or Department of Interior OAS. Any aircraft, support vehicle or person not having such card 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.

**8. 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)

**9. 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.

**10. PAYMENTS:**

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 (½) hour below the nine (9) hour minimum. If the aircraft is kept beyond nine (9) hours an additional extended standby rate of \$43.00 per hour will be paid for each pilot and support person kept with the aircraft and in a state of readiness. In no event will payment under this agreement exceed \$100,000.

	Aircraft/Vehicle Make	Model	Registration or License #	Rental Cost per Hour (Aircraft) or Mileage (Fuel Servicing and/or Maintenance Vehicle)	Daily Availability*
1	Bell	206	Z890DF	\$XX	\$XX
2	Ford, F450	450 Gal	MT SMOKEY	\$X.XX per mile	
3					
4					
5					

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

**11. 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.

**12. 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 subjects 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.

**13. EFFECTIVE DATE, DURATION, AND RENEWAL:**

Agreement Term: The agreement term is for a period of one (1) year beginning May 1, 2014 and ending April 30, 2015 unless superseded or terminated earlier in accordance with the terms of this contract. (Section 18-4-313, MCA).

**14. 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.)

**15. 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.)

**STATE OF MONTANA DEPARTMENT OF NATURAL RESOURCES  
2014 AVIATION PRICE AGREEMENT**

The undersigned, having read all the agreements, together with any and all special provisions and specifications set forth, do agree thereto in every particular and will furnish the above at the prices stated. Further, the undersigned understands that this document shall constitute the entire price agreement between the undersigned and the Montana Department of Natural Resources and Conservation.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

Authorized Signature: \_\_\_\_\_

**ACCEPTED BY:**

MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**AGREEMENT NUMBER: 147034-**

## State of Montana Standard Terms and Conditions

**By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:** The State reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the State. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

**ACCESS AND RETENTION OF RECORDS:** The vendor agrees to provide the department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Section 18-1-118, MCA). The vendor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the State's solicitation document and a vendor's response, the language contained in the State's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The vendor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the department. (Section 18-4-141, MCA.)

**AUTHORITY:** The attached bid, request for proposal, limited solicitation, or contract is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

**COMPLIANCE WITH LAWS:** The vendor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including 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 subjects 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.

**CONFORMANCE WITH CONTRACT:** No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of the State Procurement Bureau. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the vendor's expense.

**DEBARMENT:** The vendor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the vendor cannot certify this statement, attach a written explanation for review by the State.

**DISABILITY ACCOMMODATIONS:** The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related

accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

**FACSIMILE RESPONSES:** Facsimile responses will be accepted ONLY on an exception basis with prior approval of the procurement officer AND if they are completely received by the DNRC FSO Bureau prior to the time set for receipt. Bids, or portions thereof, received after the due time will not be considered.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the department may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the State of Montana.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

**HOLD HARMLESS/INDEMNIFICATION:** The vendor agrees to protect, defend, and save the State, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the vendor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the vendor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the State, under this agreement.

**LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**PAYMENT TERM:** All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the State is allowed 30 days to pay such invoices. All vendors will be required to provide banking information at the time of contract execution in order to facilitate State electronic funds transfer payments.

**RECIPROCAL PREFERENCE:** The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for non-construction services for public works as defined in section 18-2-401(9), MCA, and then only if federal funds are not involved. For a list of states that grant resident preference, see <http://gsd.mt.gov/ProcurementServices/preferences.mcp.x>.

**REDUCTION OF FUNDING:** The State must terminate this contract if funds are not appropriated or otherwise made available to support the State's continuation of performance in a subsequent fiscal period. (See section 18-4-313(4), MCA.)

**REFERENCE TO CONTRACT:** The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

**REGISTRATION WITH THE SECRETARY OF STATE:** Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain

the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

**SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SHIPPING:** Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the State of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

**TAX EXEMPTION:** The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

**TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED:** Vendor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Section 18-5-603, MCA.) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning non-visual access standards.

**TERMINATION OF CONTRACT:** Unless otherwise stated, the State may, by written notice to the vendor, terminate the contract in whole or in part at any time the vendor fails to perform the contract.

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.

**VENUE:** This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, 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. (Section 18-1-401, MCA.)

**WARRANTIES:** The vendor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.

## 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 vendors, 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, vendor 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 vendors 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 or 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 the Human Resource Specialist on the incident.

## Standard Vendor Performance Report

Highlighted blocks are required to be completed.

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

### Ratings

Summarize vendor 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 Vendor perform, document any noncompliance or performance issues)*

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

**Government Comments for Quality of Product or Service (2000 characters maximum):**

**Timeliness of Performance** *(Did the Vendor 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

**Government Comments for Timeliness of Performance (2000 characters maximum):**

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

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

**Government Comments for Business Relations (2000 characters maximum):**

## Additional Info

### Vendor Key Personnel

Vendor Manager/Principal Investigator (*Owner's Name*):

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

Vendor Key Person (*Equipment Operator's Name*):

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

### Customer Satisfaction

Is/was the vendor 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: \_\_\_\_\_

Vendor Representative

Name:

Phone:

Fax:

E-mail Address:

Alternate Vendor Representative

Name:

Phone:

Fax:

E-mail Address:

Contracting Officer:

Name:

Phone:

Fax:  
E-Mail Address:

## Rating Guidelines

### Quality of Product or Service

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

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 Vendor has met the contract requirements.
Excellent	There are no quality issues, and the Vendor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.
Outstanding	The vendor 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 vendor performance clearly exceeds the performance levels described as "Excellent".

### 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 vendor has exceeded the agreed upon time schedule.
Outstanding	The vendor 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 vendor 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 vendor 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 vendor performance clearly exceeds the performance levels described as "Excellent".

**State of Montana**  
**Department of Natural Resources and Conservation**

**DNRC Forestry Division**

2705 Spurgin Rd.  
Missoula MT 59804

**DNRC Southwestern Land Office**

1401 27th Ave  
Missoula MT 59804

**DNRC Central Land Office**

8001 N Montana Ave  
Helena MT 59602

**DNRC Northeastern Land Office**

613 E. Main Street  
Lewistown MT 59457

**DNRC Eastern Land Office**

PO Box 1794  
Miles City MT 59301

**DNRC Southern Land Office**

Airport Industrial Park  
1371 Rimtop Drive  
Billings MT 59105-1978

**DNRC Northwestern Land Office**

655 Timberwolf Parkway STE 2  
Kalispell MT 59901-1215

## Taxpayer Identification Request

Attachment G

In order for the State of Montana to comply with the Internal Revenue Service regulations, this letter is to request that you complete the enclosed Substitute Form W-9. Failure to provide this information may result in delayed payments or backup withholding. This request is being made at the direction of the Montana Department of Administration, State Accounting Division, in order that the State may update its vendor file with the most current information.

Please return or FAX the Substitute Form W-9 even if you are exempt from backup withholding within (10) days of receipt. Please make sure that the form is complete and correct. **Failure to respond in a timely manner may subject you to a 28% withholding on each payment, or require the State to withhold payment of outstanding invoices until this information is received per Internal Revenue Code 3406(a).**

We are required to inform you that failure to provide the correct Taxpayer Identification Number (TIN) / Name combination may subject you to a \$50 penalty assessed by the Internal Revenue Service under Section 6723 of the Internal Revenue Code.

Only the individual's name to which the Social Security Number was assigned should be entered on the first line.

The name of a partnership, corporation, club, or other entity, must be entered on the first line exactly as it was registered with the IRS when the Employer Identification Number was assigned.

DO NOT submit your name with a Tax Identification Number that was not assigned to your name. For example, a doctor MUST NOT submit his or her name with the Tax Identification Number of a clinic he or she is associated with.

Thank you for your cooperation in providing us with this information. Please return the completed form to:

DNRC Forestry Division  
2705 Spurgin Rd  
Missoula, MT 59804  
406-542-4300

State of Montana  
 DNRC Forestry Division  
 2705 Spurgin Rd  
 Missoula MT 59804



**Taxpayer Identification Number (TIN) Verification**

*Print or Type*

Please see attachment or reverse for complete instructions.

<p><b>Legal Name</b>                  (as entered with IRS) If Sole Proprietorship, enter your Last, First, MI</p> <hr/> <p><b>Trade Name</b>                  If doing business as (DBA) or enter business name of Sole Proprietorship</p> <hr/> <p><b>Primary Address</b> (for 1099 form)                  PO Box or Number and Street, City, State, ZIP + 4</p> <hr/> <p><b>Remit Address</b> (where payment should be mailed, if different from Primary Address) PO Box or Number and Street, City, State, ZIP + 4</p>	<p><b>Entity Designation</b> (check only one type)</p> <p><input type="checkbox"/> Corporation                      <input type="checkbox"/> S-Corp <input type="checkbox"/> C-Corp                  Do you provide medical or legal services?                      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Partnership                      <input type="checkbox"/> General    <input type="checkbox"/> Limited</p> <p><input type="checkbox"/> LLC (for federal tax purposes taxed as)                      <input type="checkbox"/> Individual <input type="checkbox"/> Partnership                      <input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Estate/Trust</p> <p><input type="checkbox"/> Organization Exempt from Tax                  (under Section 501 (a)(b)(c)(d)(e))</p> <p><input type="checkbox"/> Government Entity</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Incorporated</p>
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**Taxpayer Identification Number (TIN)** (Provide Only One) (If sole proprietorship provide FEIN, if applicable)

Social Security Number	Federal Employer Identification No
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**Certification**  
 Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, AND
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. person (including a US resident alien).

Printed Name	Printed Title	Telephone Number
Signature		Date

**Optional Direct Deposit Information (used at agency discretion) (all fields required to receive electronic payments)**  
**(Must Include a Voided Check, No Direct Deposit Slips Accepted)**

Your Bank Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Name on Bank Account	Bank Routing No. (ABA)
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THIS IS A:

New Direct Deposit     Change of Existing     Additional Direct Deposit     Email Change Only

Email Address (Please make this LEGIBLE)

If you provide bank information and an email address, we will send a message notifying you when an electronic payment is issued. We will **NOT** share your email address with anyone or use it for any other purpose than communicating information about your electronic payments to you. **If you have questions about completing this form, please call the Warrant Writer Unit at 406-444-3092.**

## Instructions for Completing Taxpayer Identification Number Verification (Substitute W-9)

**Legal Name** As entered with IRS

Individuals: Enter Last Name, First Name, MI  
 Sole Proprietorships: Enter Last Name, First Name, MI  
 LLC Single Owner: Enter owner's  
 Last Name, First Name, MI  
 All Others: Enter Legal Name of Business

**Trade Name**

Individuals: Leave Blank  
 Sole Proprietorships: Enter Business Name  
 LLC Single Owner: Enter LLC Business Name  
 All Others: Complete only if doing business as a D/B/A

**Primary Address**

Address where 1099 should be mailed.

**Remit Address**

Address where payment should be mailed. Complete only if different from primary address.

**Entity Designation**

Check *ONE* box which describes the type of business entity.

**Taxpayer Identification Number**

*LIST ONLY ONE:* Social Security Number OR Employer Identification Number. **See "What Name and Number to Give the Requester" at right.**

If you do not have a TIN, apply for one immediately. Individuals use federal form SS-05 which can be obtained from the Social Security Administration. Businesses and all other entities use federal form SS-04 which can be obtained from the Internal Revenue Service.

**Certification**

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to furnish your correct

TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

### What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or Single-Owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole Proprietorship or Single-Owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form	The corporation

8832	
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**NOTE:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**UNDERSTANDS AND WILL COMPLY**

**Bidder must acknowledge that they have read, understand, and will comply with each section/subsection listed below by initialing the line to the left of each. If bidder cannot meet a particular requirement, provide a detailed explanation next to that requirement.**

<input type="checkbox"/>	Section 1, General Requirements
<input type="checkbox"/>	Section 2, Dispatch/Delivery Requirements
<input type="checkbox"/>	Section 3, Special Terms and Conditions
<input type="checkbox"/>	Section 4, Specifications and Pricing Schedule
<input type="checkbox"/>	IFB Checklist