

Wildland Urban Interface
Wildfire Mitigation Program

Vendor Enrollment

Counties will open enrollment during various time periods for the purpose of establishing a Vendor list for various activities required in the treatment of hazardous fuels in Wildland Urban Interface areas. (Contact the grant administrator, Nelle Coler at (208) 772-0584, ext. 3012, nelle@pacni.org).

The Wildfire Mitigation Program was developed to help reduce damage and loss due to wildfires. Fuels treatment on individual properties is one aspect of the Program. Vendors under contract will: provide defensible/survivable space landscaping of Wildland Urban Interface properties; create fire breaks; and perform other fuel treatments, large and small, as required. Activities will be assigned on a rotating basis from the vendors list.

Prospective Vendors are asked to review the attached list of activities and hourly rates. If there are services (or equipment) the prospective vendor company offers which are not listed, please add them at the bottom. Likewise, please indicate any services you do not offer. (May be some variation by County.)

Jobs are paid as a lump sum. The activity rates are used to calculate the total job cost. This system allows the Project Manager to easily adjust for extremely difficult jobs, due for instance, to steep slopes, limited access or other special conditions.

An example "project order" scenario is provide below:

Example: The HFT Program Project Manager assesses the Wildland Urban Interface property of Mr. Allwise. The manager estimates the work required to provide Mr. Allwise with complete survivable space landscaping is:

16	man/hours of tree pruning and thinning	@ \$36.00 =	\$ 576.00
4	man/hour of clearing brush	@ \$30.50 =	\$ 122.00
2	man/hour gutter clearing	@ \$23.00 =	\$ 46.00
2	man/hour moving firewood	@ \$23.00 =	\$ 46.00
4	man/hour chipping slash	@ \$60.00 =	\$ 240.00
Total for project order			\$1,030.00

Using the established rate scale, the manager calculates the total cost for treating the property. The manager contacts the first person on the Vendor list, describes the job, explains the assessment, and inquires if the Vendor wants the job. If the Vendor does not take the job, the next Vendor is called. If the Vendor does accept the assignment, the work is scheduled. Following successful completion of the work, including the Project Manager's inspection, an invoice is generated and submitted for payment.

The Contracting agencies for this project will be the individual Counties. Administrative issues regarding the program will be addressed primarily through the County Wildfire Steering committee. Vendors will work directly with the County - Project Manager.

The Project Manager will:

- 🚒 Use the established list to contact Vendor and schedule job assignments.
- 🚒 Detail job assignment, and ensure agreement with Vendor on activities to be completed, and amount of compensation, prior to start of work.
- 🚒 Coordinate with Vendor regarding inspections and completion of paperwork.
- 🚒 Initiate process for payment to the Vendor.

Conduct

The Vendor will not solicit or engage in private business while employed on a fuels treatment contract assignment. The WUI Steering Committees are very concerned about perceived conflict of interest, but also understand that this is a small area where the Vendor may find themselves engaging in fuels treatment activities with property owners who are also previously established clients. If a situation arises that might appear to be a conflict of interest, the situation would be addressed on an individual basis.

Insurance

The Contractor (Vendor) will maintain, at its expense, for the duration of the Contract period: statutory worker's compensation coverage, employer's liability and comprehensive general liability insurance coverage for its principals and employees, Logger's Broadform (if loggers, appropriate fire coverage for non-loggers) and vehicle insurance in compliance with State regulations. The comprehensive general liability insurance shall have, at a minimum, a coverage limit of at least one million dollars (\$1,000,000) per claim, and two million dollars (\$2,000,000) aggregate. (May be some variation by County.)

Vendors will comply with all regulations that are applicable to the following funding agencies: Idaho Panhandle National Forest (U.S.F.S.), Idaho Bureau of Homeland Security (BHS), Bureau of Land Management (BLM), Idaho Department of Lands (IDL), Department of Commerce and the County.










Vendors will comply with all local, state and federal fire laws and applicable sections of the Idaho Forest Practices Act title 38, Chapter 13, Idaho Code.

To be included on the Vendor's list, Contractor's must agree: to provide service at the fixed rate; abide by the above conduct and insurance conditions; comply with funding agency regulations and the Idaho Forest Practices Act. Vendors need not provide every service listed on page two, to be included on the Vendor List.

Performance Measures

Contractor understands and acknowledges the fuel treatment activities specified in the master contract will most often be located on private land in close proximity to homes. Therefore, it is of extreme importance for the contractor to demonstrate high levels of professionalism and sensitivity in the course of their work.

Examples of unacceptable behavior by the contractor (or the contractor's employees) may include, but are not limited to:

-  Use of profane or derogatory language
-  Causing excessive noise
-  Failure to remove litter
-  Disregard of safety practices
-  Negligence
-  Unauthorized removal of trees and shrubs
-  Purposely slow work or lack of production
-  Ignoring time schedules or verified appointments
-  Failure to complete Project Orders as written

Contractor or Contractor's employees may not bring animals, such as dogs or cats, onto HFT job sites. Prohibition includes animals confined in Vendor vehicles. Failure to comply with this condition may result in termination of Vendor's contract.

Additionally, no Contractor may engage in private business transactions during the performance of a Project Order. Attempts by the contractor to coerce or cajole homeowners into purchasing services will constitute grounds for immediate removal from the Vendors list, and could result in legal action.