



Required CAL FIRE Forms, Supplier Certifications, and Inspections

This checklist is a guide to ensure that all agreement requirements are met. Suppliers shall carry a current copy of the entire agreement on each piece of equipment covered by the agreement. Extra copies to facilitate providing one at each incident are recommended.

The Supplier's complete agreement package will include:

<input checked="" type="checkbox"/>	#	Document or Requirement
<input type="checkbox"/>	1.	The Emergency Equipment Rental Agreement (EERA) (CAL FIRE-294).
<input type="checkbox"/>	2.	Documentation showing proof of Unique Entity Identifier (UEI) registration.
<input type="checkbox"/>	3.	Contractor Certification Clauses for Services (CAL FIRE-20).
<input type="checkbox"/>	4.	The Supplier shall acknowledge and agree to the "General Clauses" and "Supplemental General Provisions" (attached to the EERA), indicated by their initials and date on pages 4 and 7.
<input type="checkbox"/>	5.	Payee Data Record (STD. 204) (required for new Suppliers).
<input type="checkbox"/>	6.	Equipment Owner or Broker Declaration (CAL FIRE-157).
<input type="checkbox"/>	7.	Radio Frequency Use Agreement (FC-100R) (if Supplier will operate on CAL FIRE frequencies).
<input type="checkbox"/>	8.	One Supplier Dispatch Telephone Number: Supplier will provide CAL FIRE with a single telephone contact number where they can be reached 24 hours per day, 7 days per week.
	9.	Medical Coverage
<input type="checkbox"/>	a.	Proof of Workers' Compensation Insurance: Suppliers shall provide proof of Workers' Compensation coverage for employees. If operators or attendants are provided by a temporary staffing agency, Suppliers must provide proof that the staffing agency provides them with Workers' Compensation coverage.
<input type="checkbox"/>	b.	Major Medical Insurance: Owner-operators and immediate family operators must provide proof of coverage by major medical insurance if not covered by Workers' Compensation.
	10.	Vehicle Insurance
<input type="checkbox"/>	a.	Proof of Motor Vehicle Liability Insurance Certificate: Supplier will provide proof of coverage by a policy of Motor Vehicle Liability insurance that covers the vehicle and the use intended under the agreement. As evidence of the required motor vehicle liability insurance coverage, the Supplier shall maintain a current certificate of such insurance in each vehicle, as required by law. Certificates will be presented on demand of any CAL FIRE employee. Coverage shall apply to all operators of the vehicle.
<input type="checkbox"/>	b.	The Supplier's insurance shall cover all motor vehicle accidents and all of the Supplier's vehicle operators.



✓	#	Document or Requirement
	11.	Liability Insurance
<input type="checkbox"/>	a.	General Liability minimum coverage requirement: \$300,000, combined single limit, per occurrence.
<input type="checkbox"/>	b.	Special Liability minimum coverage requirement: for vehicles 10,001 lbs. Gross Vehicle Weight Rating (GVWR) or greater that are motor carriers transporting property other than hazardous materials, such as non-fireline transport trucks hauling fireline equipment or loaded water tenders: minimum \$750,000 combined single limit, per occurrence (per Dept. of Motor Vehicles Industry Operations Division).
<input type="checkbox"/>	c.	Hazardous Activities Liability requirement: When an EERA includes hazardous activities, minimum commercial general liability insurance requirement increases to \$1,000,000 per occurrence for bodily injury and property damage liability combined.
<input type="checkbox"/>	12.	Suppliers transporting equipment other than their own shall have cargo insurance.
<input type="checkbox"/>	13.	Insurance certificates for items 7, 8, 9, and 10 must include CAL FIRE as additional insured.
<input type="checkbox"/>	14.	Driver's License: All operators of vehicles covered by the EERA must possess a current driver's license appropriate for the type of vehicle being operated. Operators of any motor vehicle having a Gross Vehicle Weight Rating (GVWR) of 26,001 lbs. or greater must have a Commercial Driver's License (with any/all endorsements required by law), valid for the State of California. Driver's licenses must be presented on demand of any CAL FIRE employee seeking to verify that the operator is currently licensed to operate the subject vehicle.
<input type="checkbox"/>	15.	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.
	16.	Proof of Ownership, Partnership, or Lease:
	a.	At the time that equipment is added to an agreement, the Supplier will provide proof that they are the current registered or legal owner of the vehicle(s) (as defined in Vehicle Code §460), or that they have a current and valid lease, rental agreement, or written business partnership agreement covering the vehicle(s). Leased vehicles will be registered in the name of the Supplier, per Vehicle Code §4453.5.



✓	#	Document or Requirement
	b.	For unlicensed vehicles, such as bulldozers – a copy of the bill of sale or unsecured personal property tax bill will serve as proof of ownership. Leased vehicles must be controlled and paid for by the Supplier under a current and valid written agreement. All equipment leases must be signed and dated by both parties and must include terms commonly found in an equipment lease, such as term of the agreement, list of equipment, equipment rates, labor rates, limitations on use and control of the equipment, and responsibility for maintenance and repair.
<input type="checkbox"/>	17.	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.
<input type="checkbox"/>	18.	Proof of DOT Inspection: All privately-owned vehicles with a GVWR of 26,001 or greater must be inspected annually prior to use. Proof of inspection for the current year must be on file with the Unit Hired Equipment Coordinator prior to listing the Supplier in the Hired Equipment Management System for that year.
<input type="checkbox"/>	19.	CAL FIRE Safety Inspection: At the time the EERA is prepared, a CAL FIRE employee shall conduct an inspection of the equipment to ensure that it meets all requirements for complement, capacity, and capability defined in the Hired Equipment Program Supplier Participation Manual. This inspection should be documented on the FC-291. Any obvious damage will be noted on the Checklist. Any doubts about these conditions should be addressed and corrected by the Supplier before the EERA is signed. Only equipment that is designed or equipped to do the assigned job should be listed in the EERA.
<input type="checkbox"/>	20.	Proof of Performance: If there is any doubt as to the performance capabilities of the equipment in question, employees shall ask the Supplier to demonstrate that the equipment can perform as the Supplier claims it will.
<input type="checkbox"/>	21.	Completed FC-291A and/or FC-291B inspection form meeting all requirements of the Supplier Participation Manual.
	22.	Personal Protective Equipment (PPE) ensemble elements that are National Fire Protection Association (NFPA) compliant will have a label certifying that they are approved to the applicable standards. PPE ensemble elements without a label are considered non-compliant due to the inability to identify certification and manufacture information. Supplier's PPE shall comply with the following regulations as applicable:
<input type="checkbox"/>	a.	<ul style="list-style-type: none"> • One (1) NFPA 1977 approved wildland helmet.
<input type="checkbox"/>	b.	<ul style="list-style-type: none"> • One (1) NFPA 1977 approved Nomex or Sigma hood or shroud.
<input type="checkbox"/>	c.	<ul style="list-style-type: none"> • One (1) pair NFPA 1977 approved eye protection.
<input type="checkbox"/>	d.	<ul style="list-style-type: none"> • One (1) pair NFPA 1977 approved protective gloves.
<input type="checkbox"/>	e.	<ul style="list-style-type: none"> • One (1) pair NFPA 1977 approved boots.
<input type="checkbox"/>	f.	<ul style="list-style-type: none"> • One (1) NFPA 1977 approved Nomex or Sigma shirt.



✓	#	Document or Requirement
<input type="checkbox"/>	g.	<ul style="list-style-type: none">One (1) pair NFPA 1977 approved Nomex or Sigma pants.
<input type="checkbox"/>	h.	<ul style="list-style-type: none">One (1) USFS approved fire shelter (M-2002).
<input type="checkbox"/>	i.	<ul style="list-style-type: none">One (1) flashlight (for night operations).
<input type="checkbox"/>	j.	<ul style="list-style-type: none">Drinking water (one quart per person, per hour).
<input type="checkbox"/>	k.	<ul style="list-style-type: none">One (1) radio, refer to form FC-100R for minimum radio specifications. (Proof of annual frequency and deviation inspection by a manufacturer's authorized warranty repair technician is not required.) Fireline supervisors shall confirm with hired equipment operators that radios are operating properly to maintain communication during assigned shifts.
	23.	Non-Fireline supplier's personal protective equipment (PPE) shall comply with the following regulations as applicable:
<input type="checkbox"/>	a.	<ul style="list-style-type: none">Helmets must meet or exceed ANSI Z89.1-1969.
<input type="checkbox"/>	b.	<ul style="list-style-type: none">California Code of Regulations, Title 8, §3381, Head Protection.
<input type="checkbox"/>	c.	<ul style="list-style-type: none">California Code of Regulations, Title 8, §3382, Eye & Face Protection.
<input type="checkbox"/>	d.	<ul style="list-style-type: none">California Code of Regulations, Title 8, §3383, Body Protection.
<input type="checkbox"/>	e.	<ul style="list-style-type: none">California Code of Regulations, Title 8, §3384, Hand Protection.

Go on to next page.



#	COMPLETING CAL FIRE-294
1.	Ordering Office: Enter CAL FIRE Unit name, address, phone number, where equipment is being signed up and inspected.
2.	Supplier ID Number (EERA Number): The CAL FIRE EERA number will be the Supplier ID that is assigned by FI\$Cal, preceded by the Unit Identifier. (For example, CZU-003456.) If the Supplier does not have a Supplier ID in FI\$Cal, leave the agreement number blank until one is assigned. After the Supplier ID is assigned, enter the EERA number on the CAL FIRE copy of the agreement, and mail an updated copy with the newly assigned ID to the Supplier.
3.	Effective Dates: Beginning date the agreement is signed, extending to the official ending date signed on the multi-year agreement.
4.	Supplier: Enter the business name and address under "Remit to:" and the storage location address of the equipment under "Facility:".
a.	Dispatch Contact: Enter the single dispatch contact telephone number provided by the Supplier.
b.	Business Contact: Enter the telephone number for business needs as provided by the Supplier.
5.	Point of Hire: On pre-season sign-up agreements, this block indicates the Supplier's address where the rental equipment will normally be located. For equipment hired during an incident, this block indicates the actual address or location of the equipment at the time of order and hire.
6.	Type of Supplier: If Supplier is a Small Business (SB) or Disabled Veteran Business Enterprise (DVBE), check the applicable box or boxes, followed by the Supplier's certification number. Otherwise, leave this space blank.
7.	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. Includes provider of operating supplies and operators.
8.	Rate: Extended: Enter the daily rate for a shift between 16 and 24 hours in column a. In column b, enter "day".
9.	Rate: Standard: Enter the daily rate for a shift between 8 and 16 hours in column a. In column b, enter "day".
10.	Rate: Reduced: Enter the daily rate for a shift up to 8 hours in column a. In column b, enter "day".
11.	Rate: Special: Use this column for mileage, hourly, or any other atypical rate types. Enter the rate in column a, and the unit of measure (mile, hour, etc.) in column b.
12.	Special Provisions: Detail any agreement made with the Supplier and not specified elsewhere on the form. Include any supplements to the general provisions.



#	COMPLETING CAL FIRE-294
13.	Supplier's Signature: This must contain the signature of the Supplier's authorized representative agreeing to the rates and conditions of hire.
14.	Date: Date the Supplier signed the EERA.
15.	Contracting Officer's Signature: This is the signature of the CAL FIRE employee preparing the agreement.
16.	Date: The date the agreement was signed by CAL FIRE.
17.	Printed Name and Title: Legible printed Name and Title of Supplier or authorized representative.
18.	Printed Name and Title: Legible printed Name and Working Title of CAL FIRE employee.
Pages 2-4	General Clauses: CAL FIRE Certified Purchaser must review these clauses with the Supplier. Supplier must initial and date agreement with the General Clauses on the lines in the lower right corner.
Pages 5-7	Supplemental General Provisions: CAL FIRE Certified Purchaser must review these provisions with the Supplier. Supplier must initial and date agreement with the Supplemental General Provisions on the lines in the lower right corner.

Distribution: of the completed CAL FIRE-294 and attachments is as follows:

1. **Copy** of all pages to the Supplier.
2. **Original** of all pages to the Unit's Hired Equipment Coordinator.
3. **If prepared at an incident:** Copy of all pages to the Finance Section and to the Ground Support Unit Leader.
4. **For SB and DVBE Suppliers:** Copy of the EERA CAL FIRE-294 to the Statewide Hired Equipment Coordinator at CAL FIRE Headquarters, for verification of the SB and/or DVBE status of the Supplier.