

**Great Basin Standard Operating Guide**  
**for**  
**Contracted Equipment**

**Updated 5/17/2012**

## **Introduction**

This guide is intended for use by dispatchers, procurement personnel and IMT's. The guide will supplement Regional Mobilization Guides and serve as a quick reference for dispatch and incident personnel to mobilize and manage contract equipment.

The guide is broken out into sections dealing with mobilization, priority dispatching, equipment typing and some contract specifications.

Incident contracted equipment falls into three different categories:

- Competitive Incident Blanket Purchase Agreements – SF-1449 (IBPA)

IBPAs may be competitive agreements awarded as required by the National Solicitation Plan<sup>1</sup>. Dispatch Priority Lists (DPL) will be generated for each category and type of equipment. Priority dispatch procedures will be discussed further in this document.

- Non-competitive Pre-Season Emergency Equipment Rental Agreements or I-BPAs

Non-competitive EERA's issued on OF 294's that remain current may be utilized until their expiration date. As equipment is solicited from the National Solicitation Plan through VIPR that category of equipment agreements issued on EERAs will be cancelled. New non-competitive agreements will be issued on IBPA's, SF-1449 and the National Standard Templates, if available, shall be used for the preseason sign-up of equipment. Non-competitive IBPA's may be posted on Dispatch lists and mobilized in any order. A consistent method of ordering should be established at the local level.

- Incident Only Emergency Equipment Rental Agreements (EERA's OF-294)

Incident Only EERAs may be utilized to sign up equipment at the incident that is not available through a preseason agreement (either competitive or noncompetitive). The EERA's are valid only for the duration of that particular incident and shall not be reassigned without validating that other IBPA equipment is not available, then a new Incident Only agreement must be written.

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<sup>1</sup> Available on the web at the National Incident Procurement website

## **Web Based VIPR and Equipment Information**

### **National AQM Incident Procurement Website**

<http://www.fs.fed.us/business/incident/>

This is the primary site for information regarding Acquisition Management, IBPAs and National Standard Templates. Below is brief listing of the major components of this site and the most frequently requested information:

- Vendor information about contracting with the government.
- Draft National Solicitation Templates for each category of equipment, competed and non-competed. (Coming soon)
- National Solicitation Plan for competitive solicitations
- Key contact personnel in the WO and each Region.
- Dispatch Priority Lists generated by VIPR
- Links to many other sites with Incident Procurement information.

### **Great Basin Coordination Centers Websites**

<http://gacc.nifc.gov/wgbc/>

<http://gacc.nifc.gov/egbc/>

Region Four Incident Procurement and Interagency Incident Business Management information can be found at these web sites under the following links:

#### Equipment/Supplies

- VIPR Dispatch Priority Lists
- Heavy Equipment Priority Lists (non-VIPR)
- VIPR preseason agreements (VIPR web site where you can obtain a copy of vendors agreement)
- USFS AQM Incident Procurement
- Equipment inspection forms

#### Incident Business Management

- Great Basin Incident Business Management supplements
- Work Rest guidelines
- Incident operations driving standards

## **Mobilizing IBPA Equipment Utilizing Dispatch Priority Lists (DPL)**

The following equipment has been solicited and awarded IBPA's: **Orders for these categories of equipment must be placed utilizing Dispatch Priority Lists.**

Support Water Tender – Types 1-3	Engine – Types 3, 4, 5 & 6
Single Faller	Faller Module (2 fallers)
Mechanics w/Service Truck	Clerical Units
Refrigerated Trailer – Types 1-3	Fuel Tender
Tactical Water Tenders – Type 1-2	GIS Unit – Types 1 & 2
Trailer Mounted Hand Washing Station	Potable Water Truck – Types 1-3
Gray Water Truck – Types 1-3	Communications Trailers
Helibase Trailer	Crew Carrier Bus
Heavy Equipment & Transport (BLM non-VIPR)	Weed Washing Units – Types 1&2
Handwashing Station	

DPL's have been generated for each of these types of equipment. These DPL's are automatically populated to the website below. DPL's for each dispatch center are available from a drop down menu listed by each centers 4 letter designator or through Eastern/Western Coordination Centers web sites.

<http://www.fs.fed.us/business/incident/dispatch.php>

Ordering of the above resource types not on a DPL may occur **ONLY** for Initial Attack, or the units DPL's are exhausted or vendors cannot meet the date and time needed. These resources may then be hired on Incident Only Emergency Equipment Rental Agreements (EERA's OF 294).

DPL's may have special attributes listed for each type of equipment. If an attribute is not listed on the DPL then dispatchers must follow the priority listings. Dispatchers may only deviate from the DPL's and skip down the priority lists when orders include attributes for that equipment listed on the DPL. Example: engines that have special attributes are requested such as CAFS or All Wheel Drive. When resource requests for engines are received requiring special attributes, the dispatcher shall order the first engine from the DPL that meets the criteria. After a resource ordered from DPL's returns from assignment and are available, they will return to their original position on the DPL.

**Planned Need Dispatches** - When dispatching Planned-Need Equipment, the Dispatch Center will use the DPL's for their unit. During planned-need dispatches, when the available resources within a dispatch zone are exhausted, order resources through normal dispatch procedures including ordering from neighboring centers. Before orders are accepted by any priority dispatch contractor, the **specific** piece of equipment or person

on the priority dispatch list ordered (by VIN, serial number or name) must be able to meet the date and time requirements established by the incident. If that specific piece of equipment or person is not available or cannot meet the date and time needed, the dispatcher will document that and move down the list to the next available resource on the DPL.

When dispatches are being made, if the Contractor cannot be reached, the dispatcher shall follow normal dispatching procedures just as they would for any resource that they cannot contact. If date and time is critical and there is no answer, dispatchers shall document their call and move down the list to the next available vendor. Not responding to a call does not remove a Contractor from the DPL. Repeated non-responsiveness shall be brought to the attention of the CO and may be grounds for contract action.  
**Dispatchers must carefully document all of these calls and actions.**

## **Demobing of Equipment**

Demob priorities shall be established by the IC. Equipment that has been hired under the competitive solicitation process, as opposed to “Incident Only” agreements, should be considered when establishing demob priorities.

## **IBPA Competitive Equipment Information**

The following is a brief listing of the most frequently needed information on each equipment category that has been competitively solicited and is subject to priority dispatching. For a complete listing of requirements and specifications all solicitations are available on the National Incident Procurement Website.

### **Clerical Support Unit (Copy Service)**

(Sue Huston R-2/4 FS, Contracting Officer)

#### **Typing**

- None

#### **Dispatch Ordering From DPL by**

- VIN/Equipment ID

**Ordering Attributes – N/A**

#### **Equipment Requirements**

- Fully self-contained w/generator and all operating supplies

**Fireline Personal Protective Equipment – N/A**

#### **Method of Hire**

- Daily Rate plus cost of copies and other services
- Mob and Demob mileage rate

## **Crew Carrier Bus**

**(Melinda Draper FS National Contracting Officer)**

### **Typing**

- None

### **Dispatch Ordering from DPL by**

- VIN/Unit ID#

### **Ordering Attributes**

- None

### **Equipment Requirements**

- 120 cubic feet storage area for FFTR gear maintaining DOT emergency exit openings.
- DOT approved outside storage area for hazardous materials (chain saws, saw gas, fuses)
- DOT Operating Authority (\$5 m insurance)

**Fireline Personal Protective Equipment – Contractor Provided**

### **Staffing & Personnel Requirements**

- Annual Fire Refresher Training (must carry certification card)
- 1 skilled operator

### **Method of Hire**

- Mileage or Minimum Daily Guarantee whichever is greater.

## **Faller**

**(Sue Huston R-2/4 FS, Contracting Officer)**

### **Typing**

- Single Faller (1 faller w/ all equipment and vehicle)
- Faller Module (2 fallers w/ all equipment and vehicle)

### **Dispatch Ordering from DPL by**

- Single Faller is ordered by name from the DPL
- Faller Module is ordered by Company. The company will provide the dispatcher the names of the 2 fallers filling the order. Names must be on list and documented on the resource order.

### **Ordering Attributes**

- None

### **Staffing & Personnel Requirements**

- Annual Fire Refresher Training (must carry certification card)

**Fireline Personal Protective Equipment – Contractor Provided**

### **Method of Hire**

- Daily Rate

## **Fuel Tender**

**(Kim Luft R-2/4 FS Contracting officer)**

### **Typing**

- Type 1- 3501 + gallons
- Type 2- 2501 – 3500 gallons
- Type 3- 500 – 2500 gallons

**Dispatch Ordering from DPL by**

- VIN/SN

**Ordering Attributes**

- N/A

**Equipment Requirements**

- Spill containment kit applicable to mobile fuel dispensing vehicles
- Diesel and unleaded fuel
- Proof of current yearly VK leak test
- Proof of Internal and Pressure (I&P) test within 5 years
- Emergency shutoff valves painted red
- No leaking fuel
- Accept all major credit cards and provide receipts
- Meets State requirements for spill containment

**Fireline Personal Protective Equipment N/A**

**Staffing & Personnel Requirements**

- 1 skilled operator
- **Method of Hire**
- Dailey Rate

**GIS Units**

(Shane Lavalley FS, National Contracting Officer)

**Typing**

- Type 1
- Type 2
- Type 3

**Dispatch Ordering from DPL by**

- VIN/Equipment ID
- Type

**Ordering Attributes**

- None

**Equipment Requirements**

- T 1 – Four (4) computer work stations w/operating system
  - Work space for 6 personnel
- T 2 – Two (2) computer work stations w/operating system
  - Work space for 4 personnel
- T 3 – No computer operating system
  - Printer/plotter
  - Work space for 5 personnel

**Fireline Personal Protective Equipment – N/A**

**Method of Hire**

- Daily rate for the unit
- Additional daily rate for GIS personnel if ordered
- Optional Satellite Internet paid separately

## **Gray Water Truck**

**(Kim Luft R-2/4 FS, Contracting Officer)**

### **Typing**

- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon
- Type 3 – 1000-2499 gallon
- Type 4 – 400-999 gallon
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### **Order by**

- VIN/Equipment ID

### **Ordering Attributes**

- None

### **Equipment Requirements**

- Must have county permit from the county/state of residence
- May be either vacuum or centrifugal pump
- Must be free of leaks and have sealed system.
- Government provides disposal site

**Fireline Personal Protective Equipment – N/A**

### **Method of Hire**

- Daily rate
- Government pays dump fees

## **Heavy Equipment (Dozer)**

**(Janice Haener R-4 BLM, Contracting Officer, Non-VIPR)**

### **Typing**

- Type 1 – 200 + HP
- Type 2 – 100-199 HP
- Type 3 – 50-99 HP

### **Dispatch Ordering from DPL by**

- Typing

### **Ordering Attributes**

- Grapple
- Rippers
- Winch
- Low Ground Pressure

### **Equipment Requirements**

- Dozer contractor required to provide transport
- All original factory guards in place
- Underbody protection (belly pan, rock guards)
- Lighting (2 forward, 2 rear)
- Back up Alarm

**Fireline Personal Protective Equipment – Contractor Provided**

### **Staffing & Personnel Requirements**

- Annual Fire Refresher Training (must carry certification card)



**Method of Hire (Dozer)**

- Daily rate

**Method of Hire – (Transport)**

- No separate E# for the transport (included with Dozer). Document on shift ticket
- Pilot cars and all permits are the vendor’s responsibility.

**Heavy Equipment (Excavators)**

**(Janice Haener R4 BLM Contracting Officer, (Non-VIPR)**

**Typing**

- Type 1 – 156 + HP
- Type 2 – 111-155 HP
- Type 3 – 81-110 HP
- Type 4 – 60-80 HP

**Dispatch Ordering from DPL by**

- Type

**Ordering Attributes**

- Clamshell or bucket
- Dozer type – up/down Blade
- Steep Ground (self-leveling cab)

**Equipment Requirements**

- Excavator contractor required to provide transport
- Standard Bucket w/Thumb or Clamshell Bucket
- Lighting (2 forward)
- Steel Tracks

**Fireline Personal Protective Equipment – Contractor Provided**

**Staffing & Personnel Requirements**

- Annual Fire Refresher Training (must carry certification card)

**Method of Hire – (Excavator)**

- Daily rate

**Method of Hire – (Transport)**

- No separate E# for the transport (included with excavator). Document on shift ticket
- Pilot cars and all permits are the vendor’s responsibility.

**Heavy Equipment (Transports) (Stand Alone)**

**(Janice Haener R-4 BLM Contracting Officer, Non-VIPR)**

**Typing**

- Type 1 – >70,000 lbs carrying capacity

**Dispatch Ordering from DPL by**

- Typing

**Ordering Attributes**

- N/A

**Equipment Requirements**

- Must have carrier and cargo insurance coverage for the value of the equipment being hauled.

- Pilot cars and all permits are the vendors responsibility.

**Fireline Personal Protective Equipment – Contractor Provided**  
**Staffing & Personnel Requirements**

- Annual Fire Refresher Training (must carry certification card)

**Method of Hire**

- Mileage or Minimum Daily Guarantee whichever is greater.

**Helicopter Support Trailer**

(Sue Huston R-2/4 Contracting Officer)

**Typing**

- None

**Dispatch Ordering from DPL by**

- VIN/SN

**Ordering Attributes**

- N/A

**Equipment Requirements**

- 10,000 KVA Generator w/battery backup
- VHF/UHF Base Stations
- 2 each hand held AM & FM radios
- Telephone/Internet Service (optional)
- Minimum 3 work stations

**Fireline Personal Protective Equipment – None**

**Staffing & Personnel Requirements**

- CDL if required
- All operators must be capable of operating equipment up to manufactures limitations

**Method of Hire**

- Daily rate
- Satellite phone charges paid by minutes used (optional)

**Mechanic w/ Service Truck**

(Kim Luft R-2/4 FS, Contracting Officer)

**Typing**

- Type 1 – Heavy Equipment (Dozer, Excavator, etc.)
- Type 2 – Automotive, Light and Heavy Truck

**Dispatch Ordering From DPL by**

- Mechanic Name

**Ordering Attributes**

- None

**Staffing & Personnel Requirements**

- One mechanic
- Annual Fire Refresher Training (must carry certification card)

**Fireline Personal Protective Equipment – Contractor Provided**

**Method of Hire**

- Daily Rate

**Potable Water Truck**

**(Kim Luft R-2/4 FS, Contracting Officer)**

**Typing**

- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon
- Type 3 – 1000-2499 gallon
- Type 4 – 400-999 gallon

**Dispatch Ordering From DPL by**

- Type

**Ordering Attributes**

- None

**Equipment Requirements**

- Must have applicable State or Health Department license
- NWCG Potable Water Regulations apply
- Government provides a potable water source
- Arrives empty for inspection unless ordered otherwise
- Contractor must have a bacteriological sample into a certified lab within 2 working days of arriving at the incident

**Fireline Personal Protective Equipment** – N/A

**Staffing & Personnel Requirements**

- One Operator

**Method of Hire**

- Daily, Weekly, Monthly rate on each item

**Portable Toilets and Portable Handwash Units**

Local Hire, Pay on Commercial invoice.

**Refrigerated Trailer Unit**

**(Lief Shjeflo National FS, Contracting Officer)**

**Typing**

- Type 1 – >43 ft
- Type 2 – 29-43 ft.
- Type 3 – 20-29 ft.

**Dispatch Ordering From DPL by**

- Type
- Unique Resource Descriptor

**Ordering Attributes**

- None

**Equipment Requirements**

- Must provide one set of OSHA compliant stairs

**Fireline Personal Protective Equipment** – N/A

**Staffing & Personnel Requirements** - None  
**Method of Hire**

- Daily, Weekly, Monthly Rate
- Mob and Demob mileage rate

**Support Water Tender**

(Sue Huston R-4 FS, Contracting Officer)

**Typing**

- Type 1 – 4000 gallon +
- Type 2 - 2500- 3999 + gallon
- Type 3 – 1000-2499 gallon

**Dispatch Ordering From DPL by**

- Type
- VIN/Equipment ID

**Ordering Attributes**

- All-Wheel Drive

**Equipment Requirements**

- One radio (Handheld or Mobile)
- Minimum inventory as identified in specs

**Fireline Personal protective Equipment** - Contractor provided

**Staffing & Personnel Requirement**

- 1 operator
- annual fireline refresher

**Method of Hire**

- Daily

**Tactical Water Tenders**

(Sue Huston R-4 FS, Contracting Officer)

**Typing**

- Type 1 – 2000 – gallons +
- Type 2– 1000 – 1999 gallons

**Ordering Attributes**

- Monitor
- All Wheel Drive

**Equipment Requirements**

- One Handheld radio
- Minimum inventory as defined in specs.
- Spray bar

**Fireline Personal protective Equipment** – Contractor provided

**Staffing and Personnel Requirements**

Personnel	Position	Type
1 ea.	Fire Fighter 1 (FFT1)	All Types
1 ea.	Fire Fighter 2 (FFT2)	All Types

**Method of Hire**

- Daily

**Tents and Canopies**

**Local Hire, Pay on Commercial invoice.**

**Trailer Mounted Handwash Stations**

**(Kim Luft R-2/4 FS, Contracting Officer)**

**Typing**

- None

**Dispatch Ordering From DPL by**

- Serial Number/Equipment ID

**Ordering Attributes**

- None

**Equipment Requirements**

- 8 sink minimum
- Fully self-contained, hot and cold water, potable and gray water storage
- Government provides potable water and gray water removal
- Contractor maintains unit in a clean and sanitary manor.
- NWCG Potable Water Regulations apply

**Fireline Personal Protective Equipment – N/A**

**Method of Hire**

- Daily, Weekly, Monthly Rate
- Mob and Demob mileage rate

**Weed Washing Unit**

**(Sue Huston R-2/4 FS Contracting officer)**

**Typing**

- Type 1- Self Contained w/recycling water system
- Type 2- Self Contained w/non-recycling water system

**Dispatch Ordering from DPL by**

- VIN/SN

**Ordering Attributes**

- N/A

**Equipment Requirements**

- Government provides wash water to site and removes waste water
- Contractor shall capture, package solid waste (50# or less)
- Contractor provided wash/waste water storage
- Type 1- Self Contained to operate for 2 hrs, recycle and filter waste water to 100 microns
- Type 2- Self Contained w/non-recycled water , filter waste water to 100 microns
- 2 Contractor proved work lights

**Fireline Personal Protective Equipment – None**

**Staffing & Personnel Requirements**

- 2 skilled operators

**Method of Hire**

- Daily rate

**Wildland Fire Engines**

**(Sue Huston R-4 FS, Contracting Officer)**

**Typing**

- Type 3 – 500- 1500 gallon
- Type 4 – 750- 1500 gallon
- Type 5 – 400 – 749 gallon
- Type 6 - 150 – 399 gallon (4x4)

**Dispatch Ordering from DPL by**

- VIN

**Ordering Attributes**

- All-Wheel Drive (4x4)
- CAFS

**Equipment Requirements**

- Two radio’s, one of which is handheld
- Minimum inventory as defined in specs.
- Foam proportioner
- Chain Saw

**Fireline Personal Protective Equipment** – Contractor Provided

**Staffing & Personnel Requirements**

All wildland fire engine(s), shall consist of a crew of three (3) to include:

Personnel	Position	Engine Types
1 ea	Single Resource Boss Engine (ENGB)	All Types
2 ea	Firefighter Types 1 or 2 (FFT1 or FFT2)	All Types

- Must carry contractor issued qualifications card and government issued photo identification.
- Must meet NWCG 310-1 qualifications

**Method of Hire**

- Daily Rate