

Checklist for Preparing the CDF-294 Emergency Equipment Rental Agreement

Required CDF Forms, Vendor Certifications, and Inspections

In order to assist CDF employees in preparing the EERA, this Agreement Checklist has been developed. It is intended to serve as a guide to insure that all of the requirements for the EERA are met.

The vendor should carry a current copy of the entire agreement on each piece of equipment covered by the agreement.

The vendor’s complete EERA package will include:

√		Document or Verification:
<input type="checkbox"/>	1.	The Emergency Equipment Rental Agreement, CDF-294
<input type="checkbox"/>	2.	CDF’s "General Clauses" and "Supplemental General Provisions" .
<input type="checkbox"/>	a.	Tri-Party Signature Page (if applicable)
<input type="checkbox"/>	3.	Std. 204 form “Vendor Data Record” for new vendors (3833.1.1)
<input type="checkbox"/>	a.	CDF-20 “Contractor’s Certification Clauses for Services Up To \$4,999.99” (3833.1.1)
<input type="checkbox"/>	b.	“Questionnaire for Contractors Seeking Emergency Equipment Rental Agreements with CDF” . CDF requires that all contractors, (not just CSB/DVBE owners) applying for an EERA with CDF complete and return this questionnaire before the EERA is signed by CDF. (exhibit 7761.2.2.3)
<input type="checkbox"/>	4..	FC-100R “Radio Frequency Use Agreement” (7761.6) if vendor will operate a radio on CDF frequencies.
<input type="checkbox"/>	5.	Proof of Worker’s Compensation Insurance (3833.1.3; 7761.3) . Vendors shall provide proof of coverage of Worker's Compensation coverage for vendor's employees in accordance with applicable California State Law. <u>Owner-operators and independent sub-contractors must provide proof of coverage by major medical insurance if not covered by Workers Compensation.</u>
n/a	7.	<u>Comprehensive or Commercial General Liability</u> . CDF no longer requires vendors to carry this type of insurance.
<input type="checkbox"/>	8.	Proof of Motor Vehicle Liability Insurance Certificate (3833.1.3; 7761.3) Vendor will provide proof of coverage by a policy of Motor Vehicle Liability insurance that covers the vehicle <u>and the use intended</u> under the agreement. As evidence of the required motor vehicle liability insurance coverage, the vendor shall maintain a current certificate of such insurance <u>in each vehicle, as required by law</u> . Certificates will be presented on demand of any CDF employee. Coverage shall apply to all operators of the vehicle.
<input type="checkbox"/>	9.	<u>The vendor’s insurance shall cover all motor vehicle accidents and all of the contractor’s vehicle operators.</u>
<input type="checkbox"/>	10.	<u>General minimum coverage requirement: \$300,000, combined single limit, per occurrence. (3833.1.3)</u>
<input type="checkbox"/>	11.	Special minimum coverage requirement: for vehicles 10,000 lbs. Gross Vehicle Weight Rating (GVWR) or greater that are motor carriers transporting property other than hazardous materials, <i>such as transport trucks hauling bulldozers, water tenders transporting water, and privately owned fire engines:</i> minimum \$750,000 combined single limit, per occurrence (per Dept. of Motor Vehicles Industry Operations Division) (3833.1.3)
<input type="checkbox"/>	12.	
<input type="checkbox"/>	13.	Proof of Performance: (7761.3) If there is any doubt as to the performance capabilities of the equipment in question, employees should ask the vendor to demonstrate that the equipment can perform as the vendor claims it will.
<input type="checkbox"/>	14.	One Vendor Contact Telephone Number: Vendor will provide CDF with a single telephone contact number. This will be the sole method used by the Department to contact the vendor to fill incident requests. It is the responsibility of the vendor to provide a contact telephone number where he can be reached 24 hours per day, 7 days per week for use by CDF to make contact for the dispatch of resources (e.g., telephone pager, paging service, etc.) (7761.2.2.2)
<input type="checkbox"/>	15.	Out-of-State Vehicles: Vehicles that are currently licensed in other states for the type of use intended in the EERA may be covered by the EERA. (7761.3.6.6)

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<input type="checkbox"/>	16.	Proof of Ownership: At the time the agreement is prepared, the vendor will provide proof that he/she legally controls the vehicles to be covered by the agreement. Proof of legal control can include: a. current vehicle registration showing contractor as registered owner b. for unlicensed vehicles, such as bulldozers, a copy of a bill of sale or unsecured personal property tax bill will serve as proof of ownership. (7761.3)
<input type="checkbox"/>	17.	Vehicle Weight Certificate: Water Tenders and Fire Engines. (7761.3.6.c) At the time the agreement is prepared, the vendor will provide a <i>current</i> weight certificate (<i>weighed within the past 3 months</i>) for the laden and equipped vehicle. An estimated weight of 265 pounds for each crew person (personal and gear weight) will be added to the vehicle weight to determine total GVW. <u>Vendor must demonstrate that the fully-laden vehicle is within GVW limits or vehicle will not be hired.</u>
<input type="checkbox"/>	18.	Vehicle License: All licensed motor vehicles covered by the EERA must be legally licensed or apportioned to operate in the State of California, and must meet the legal requirements for commercial vehicles, non-commercial vehicles, or Special Equipment (SE) vehicles, as licensed. (7761.3.6.C)
<input type="checkbox"/>	19.	Driver's License: All operators of vehicles covered by the EERA must possess a current driver's license for the type of vehicle being operated. Operators of any motor vehicle having a Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. must have a Commercial Drivers License (CDL) (with Tank Endorsement, if appropriate), valid for the State of California. Driver's licenses must be presented on demand of any CDF employee seeking to verify that the operator is currently licensed to operate the subject vehicle. (7761.3.6.D)
<input type="checkbox"/>	20.	Proof of Annual Fireline Water Tender and Fire Engine Safety Inspection: (7761.4.2; 3833.1.11): All privately-owned fire engines and Fireline water tenders must be inspected <u>annually prior to use.</u> Proof of inspection for the current year must be on file with the Hired Equipment Coordinator prior to listing the vendor in the Emergency Resource Directory for that year.
<input type="checkbox"/>	21.	INSPECTIONS (3833.1.2): At the time the EERA is prepared, a CDF employee shall conduct an inspection of the equipment to insure that it meets all requirements for complement, capacity, and capability contained in CDF policy. (3833.1.2). <u>This is not a safety inspection.</u> This inspection should be documented on the FC-291 bulldozer/water tender checklist, or the ICS 214 "Unit Log". Any <u>obvious</u> damage will be noted on the Checklist. Any doubts about these conditions should be addressed and corrected by the vendor BEFORE the EERA is signed. (3833.1.2) Only equipment that is designed or equipped to do the assigned job should be listed in the EERA.
<input type="checkbox"/>	22.	GENERAL WATER TENDER GENERAL EQUIPMENT REQUIREMENTS (7761.4.4) All water tenders, including fireline water tenders, potable drinking water tenders, and "gray" water tenders must be equipped with the following minimum safety items:
		• Reflectors, one set of three
		• Fire extinguisher, rated 2A10BC or better
		• Chock blocks of appropriate size for tire diameter
		• Flashlight
		• Electronic backup alarm, minimum 87 DBLs

<input type="checkbox"/>	23.	FIRELINE WATER TENDER REQUIREMENTS (7761.4.4) The Fireline Water Tenders will meet or exceed the following requirements:
	a.	Minimum useable capacity shall be 1,000 gallons.
	b.	Pump, minimum 120 gpm
	c.	Weigh tickets showing that loaded vehicle will be within designed GVWR.
	d.	Water tanks are to be baffled.
	e.	Tender shall be configured in a manner that the vehicle center of gravity is within the design limits of the equipment.
	f.	Tender shall be equipped with a back flow protection device for hydrant filling.
	g.	Pump assembly is to be driven either by power-take-off or auxiliary engine drive. The pump shall be plumbed with a suction outlet so water may be drafted from a water supply such as a pond, river or creek to refill the tank or pump directly to the fire. An auxiliary engine-driven pump assembly is acceptable if the auxiliary unit is permanently mounted and plumbed to the tank, discharge and suction outlets. Portable pump of ICS minimum gpm OK for filling.
	h.	All discharge outlets shall be plumbed to the pump. Gravity discharge outlets, with the exception of the dump valve described below, are not acceptable.

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	i.	minimum 24 feet of 2½" or larger diameter hard suction hose and a screened foot valve or strainer
	j.	One 2.5" or larger diameter soft suction hose, min. 20 ft. long, with NH couplings
	k.	<u>Discharge fittings:</u> Tender must have two each 1.5" NH connections or one each 2.5" connection with gated wye to two each 1.5" NH connections. The water tender must have road spraying capability, either forward or rear-facing.
	l.	<u>Suction fittings:</u> one or more 2½" or 3" National Hose (NH) thread connections to allow drafting and filling from a non-pressurized source, or to allow filling under pressure, as from an engine, another tender, or from a pressurized source.
	m.	A dump valve of a minimum 4" diameter or equivalent is desirable so that water may be discharged into portable tanks. This valve is to be at the bottom rear of the tank to allow complete water discharge and should have a minimum clearance of 34" from the ground to the bottom of the outlet.
	n.	one fire hose clamp for 1" to 3" or larger diameter fire hose
	o.	one hydrant wrench
	p.	Fireline Water Tenders must be equipped with the following <u>minimum</u> safety and equipment items:
		<ul style="list-style-type: none"> • one axe or Pulaski <u>and</u> 1 shovel • operator personal protective equipment will comply with applicable CalOSHA requirements, and as a minimum will include: • Nomex shirt and trousers - CAL OSHA specifications (<i>Title 8, section 3410</i>). • hard hat • Nomex face shroud • goggles • gloves (CalOSHA spec) • fire shelter – USFS Spec. • lace-up leather boots • canteen with water, 1 gallon minimum • 100 ft, 1-1/2 " serviceable cotton jacket or better hose w/ nozzle • one 1" combination fog/straight stream nozzle with 1-1/2" NH to 1" NPSH reducer
	q.	Marking of Equipment: All vendor-owned equipment should be clearly marked to prevent accidental confiscation by fire agency personnel. Such marking should be documented on arrival at the incident on the vehicle check-in inspection form.
	r.	VHF radio, field programmable to VHF-FM frequencies. Either portable or fixed-mount is acceptable. Operators must use an earphone/microphone headset with a portable radio, or an external speaker with a fixed-mount radio. (7761.6)

<input type="checkbox"/>	24	FIRELINE BULLDOZER REQUIREMENTS: (7761.4.3)
	a.	each Fireline bulldozer will be supported by a vendor-supplied transport truck of appropriate size and
	b.	a bulldozer service unit equipped to service the bulldozer after 12 hours of continuous work.
	c.	All Fireline bulldozers will meet or exceed the following equipment requirements:
	d.	R.O.P.S. with heavy mesh screens on sides and rear
	e.	protective fire curtains inside of R.O.P.S. on sides and rear
	f.	lights, 4 front and 2 rear
	g.	belly pan and rock guards, unless rock guards are not recommended or produced by the original manufacturer
	h.	radiator protection
	i.	one shovel
	j.	one shovel <u>and</u> one axe <u>or</u> Pulaski
	k.	backup alarm
	l.	seat belts
	m.	2A10BC fire extinguisher
	n.	Operator personal protective equipment will comply with CalOSHA requirements and as a minimum will include:
		<ul style="list-style-type: none"> • Nomex shirt, trousers, and face shroud: CAL OSHA specification • hard hat • goggles • gloves

		<ul style="list-style-type: none"> • fire shelter - USFS Specification
		<ul style="list-style-type: none"> • lace-up leather boots
		<ul style="list-style-type: none"> • Canteen with water, minimum 1 gallon
	o.	VHF radio, field programmable to VHF-FM frequencies. Either portable or fixed-mount is acceptable. Bulldozer operators must use an earphone/microphone headset with the radio.

25. COMPLETING CDF-294 AGREEMENT FORM (3833.2.5)

Instructions for completing the CDF-294 are as follows:

1.	Ordering Office. Enter CDF Unit name, address, phone number, where equipment is being signed up and inspected.
2.	<p>Agreement Number (EERA Number): The CDF EERA number will be the 3 letters of the alpha identifier unit completing the agreement, followed by a dash, followed by the vendor's 8-digit Vendor Code Number. For any vendor that has previously done business with CDF, the Vendor Code Numbers can be found on the CDF Intranet Page by clicking CDF Vendor Information / Vendor Number Lookup. (This is the number assigned after the Std. 204 and Calstars 14 are completed as part of the agreement or payment process.) Use the number in the column Vendor# sfx. <u>Include leading zeros.</u></p> <p>Example: CDF Amador – El Dorado Unit enters into an EERA with Emerson Logging, Inc. of Jackson. Emerson Logging's Vendor Code Number from the Intranet vendor table is 12682500, so the EERA number would be AEU-12682500.</p> <p><u>If the vendor is not listed in the lookup table</u>, leave the agreement number blank. After the Std. 204 and Calstars 14 are submitted through channels following completion of the EERA, the CDF Accounting Office will assign a vendor number and update the vendor table. After the number is assigned, enter the EERA number on the CDF copy of the agreement, and mail an updated copy with the newly assigned number to the vendor.</p>
3.	Effective Dates. Beginning date: date agreement is signed, extending to the official ending date signed on the multi-year agreement, April 30, 2008.
4.	Contractor. Fill in contractor's name, address, phone number (day and night). Contractor's social security number, federal employer ID number or other federally recognized identification number. For example, a tribal "A" number for American Indians.
5.	Point Of Hire. On pre-season sign-up agreements, this block may either indicate vendor's address where the rental equipment will normally be located, or merely state "Location at the time of hire." For equipment hired during an incident, this block should indicate the actual address or location of the equipment at the time of order and hire.
6.	The Work Rate Is Based On All Operating Supplies Being Furnished By. Indicate Vendor (for WET) with exceptions as noted in the hired equipment general instructions and emergency equipment rental rates. Normally check one block. If both blocks are checked, specify in Block 14, Special Provisions, and the conditions which apply.
7.	Operator Furnished By. Indicate if operator is furnished by vendor or by CDF.
8.	Type Of Vendor. If vendor is a state-certified Disabled Veteran Business Enterprise (DVBE) or Small Business, check "Certified DVBE", or "Certified Small Business, or both, followed by the vendors' OSBCR certification number. Otherwise, leave this space blank.
9.	Item Description. This information must be of sufficient detail to fully identify the equipment to be hired. Enter Vehicle Identification Number (VIN) or serial number for each piece of equipment to be covered by the agreement. For licensed motor vehicle, also enter license number. Description of equipment should include enough information to identify the ICS Type, plus any relevant capability information.
10.	Number Of Operators. If agreement is for a specific incident, specify the number of operators per operational period. If an operator is to be paid on an FC-42, show the Paid Pickup Labor rate to be used (i.e., EW-II for a light pickup.) Note any exceptions in Block 14, Special Provisions.
11.	Work Or Daily Rate And Unit. Enter appropriate EERA rate from section 3934. Do not enter a daily rate if Block 13 contains a guarantee.
12.	Special Rate And Unit. Enter the special rate and identify in detail in Block 14, Special Provisions, when and how these special rates apply.
13.	Guaranty. Enter guaranty rate from section 3934 if there is one. Do not enter a guarantee if Block 11 unit of measurement is a Daily Rate.
14.	Special Provisions. Detail any agreement made with the vendor and not specified elsewhere on the form. Include any supplements to the general provisions.

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15.	Contractor's Signature. This must contain the signature of the vendor's authorized representative agreeing to the rates and conditions of hire.
16.	Date. Date the contractor signed by the contractor
17.	Contracting Officer's Signature. This is the signature of the CDF employee preparing the agreement.
18.	Date. The date the agreement was signed by CDF.
19.	Printed Name And Title. Legible printed Name and Title of contractor or authorized representative.
20.	Printed Name And Title. Legible printed Name and Working Title of CDF employee.
21.	Page 2: General Clauses: Contractor must initial and date his agreement with the General Clauses on the lines in the lower right corner.
22.	Page 3: Supplemental General Provisions: Contractor must initial and date his agreement with the Supplemental General Provisions on the lines in the lower right corner.
23.	Page 4: Signature Page:

Distribution of copies of the completed CDF-294 and attachments is as follows:

1.	One copy of all pages to the contractor.
2.	All Original pages to the originating unit's Hired Equipment Coordinator.
3.	<u>If prepared at an incident</u> , one copy of all pages to the Finance Section, and one copy to the Ground Support Unit Leader.
4.	<u>For DVBE contractors</u> , send a copy of the EERA to the CDF Departmental Hired Equipment Coordinator at CDF Headquarters, for verification of the DVBE status of the contractor.