IDAHO DEPARTMENT OF LANDS
PRESEASON CONTRACT

1. IDL AREA OR FPD a. name and address:
IDAHO DEPARTMENT OF LANDS
AGGIE CREEK SUPERVISORY AREA
213 3RD STREET
KAMIAH, ID 83536
b. Phone Number: (208) 935-2141
c. FAX Number: (208) 935-0905
d. Email: thasz@idl.idaho.gov

2. AGREEMENT NUMBER (Must appear on all documents relating to this agreement): IDL 420-16-001

3. EFFECTIVE DATES OF AGREEMENT:
a. beginning 06/30/2016 b. ending 06/01/2018

4. CONTRACTOR a. name and address:
The Hub
P.O. Box 396
Kamiah, ID 83536
b. ☑ ATTACH W-9:
c. EMAIL Address:
d. Telephone Number (day): (208) 935-1670
Telephone Number (night): (208) 935-2211
Cell Phone Number:
FAX:

5. POINT OF HIRE (Location when hired if different than Block 4):
Kamiah

6. ORDERING DISPATCH CENTER
GVC

7. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY:
☑ CONTRACTOR (wet) ☐ GOVERNMENT (dry)

8. OPERATOR FURNISHED BY:
☑ CONTRACTOR ☐ GOVERNMENT

9. Contractor Authorized Commissary:
☐ Yes ☑ No

10. ITEM DESCRIPTION: equipment (include VIN, make, model, year, serial no., accessories or other identifying features).	11. NO. OF OPERATORS PER SHIFT	12. HRLY/DAILY/MILEAGE/ SHIFT BASIS (ss/ds; ref. Cl.6) Rate	Unit	13. SPECIAL	14. GUARANTEE (8 HOURS)
BREAKFAST (individual orders or buffet style) Meal rate is maximum allowed (menu prices, not to exceed maximum allowed)		$12.75	EA		N.A.
LUNCH (served in or as sack lunch) Meal rate is maximum allowed (menu prices, not to exceed maximum allowed)		$17.85	EA		N.A.
DINNER (individual orders or buffet style) Meal rate is maximum allowed (menu prices, not to exceed maximum allowed)		$28.05	EA		N.A.

15. Will work in the following areas:
☐ FPD
☐ FPD
☐ FPD
☐ Dispatch Zone
☐ All State Protection

16. SPECIAL PROVISIONS:
Buffet style rates will be negotiated prior to meal.
Do not charge Idaho State tax. Gratuity (maximum 15%) must be included in per diem rates. Sack lunches or to-go items do not receive gratuity. Alcoholic beverages cannot be included in meals.
No meals should be served without the appropriate meal authorization form.

17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE
SHERRE PURDY

18. DATE

21. CONTRACTING OFFICER'S SIGNATURE
x [signature]
a. Warrant No.

22. DATE
7/1/16

19. PRINT NAME AND TITLE
Sherre Purdy

20. DATE
7-1-16

23. a. PRINT NAME AND TITLE
Nick Carter Fire Warden
b. Phone Number: 208 935-2141 c. FAX: 208 935-0905

IDL PRESEASON CONTRACT (CONTINUED)

1. AGREEMENT NUMBER (Must appear on all documents relating to this agreement): IDL 420-16-001

2. ITEM DESCRIPTION: equipment or animals (include VIN, make, model, year, serial no., accessories or other identifying features).	3. NO. OF OPERATORS PER SHIFT	4. HRLY/DAILY/MILEAGE/ SHIFT BASIS (ss/ds; ref. Cl.6)		5. SPECIAL	6. GUARANTEE (8 HOURS)
		Rate	Unit		

7. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE	8. DATE	10. CONTRACTING OFFICER'S SIGNATURE a. Warrant No.	11. DATE
9. PRINT NAME AND TITLE		12. a. PRINT NAME AND TITLE b. Phone Number: c. FAX:	

IDAHO DEPARTMENT OF LANDS
PRESEASON CONTRACT PROVISIONS

Since the equipment needs of the Government and availability of Contractor's equipment during an emergency cannot be determined in advance, it is mutually agreed that, upon request of the Government, the Contractor shall furnish the equipment listed herein to the extent the Contractor is willing and able at the time of order. The following personnel are authorized to place orders against this Agreement/Contract, Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, and Contracting Officers. At time of dispatch, a resource order number will be assigned. The Contractor shall furnish the resource order number upon arrival and check in at the incident. The Incident Commander, or designee, is authorized to administer the technical aspects of this Agreement/Contract. Equipment furnished under this Agreement/Contract may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include, but is not limited to, unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. As a result, by entering into this Agreement/Contract, the Contractor agrees that what is considered wear and tear under this Agreement/Contract is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment. When such equipment is furnished to the Government, the following clauses shall apply:

CLAUSE 1. Condition of Equipment: All equipment furnished under this Agreement/Contract shall be in acceptable condition. The Government reserves the right to reject equipment that is not in safe and operable condition. The Government may allow the Contractor to correct deficiencies within 24 hours. No payment for travel to an Incident or point of inspection, or return to the Point of Hire, will be made for equipment that does not pass inspection. No payment will be made for time that the equipment was not available.

CLAUSE 2. Time Under Hire: The time under hire shall start at the time the equipment begins traveling to the incident after being ordered by the Government, and end at the estimated time of arrival back to the Point of Hire after being released, except as provided in Clause 7 of these General Clauses.

CLAUSE 3. Operating Supplies: As identified in Block 7, operating supplies include fuel, oil, filters, lube/oil changes. Even though Block 7 may specify that all operating supplies are to be furnished by the Contractor *(wet)*, the Government may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be determined by the Government and deducted from payment to the Contractor.

CLAUSE 4. Repairs: Repairs to equipment shall be made and paid for by the Contractor. The Government may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be determined by the Government and deducted from payment to the Contractor.

CLAUSE 5. Timekeeping: Time will be verified and approved by the Government Agent responsible for ordering and/or directing use of each piece of equipment. Time will be recorded to the nearest half hour worked for daily/hourly rate, or whole mile for mileage.

CLAUSE 6. Payments

a. Rates of Payments - Rates for equipment hired with Contractor-Furnished Operator(s) shall include all operator(s) expenses. Payment will be at rates specified and, except as provided in Clause 7, shall be in accordance with the following:

1. **Work Rates** *(Column 12)* (hourly/daily/mileage/shift basis) shall apply when equipment is under hire as ordered by the Government and on shift, including relocation of equipment under its own power.
   ON-SHIFT: Includes time worked, time that equipment is held or directed to be in a state of readiness, and compensable travel (equipment traveling under its own power) that has a specific start and ending time.
2. **Special Rates** *(Column 13)* shall apply when specified.
3. **Guarantee**. For each calendar day that equipment is under hire for at least 8 hours, the Government will pay not less than the amount shown in Column 14. If equipment is under hire for less than 8 hours during a calendar day, the amount earned for that day will be not less than one-half the amount specified in Column 14. The guarantee is not applicable to equipment hired under the daily rate. Equipment under transport is time under hire and compensated through the guarantee. If equipment is transported under its own power, it is compensated under the work rate.
4. **Daily Rate** *(Column 12)* - Payment will be made on basis of calendar days (0001 – 2400). For fractional days at the beginning and ending of time under hire, payment will be based on 50 percent of the daily rate for periods less than 8 hours. Under the daily rate equipment may be staffed with or without operator.
   *(a) **Shift Basis (Portion of Calendar Day)***
   1) ***Single Shift*** - (SS) is staffed with one operator or one crew.
   2) ***Double Shift*** - (DS) is staffed with two operators or two crews (one per shift). The DS rate will apply any calendar day the DS was under hire, including travel. There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift.
   3) Agency personnel at the Section Chief level may, by resource order, authorize a second operator or crew (Double Shift), if needed during the assignment.

   (b) Method of Payment. Lump-sum payment will normally be processed at the end of the emergency assignment. However, partial payment may be authorized as approved by the incident agency. Payment for each calendar day will be made for:
   1) Actual units ordered and performed under work or daily, shift basis and/or special rates, or
   2) The guarantee earned, whichever is the greater amount.

CLAUSE 7. Exceptions

a. Daily Rate or Guarantee: No further payment under Clause 6 will accrue during any period that equipment under hire is not in a safe or operable condition or when Contractor-Furnished Operator(s) is not available for the assigned shift or portions of the assigned shift. Payment will be based on the hours the equipment was operational during the assigned shift, as documented on the shift ticket versus the designated shift shown on the Incident Action Plan (IAP). If the equipment was not operational for the full

shift, the deduction from the daily rate is calculated by converting the length of shift from the IAP to determine the hourly rate and pay the Contractor for the total hours worked before equipment became nonoperational.

b. If the Contractor withdraws equipment and/or operator(s) prior to being released by the Government, no further payment under Clause 6 shall accrue and the Contractor shall bear all costs of returning equipment and/or operator(s) to the Point of Hire.

c. After inspection and acceptance for use, equipment and/or furnished operator(s), that cannot be replaced or equipment that cannot be repaired at the site of work by the Contractor, or by the Government in accordance with Clause 4, within 24 hours, may be considered as being withdrawn by the Contractor in accordance with Paragraph B above, except that the Government will bear all costs of returning equipment and/or operator(s) to the Point of Hire as promptly as emergency conditions will allow.

d. No payment will accrue under Clause 6 when the Contractor is off shift in compliance with the mandatory "Work/Rest" and "Length of Commitment" provisions. As an option to rotating personnel, or taking a mandatory day off, without pay, the Contractor may be released from the incident.

CLAUSE 8. Subsistence: When Government subsistence incident camps are available, meals and bedding for Contractor's will be furnished without charge. Government will furnish meals and lodging without cost if hotel/restaurant subsistence is the approved camp for incident personnel. Double occupancy of hotel rooms may be required. Contractors are not paid per diem or lodging expenses to and from incidents.

CLAUSE 9. Loss, Damage, or Destruction:

a. For equipment furnished under this Agreement/Contract **without** operator, the Government will assume liability for any loss, damage or destruction of such equipment, except that no reimbursement will be made for loss, damage or destruction due to (1) ordinary wear or tear, (2) mechanical failure, or (3) the fault or negligence of the Contractor or Contractor's employees.

b. For equipment furnished under this Agreement/Contract **with** operator, the Government shall not be liable for any loss, damage or destruction of such equipment, except for loss, damage or destruction resulting from the negligence, or wrongful act(s) of Government employee(s) while acting within the scope of their employment. The operator is responsible for operating the equipment within its operating limits and responsible for safety of the equipment.

CLAUSE 10. Contractor's Responsibility for Property and Personal Damages: Except as provided in Clause 9, the Contractor will be responsible for all damages to property and to persons, including third parties, that occur as a result of Contractor or designee or employee fault or negligence. The term "third parties" is construed to include employees of the Government.

Insurance Requirements:

Dozers, Excavators, Feller/Buncher, Skidders, Heavy Equipment, Transport Vehicles/Lowboys

1. The Contractor shall obtain and retain in force for the duration of this contract, the following forms of insurance written by an insurance company licensed and admitted in Idaho. The Contractor shall furnish the Idaho Department of Lands with a copy of Acord Form or Certificate of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. All certificates shall provide for ten (10) days' written notice to the Idaho Department of Lands prior to cancellation or material change of any insurance referred to therein. All policies required shall be written such that the insurance of the Contractor is primary and any insurance carried by the state of Idaho, its departments, agents, officials, and employees shall be excess and not contributory to the insurance provided by the Contractor.

   All policies shall be endorsed to include the "state of Idaho, its departments, agents, officials, and employees as additional insureds" and shall protect the Contractor and IDL from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under this contract whether such operations be by the Contractor, his employees, subcontractors, agents, or guests.

   All policies shall contain waiver of subrogation coverage or endorsements. Failure of the Idaho Department of Lands to demand such certificate(s)/policies or other evidence of full compliance with these insurance requirements or failure of the Idaho Department of Lands to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this contract. The Contractor shall provide certified copies of all insurance policies required within ten (10) days if requested by the Idaho Department of Lands.

   a. Commercial General and Umbrella Liability Insurance

      Contractor shall maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than $1,000,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

   b. Automobile Insurance

      The Contractor shall maintain automobile liability insurance which shall provide a minimum $500,000 combined single limit per occurrence and shall include coverage for owned, non-owned, and hired automobiles.

   c. Workers' Compensation Insurance

      The Contractor shall maintain Workers' Compensation insurance including employer's liability in the amount required by statute covering employees of Contractor and any uninsured subcontractors. Contractor shall furnish the Idaho Department of Lands with a Certificate of Insurance evidencing such coverage.

2. By requiring insurance herein, the Idaho Department of Lands does not represent that coverage and limits will necessarily be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to IDL in this contract.

3. The Contractor shall require all subcontractors utilized in performance of this contract to provide Certificates of Insurance to the Idaho Department of Lands evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs.

All Terrain Vehicles (ATV) and Utility Terrain Vehicles (UTV)

1. The Contractor shall obtain and retain in force for the duration of this contract, the following forms of insurance written by an insurance company licensed and admitted in Idaho. The Contractor shall furnish the Idaho Department of Lands with a Acord Form or Certificate of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. All certificates shall provide for ten (10) days' written notice to the Idaho Department of Lands prior to cancellation or material change of any insurance referred to therein. All policies required shall be written such that the insurance of the Contractor is primary and any insurance carried by the state of Idaho, its departments, agents, officials, and employees shall be excess and not contributory to the insurance provided by the Contractor.

   All policies shall be endorsed to include the "state of Idaho, its departments, agents, officials, and employees as additional insureds" and shall protect the Contractor and IDL from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under this contract whether such operations be by the Contractor, his employees, subcontractors, agents, or guests.

   All policies shall contain waiver of subrogation coverage or endorsements. Failure of the Idaho Department of Lands to demand such certificate(s) or other evidence of full compliance with these insurance requirements, or failure of the Idaho Department of Lands to identify a deficiency from evidence that is provided, shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this contract. The Contractor shall provide certified copies of all insurance policies required within ten (10) days if requested by the Idaho Department of Lands.

   a. General Liability Insurance

      Contractor shall maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than $500,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

2. By requiring insurance herein, the Idaho Department of Lands does not represent that coverage and limits will necessarily be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to IDL in this contract.

3. The Contractor shall require all subcontractors utilized in performance of this contract to provide Certificates of Insurance to the Idaho Department of Lands evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs.

Fully Operated Transportation, Privately-owned Vehicles (Automobiles, Pick-ups, 2x4 and 4x4, Sport Utility Vehicles, Trucks (stakeside/stock)

1. The Contractor shall obtain and retain in force for the duration of this contract, the following forms of insurance written by an insurance company licensed and admitted in Idaho. The Contractor shall furnish the Idaho Department of Lands with a Acord Form or Certificate of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. All certificates shall provide for ten (10) days' written notice to the Idaho Department of Lands prior to cancellation or material change of any insurance referred to therein. All policies required shall be written such that the insurance of the Contractor is primary and any insurance carried by the State of Idaho, its departments, agents, officials, and employees shall be excess and not contributory to the insurance provided by the Contractor.

   All policies shall be endorsed to include the "state of Idaho, its departments, agents, officials, and employees as additional insureds" and shall protect the Contractor and IDL from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under this contract whether such operations be by the Contractor, his employees, subcontractors, agents, or guests.

   All policies shall contain waiver of subrogation coverage or endorsements. Failure of the Idaho Department of Lands to demand such certificate(s) or other evidence of full compliance with these insurance requirements or failure of the Idaho Department of Lands to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this contract. The Contractor shall provide certified copies of all insurance policies required within ten (10) days if requested by the Idaho Department of Lands.

a. Commercial General and Umbrella Liability Insurance

Contractor shall maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than $500,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

b. Automobile Insurance

The Contractor shall maintain automobile liability insurance which shall provide a minimum $500,000 combined single limit per occurrence and shall include coverage for owned, non-owned, and hired automobiles.

c. Workers' Compensation Insurance

The Contractor shall maintain Workers' Compensation insurance including employer's liability in the amount required by statute covering employees of Contractor and any uninsured subcontractors. Contractor shall furnish the Idaho Department of Lands with a Certificate of Insurance evidencing such coverage.

2. By requiring insurance herein, the Idaho Department of Lands does not represent that coverage and limits will necessarily be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to IDL in this contract.

The Contractor shall require all subcontractors utilized in performance of this contract to provide certificates of insurance to the Idaho Department of Lands evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs

CLAUSE 11. Deductions: Unless specifically stated elsewhere in this Agreement/Contract the cost of any supplies, materials, or services, including commissary, provided for the Contractor by the Government will be deducted from the payment to the Contractor.

CLAUSE 12. Personal Protective Clothing and Equipment: The Government considers operators as fireline personnel who will use and wear specified articles of personal protective equipment.
a. The following mandatory items will be issued by the Government, when not required to be furnished by the Contractor, to operators performing within the scope of this Agreement/Contract:
1. Clothing: Boots, minimum 8 inches high, lace-type leather work boot with Vibram-type soles (boots are provided by the Contractor); hard hat with chin strap; fire resistant long sleeve shirt and trousers, or fire resistant jumpsuit; leather or leather/flame resistant combination gloves; goggles/safety glasses; and ear plugs/hearing protection. When using a chainsaw, saw chaps will be required for leg protection.
2. Equipment: fire shelter; headlamp; individual first-aid kit;
3. Other items may be issued by the Government.
b. Operators shall wear the items of clothing issued and maintain the issued equipment in a usable and readily available condition. Upon completion of the assignment, all issued items of clothing or equipment shall be returned to the Government. Deductions will be made for all Government-furnished protective clothing and equipment not returned by the Contractor.

CLAUSE 13. Commercial Motor Vehicles: All commercial motor vehicles must meet Department of Transportation (DOT) requirements. The regulations can be found at the following website: www.fmcsa.dot.gov.

CLAUSE 14. Claims Settlement Authority: Claims against the state of Idaho for incidents under IDL jurisdiction, will be submitted in accordance with the IDL Incident Business Operating Guide.

CLAUSE 15. Changes: Changes to this Agreement/Contract, may only be made by the original signing procurement official. If the original signing procurement official is not available and adjustments are deemed appropriate, a new Agreement/Contract shall be executed at the incident and shall be applicable **only** for the duration of that incident. The Agreement/Contract will include name and location of the incident.

CLAUSE 16. Firearm – Weapon Prohibition: The possession of firearms, or other dangerous weapons, are prohibited at all times while on government property and during performance of services, under this Agreement/Contract. The term dangerous weapon does not include a pocket knife with a blade less than 2 ½ inches in length or multipurpose tools such as a Leatherman.

CLAUSE 17. Work/Rest and Length of Assignment: The Contractor is required to follow the work/rest guidelines as established by the NWCG. Refer to website for the guidelines: www.nwcg.gov.

CLAUSE 18. Harassment Free Workplace: The contracting agency will not tolerate harassment based on race, national origin, religion, age, mental or physical disability, color, sex, or any other non-merit factors.

The contracting agencies strive for a harassment-free work environment where people treat one another with respect. Managers, supervisors, and all employees, as well as Contractors, cooperators and volunteers have the primary responsibility for creating and sustaining this harassment-free environment (by example, by job supervision, by coaching, by training, by contract enforcement, and by other means). All employees, Contractor personnel, and visitors must take personal responsibility for maintaining conduct that is professional and supportive of this environment.

Sack Lunch Specifications

Sack Lunches:

1. Regular and vegetarian sack lunches shall be provided as ordered by the Government.
2. Vegetarian sack lunches shall be prepared for the Ovo-Lacto vegetarian classification level and shall consist of the same quantities and items as regular sack lunches.
3. Non-meat protein substitutes such as vegetarian lunchmeats require Government approval and shall be used on a limited basis in vegetarian sack lunches
   i. **Definition:** Ovo-Lacto Vegetarian - This is the most common form of vegetarianism. Ovo-Lacto vegetarians do not eat meat, chicken, fish or flesh of any kind, but do eat eggs and dairy products. Sub categories are Ovo vegetarians that eat eggs but not dairy products, while Lacto vegetarians eat dairy products but not eggs.
4. The sack lunch consists of four categories of food items. In preparation of the sack lunches, no two items in each category shall be the same. To ensure variety, lunch items shall not be repeated in a three-day period.

NOTE: Pre-prepared sandwiches shall not be frozen.

Sack lunches must contain one item (or the stated required minimum) from each of the following 6 categories:

#1 PRIMARY ITEM

One meat sandwich (or sandwich with non-meat substitute for vegetarian lunches).

- The sandwich shall be wrapped in plastic wrap or plastic bags.
- The sandwich shall contain two 1 to 1½ oz. slices of bread or gluten-free bread if providing gluten-free lunch option.
- The meat sandwich shall contain 4 oz. sliced whole muscle meat or a combination of sliced whole muscle meat and cheese or equivalent vegetarian substitute. Ground meat, such as meatloaf or ground beef patties, may be allowed if approved by the Government.
- Appropriate individually packaged condiments shall be provided and not be put directly on the sandwich.

#2 SECONDARY ITEM

- Vendors shall select 1 item from this category. Vendors may choose from a variety of items for the secondary meal including a second sandwich. **(See Page 4 & 5, Sack Lunch Options, for examples and size of primary and secondary items)**

#3 SALADS, FRESH FRUIT, AND FRESH VEGETABLES

- Salads - Shall be made with a non-mayonnaise base. When served as a side shall have a minimum volume of 4 oz.
- Fresh Fruit - Acceptable whole fruits may be apples, pears, stone fruit (peaches, nectarines, plums, etc.), oranges, bananas, etc. Whole fruits shall be equivalent in size to 100 count apples or 88 count oranges.
- Fruits requiring packaging shall be a minimum volume of 8 oz. cup.
- Fresh Vegetables - Shall be a minimum volume of 8 oz. cup.

#4 ENERGY SNACKS

Vendor Must select 6 items from this category. **(See Page 6, Sack Lunch Options, for examples and size of Energy Snacks)**
#5 CONDIMENTS
Four (4) individual factory wrapped packets of condiments appropriate for categories #1 and #2. **Example:** 2 packets mayonnaise **and** 2 packets of mustard.
#6 PAPER NAPKINS AND MOISTENED TOWELETTES
• Two (2) paper napkins. • Two (2) moistened towelettes.

QUALITY STANDARDS

USDA Institutional Meat Purchase Specifications (IMPS) are specified for some items below to clarify required quality standards. Copies of IMPS can be obtained from the USDA, *AMS,* Livestock and Seed Division, website located at: http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELDEV3003281.

The following minimum quality standards and meal periods for serving (in addition to any applicable IMPS) must be met:

PORK - USDA inspected USDA Grades 1-4. Whole/full muscle pork items, whole/full muscle cured ham and natural juices or cured ham with water added not to exceed 15% pump (ham and water product, ham with water and isolated soy protein added, and turkey-ham is not allowed) meeting IMPS Series 400 and 500.
BEEF - USDA inspected, whole/full muscle, flats, top and bottom rounds, and eye of the round only (no shoulder cuts allowed). Need not be USDA Choice. Pre- Cooked further processed beef, shall meet IMPS 600 Series. (No more than 15% pump in all precooked beef items with the exception of corned beef brisket, which may be 20%).
POULTRY - USDA inspected, USDA Grade A, whole/full muscle. Processed or precooked turkey must have a maximum of 3 lobes per product of breast meat only, no more than 15% pump in all poultry items. (No chunked, chopped and/or formed allowed.)
FRESH FRUITS AND VEGETABLES – Must be First Quality. The fruit shall be one apple (size 100 count) or one sweet orange (size 88 count), or other fresh fruit of comparable size.
BREAD – 100% whole wheat or whole grain (cracked or with seeds and grains are acceptable), or enriched white. Diet or "balloon" bread is not allowed. Gluten-free bread if providing gluten-free option.
CHEESE - Natural cheese. No imitation cheese, cheese product, cheese food, or cheese spread allowed except in factory wrapped - commercially available products as burritos, Hot Pockets®, chimichangas, etc., needed for sack lunches. The Vendor shall use natural cheese if these items are made at the incident.

PACKAGING AND MARKING

The following is required:

- Sack lunches shall be bagged in heavy duty paper sacks to protect the lunch.
- The ordering agency must be able to distinguish between vegetarian, gluten- free and regular sack lunches by use of different colored bags or clearly distinguishable

markings.

- Individual sack lunches shall be packed in cardboard boxes holding exactly 20 lunches in each box and shall be ready at the agreed upon time.
- The sack lunches may not be made any longer than eight hours prior to delivery. A longer or shorter period of time may be deemed appropriate by the ordering agency depending on refrigeration or storage conditions utilized. If delivery by the Contractor is required, the items shall be kept at a temperature cool enough to prevent degradation of the food items.
- Sandwiches shall be packaged in plastic sandwich bags or other packaging. The packaging shall keep the sandwich intact, and/or not excessively add to waste disposal; i.e. no Styrofoam.
- The sandwiches shall be packaged and dated the day they were prepared. The sack lunch bags shall be stamped or labeled as follows:

"Prepared on (date and time)"

Sack Lunch Options

Note: Small deviations from the minimum amount for the commercially packaged products may be allowed with prior approval from the IC.

MENU ITEM	MINIMUM AMOUNT	SPECIFICATIONS AND COMMENTS
PRIMARY AND SECONDARY MEAL		**LUNCHES WILL INCLUDE 2 DIFFERENT ITEMS FROM THIS CATEGORY**
Sandwich with choice of meat :		Regular and Vegetarian Primary Meal shall be a sandwich or a wrap. Sandwiches may be all meat or a combination of meat and cheese.
Turkey	4 oz	
Ham	4 oz	
Chicken	4 oz	
Roast Beef	4 oz	
Multi-meat (hoagie style)		
Burrito/Chimichanga:	1 ea	Must be factory wrapped.
Beef		
Chicken		
Pork		
Bean		
Rice and Cheese		
Hard Salami or Summer Sausage	4 oz	Salami Sticks/Jerky are not acceptable as Primary or Secondary Meal
Hard Boiled Eggs	2 eggs	In addition to the primary and secondary meal
Peanut Butter and Jelly Sandwich	6 oz each	Per sandwich
Spam	Single packet	With Government approval. Include foil
Tuna	One packet	Chunk Light Tuna, Dolphin-safe, and water packed
Cobb Salad	8 oz	4 oz. protein freshly made with Government approval
Ground beef patties	4 oz	With Government approval
Meatloaf	4 oz	With Government approval
***Items with oz & Cal are either/or. *Items listed as each are standard serving size.**		

MENU ITEM	MINIMUM AMOUNT	SPECIFICATIONS AND COMMENTS
VEGETARIAN MEAL OPTIONS		**VEGETARIAN LUNCHES WILL INCLUDE 2 DIFFERENT ITEMS FROM THIS**
Burrito/Chimichanga:	1 ea/5 oz.	Primary Vegetarian Meal shall be a sandwich or wrap containing 4 oz. of a non-meat protein. Cream cheese is not considered a protein for this requirement.
Bean		
Rice and Cheese		
Hard Boiled Eggs	2 eggs	In addition to the Primary or Secondary Meal
Veggie Burger		Bean, Tofu, Tempeh, Rice, Quinoa, or equivalent
Peanut Butter and Jelly Sandwich	6 oz each	Per sandwich
Veggie Wrap with Hummus	Equivalent to Sandwich	In tortilla wrap or pita bread
Salads:	8 oz	All salads will have vegetables, spices and variety.
Quinoa	8 oz	All salads will be made with a non-mayonnaise base (i.e. Italian dressing or olive oil)
Pasta	8 oz	When served as a main meal salads will be 8 oz servings
Couscous	8 oz	
Bean	8 oz	
Other		At the discretion of the Government
SALADS, WHOLE FRUITS AND VEGETABLES		**LUNCHES WILL INCLUDE 2 DIFFERENT ITEMS FROM THIS CATEGORY**
SALADS		Shall be freshly made with Government approval
Quinoa	4 oz	All salads will have vegetables, spices and variety.
Pasta	4 oz	All salads will be made with a non-mayonnaise base (i.e. Italian dressing or olive oil)
Couscous	4 oz	When served as a side, salads will be 4 oz servings
Bean	4 oz	Whole grains when possible
WHOLE FRUIT		
Apples	100 Count	All chopped or cut fruits will be non-compacted 1 cup portions
Oranges	88 Count	
Pears	Equivalent to Apples	
Strawberries	1 Cup	
Pineapple	1 Cup	
Nectarines	Equivalent to Apples	
Other		Approved by Government
***Items with oz & Cal are either/or.**		***Items listed as each are standard serving size.**

MENU ITEM	MINIMUM AMOUNT	SPECIFICATIONS AND COMMENTS
WHOLE VEGETABLES		
Carrots	1 Cup	All chopped or cut vegetables will be 1 cup non compacted portions
Sugar Snap Peas	1 Cup	
Celery	1 Cup	
Cucumber	1 Cup	
Baby Bell Peppers	1 Cup	
Avocado	1 Cup	
Other		Approved by the Government
ENERGY SNACKS		**LUNCHES WILL CONTAIN 6 DIFFERENT ITEMS FROM THIS CATEGORY**
Granola bar	1 ea	Nature Valley® or equal quality
Energy bar	1 ea	ProBar™, LUNA®, LARABAR®, odwalla®, Tigers Milk®, CLIF®, or equal quality
Trail mix	3 oz	
Candy bar	1 ea	Snickers®, Milky Way®, Butterfinger®, or equal quality
Beef or Turkey Jerky	2 oz	
Bagel	1 full or 2 minis	
Cheese	2 ea	Babybels®, or cheese stick
Crackers	1oz/130 Cal	Goldfish® or another non-crushable type
Nuts	1 oz	Almonds, Pistachios, or mixed variety
Sandwich Crackers	1oz/150 Cal	Peanut butter, cheddar, or other varieties
Muffin	3 oz	
Baked potato chips	1oz/160 Cal	Baked potato chips, tortilla chips, or similar variety
Fruit or vegetable squeeze pouch	3oz	Applesauce, or mixed varieties
Non-sugared dried fruit	200 Cal	Apple rings, bananas, apricot, pear, cranberry, raisin, plum
Granola	4 oz	Loose-not in bar form
Dill pickle pack		Mt. Olive on the go picklePAKs, or equivalent
Fruit straps	2 ea	
Fruit bar	1 ea	
Single serving peanut butter pouch	1oz/200 Cal	
Pretzels	110 Cal	Plain or peanut butter flavored
Seeds	1 oz	Sunflower, pumpkin, or other varieties
Graham crackers		
Fig cookies		

***Items with oz & Cal are either/or. *Items listed as each are standard serving size.**

Sample Lunches

SAMPLE LUNCH #1		
Roast Beef on 7 Grain Bread		
Peanut butter and Jam on wheat bread		
Orange		
Pasta salad		
Babybel® cheese (2)		
Goldfish® crackers		
Snickers® candy bar		
Sunflower seeds		
Granola (loose)		
Non-Sugared dried apple rings		
Salt-Pepper-Salad dressing		
SAMPLE LUNCH #2		
Turkey/Provolone Cheese Sandwich		
Hard boiled eggs(2)		
Quinoa salad		
Apple		
Granola bar		
Beef Jerky		
Blueberry muffin		
Milky Way® candy bar		
Dill pickles		
Fruit straps		
Mayonnaise-Mustard-Salt-Pepper		

SAMPLE LUNCH #3-VEGETARIAN		
Peanut butter and jam on wheat		
Bean and cheese burrito		
Pear		
Mixed whole vegetables		
Trail mix		
String cheese (2)		
LARABAR®		
Oatmeal chocolate chip cookies		
Non-sugared dried cranberries		
Granola (loose)		
Tapatio® taco sauce		
SAMPLE LUNCH #4		
Pulled Chicken on Kaiser Roll		
Multi-meat (hoagie style) sandwich		
Bean Salad		
Sugar snap peas		
Sandwich crackers		
Applesauce squeeze pouch		
Bagel (2 minis)		
Baked potato chips		
Trail mix		
Granola bar		
Cream cheese		
Mayonnaise-Mustard		

IDAHO DEPARTMENT OF LANDS
RESTAURANT OR LODGING AUTHORIZATION

**instructions for completing this form are on the back*

DATE & TIME	RESOURCE ORDER NUMBER	FIRE/INCIDENT NAME	FIRE/INCIDENT NUMBER	PROJECT CODE

Restaurant: _____ Phone: _____

Vendor's Tax ID: _____

Placed with: _____ Time: _____

Type of Meal: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Sack Lunch

$_____ per meal $_____ per meal $_____ per meal $_____ per meal

☐ To Go (**Do not pay gratuity on "to go" items.**)

_____ is authorized to sign for _____ meal(s) for fire personnel.
Meal(s) **cannot** include alcoholic beverages. IDL is tax exempt.

Remarks:

Hotel/Motel: _____ Phone: _____

Placed with: _____ Time: _____

_____ Room(s) for _____ night(s) @ $ _____

_____ is authorized to sign for _____ room(s) for lodging for fire personnel.
Telephone, movie rental, room service, mini-bar, etc. are **NOT** authorized and will not be paid by IDL.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____

PRINT LEGIBLY:

Crew Name: _____ Crew Number: _____

Chief of Party: _____
If available

Authorized by: _____ Title: _____

BILLING ADDRESS:

Fax Copies To: _____

Original White Finance Copy Goes With Payment Package

IDAHO DEPARTMENT OF LANDS RESTAURANT OR LODGING AUTHORIZATION FORM INSTRUCTIONS FOR COMPLETION AND USE

The Restaurant or Lodging Authorization Form was developed by the Idaho Department of Lands (IDL). The form is to be completed as follows:

Date & Time:	Self-explanatory.
Resource Order Number:	The "S" number(s) from the Resource Order card must coincide with the original request for meals/lodging. Example: S-179, S-180.
Fire/Incident Name:	Self-explanatory.
Fire/Incident Number:	The fire or incident number. Example: ID-PLS-11010. Do not use the Paymars "P" number.
Project Code:	Using the Help Desk procedures, CDA Fiscal will assign the Project Code at the request of the Area and District offices.
Restaurant:	If meal(s) are being purchased, indicate the name of the restaurant. If the form is only for meals put an "X" through the lodging area.
Placed With:	Enter the name of the person contacted at the restaurant.
Time:	Self-explanatory.
Type of Meal:	Check the correct block for breakfast, lunch, or dinner. Fill in the corresponding meal allowance as per the Emergency Equipment Rental Agreement, OF-294. Idaho Department of Lands rates are different from the US Forest Service. The government is tax exempt. Meals cannot include alcoholic beverages. Gratuity (maximum 15%) must be included as part of the rate.
Authorization Number:	Fill in the name of the person authorized to sign for the meals and the number of meals authorized.
Remarks:	Fill in appropriate information such as meal rates quoted for either a buffet meal or off-the-menu ordering.
Hotel/Motel:	Enter the name of the hotel/motel. If the form is only for lodging put an "X" through the meals area.
Placed With:	Enter the name of the person contacted at the hotel/motel.
Time:	Self-explanatory.
Rooms/Night:	Enter the number of rooms needed, how many nights and the price per night.
Crew Name/Number:	Enter the name of the crew or individual. For example: Fort Belknap #3 or Joe Firefighter.
Chief of Party:	IC, Crew Boss, or person responsible for insuring the crew follows instructions.
Authorized By:	Signature of person placing order; i.e., Dispatcher, Incident Commander or designee, Buying Team, etc. Person must have authority to order.
Title:	Self-explanatory.
Billing Address:	Idaho Department of Lands Bureau of Fire Management 3284 W. Industrial Loop Coeur d'Alene ID 83815
Fax Copies To:	(208) 769-1524