

Summary of Contract # 080870 CSW
Communications Trailers

1. RESOURCE ORDERS

Resource orders are assigned for a specific fire incident. Communication Trailers cannot move to other incidents with the same resource order. A new resource order needs to be assigned for each incident.

2. ORDERING PROCEDURE

Review the list of pre-qualified vendors and the prices for which they have agreed to furnish Communication Trailers. This list will be per location and price. There is no guarantee the listed vendors will be called to supply Communication Trailers. Although price will be the primary consideration, due to the exigency nature of fire suppression and all risk activities, factors other than price (such as location, ability to meet timeframes, number of units available etc.) may be considered prior to placing an order.

An equipment resource order will be placed through the designated interagency dispatch center by phone, fax or in person, by the incident requesting a vehicle. A resource order will be completed for Communication Trailer. The resource order will contain the initial date/time, incident/project name, incident/project order number, financial codes, descriptive location, etc.

3. TRAILER INSPECTION

Prior to acceptance of any specific Communication Trailers for incident use, the trailer shall be inspected by the Government to determine that it meets all of the terms, conditions and specifications set forth herein. The trailer shall be safe (brakes, tires, turn indicators, etc.), in good mechanical condition. At the time of pre-use inspections, all trailer tires must have a minimum tire tread depth of 6/32 inches. Trailers shall also be equipped with a spare tire, wheel wrench, and jack.

4. **TIMEKEEPING** - Time will be submitted using daily shift tickets and verified and approved by the Government Agent responsible for ordering and/or directing use of each piece of equipment. Time will be recorded for daily usage, and whole miles for mileage. **Equipment furnished under the agreement is not subject to pro-rating on the 1st or last day.**

5. **BILLING** – Each Host Agency is responsible for their incident payments.

Payment office will be designated in Block 9 on the Emergency Equipment - Use Invoice, Form OF-286.

Federal agency fire payments will be processed and paid by one of the national fire payment centers.

The States of Montana, North Dakota, and Idaho will process payments for their fires.

6. **4.0 DAILY, WEEKLY AND MONTHLY RATES :**

Daily Rate – The rate that will be paid **per unit per day** for rental periods from one to seven days.

Weekly Rate – The rate which will be paid **per unit per day** for rental periods from eight to thirty days. Applicable from day one.

Monthly Rate - The rate that will be paid **per unit per day** for rental periods of thirty-one plus days. Applicable from day one.

It is the contractor's decision whether or not to discount their normal daily rate for extended time periods.

7. **CLAIMS**

Claims settlement is agency specific, and remains the responsibility of the incident agency. Procurement personnel shall receive direction for claims resolution from the incident agency upon assignment.

7.1 **Federal Government Claims.** Unless limited by agency policy or the Agency Administrator, any Federal agency claim may be settled by a Level I or higher GS-1102 Contract Specialist; and minor claims may be settled by GS-1105 Purchasing Agents. Minor claims are interpreted to include claims that are evident as to existence, responsibility, and reasonable in claimed amount. Claims settlements by a GS-1105 Purchasing Agent exceeding \$2,500 per claim shall be reviewed by a GS-1102 Contract Specialist, Finance/Administration Section Chief, or staff level position at the incident or in the incident agency office.

7.2 **State of Montana Claims.** Claims arising on incidents are the responsibility of the incident agency. 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, 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.

7.3 **State of Idaho Claims.** Settlements arising under the jurisdiction of the State of Idaho can be negotiated by the incident Agency Administrator (Area Supervisor) up to \$2,500. Settlements exceeding \$2,500 must be referred to the Idaho Department of Lands, Bureau of Fire Management, Idaho, 3780 Industrial Avenue, Coeur d'Alene, Idaho 83815; office phone: (208) 769-1522.

7.4 **State of North Dakota Claims.** Claims against the State must be made in writing to the Director of Office of Management and Budget. The claim must be filed within 180 days of when the alleged injury was discovered or reasonably should have been discovered. Claim forms may be requested from the Office of Management and Budget, 600 East Boulevard Avenue, Department 110, Bismarck, ND 58505-0400; phone: (701) 328-4904.

8.0 **INVOICING**

For billing purposes, trailer use will be tracked using a Emergency Equipment Use Invoice, OF-286 which will record the resource order, incident number, the incident name, the beginning and ending dates of the rental period and mileage for each order plus other pertinent information. Mileage overage will be computed over the entire rental period. The Emergency Equipment Use Invoice (OF-286) along with the Vehicle/ Heavy Equipment Safety Inspection Checklist (OF-296) (release inspection) form, both of which will be signed by the vendor when the trailer is demobilized will be submitted to the equipment time recorder or the **ordering agency** for payment. **This process shall be completed before any trailer is sent to another incident.**