



**DNR PRE-SEASON APPLICATION AND AGREEMENT
LOGISTICS - CATERING**

A. APPLICATION INSTRUCTIONS – SUMMARY:

1. Preseason Agreements are agreements used to support or engage in fire suppression. These agreements serve as an organized way to make our agency aware of private resources that may be available for hire within a geographic area or service specialty. To sign up as a Food Caterer/Logistical Support System Provider, please follow the instructions below.
2. A Statewide Vendor Number (SWV#) is required for all vendors in order to receive payment. Please visit the Office of Financial Management (OFM) Statewide Vendor/Payee Services site to verify if your entities have a SWV# or complete the [Statewide Vendor Payee](#) Form if needed.
3. Only Contractors who submit a complete Application/Agreement and certify to comply with all of the Application/Agreement terms and conditions will be added to DNR’s Pre-Season Agreement source list.
4. The Applicant/Contractor owner or authorized representative must sign this DNR Pre-Season Application/Agreement in two places for it to be valid:
 - a) End of Section E - Read and Sign the Waiver and Release of Liability
 - b) End of Section F - Read and Sign the Application/Agreement
5. Submit the completed, signed Application/Agreement in its entirety per the instructions as outlined within to:

PHYSICAL ADDRESS:

Department of Natural Resources
Wildland Fire Management Division
ATTN: Wildfire Preparedness Coordinator
1111 Washington Street SE, 4th Floor
MS 47037
Olympia, WA 98504-7037

OR

EMAIL ADDRESS:

PreseasonAgreement@dnr.wa.gov



B . CONTRACTOR INFORMATION:

Contractor Information:

CONTRACTOR NAME		
CONTRACTOR'S AUTHORIZED REPRESENTATIVE / EMAIL ADDRESS		
CONTRACTOR ADDRESS		
CITY	State	Zip
PHYSICAL LOCATION OF EQUIPMENT		POINT OF HIRE COUNTY
PHONE		EMAIL ADDRESS

Contractor Contact Information for dispatch purposes:

MANY INCIDENTS OCCUR AT NIGHT OR ON WEEKENDS. IT IS ESSENTIAL THAT WE HAVE A PRIMARY AND ALTERNATE CONTACT AS WELL AS A 24-HOUR PHONE NUMBER	
PRIMARY CONTACT NAME	ALTERNATE CONTACT NAME
DAY PHONE	DAY PHONE
NIGHT PHONE	NIGHT PHONE
EMAIL ADDRESS	EMAIL ADDRESS



C. ELIGIBILITY INFORMATION:

By checking each box and initialing, Contractor (or designee) certifies that they have read, understands, agrees, and accepts the terms/conditions as outlined and referenced within this Application/Agreement.

<input type="checkbox"/> _____ (contractor initials)	<p>1. INSURANCE REQUIREMENT – Refer to Section 13.01 – Insurance for details.</p> <p><u>Certificates of insurance confirming coverage in effect at the time of Contractor signature is required to be submitted with this Application/Agreement.</u></p> <p>Contractor agrees to maintain insurance coverage in full force and effect throughout the life of this Agreement. At no time whatsoever shall the Contractor engage in work under this Agreement without the required insurance coverage in full force and effect.</p> <p>All insurance certificates are required to be submitted with this Application/Agreement and upon renewal.</p> <p>The following are attached: (check each box indicating the following certificates are attached with this Application/Agreement)</p> <p><input type="checkbox"/> Commercial General Liability</p> <p><input type="checkbox"/> Employer’s Liability “Stop Gap” Insurance</p> <p><input type="checkbox"/> Business Auto Policy</p>
<input type="checkbox"/> _____ (contractor initials)	<p>2. Acknowledge Attachment A: Scope of Work – Catering</p>

Do NOT include the following:

<input type="checkbox"/> _____ (contractor initials)	<ul style="list-style-type: none"> • ANY equipment under a USFS VIPR Agreement
<input type="checkbox"/> _____ (contractor initials)	<ul style="list-style-type: none"> • ANY equipment listed in the Washington State Wage and Equipment Guide



D. APPLICATION INSTRUCTIONS – SUBMITTING THE APPLICATION/AGREEMENT:

1. Complete the entire Application/Agreement (Sections A through D) and Waiver and Release of Liability and Contractor Certifications (Section F and G). The following SIGNATURES are REQUIRED:
 - a) End of Section F - Read and Sign the Waiver and Release of Liability
 - b) End of Section G - Read and Sign the Application/Agreement

2. Submit the completed signed Application/Agreement in its entirety along with the required documents to:

PHYSICAL ADDRESS

Department of Natural Resources
Wildland Fire Management Division
ATTN: Wildfire Preparedness Coordinator
1111 Washington Street SE, 4th Floor
MS 47037
Olympia, WA 98504-7037

OR

EMAIL ADDRESS

PreseasonAgreement@dnr.wa.gov

3. Signature and submittal:

There are three ways to submit the Application/Agreement and required documentation:

a) **Digital signature, electronic submittal:**

1. Electronically sign, date and initial in the required fields.
2. The naming convention when submitting an electronic Application/Agreement shall be as follows:
 - i. Application/Agreement:
Contractor Name_2023_Preseason Application
 - ii. Eligibility Information: (See required documents in Section C):
Contractor Name_2023_Preseason Certificates
3. Email the files to the Wildfire Preparedness Coordinator at: PreseasonAgreement@dnr.wa.gov
4. Retain a copy of the Application/Agreement for your records.
5. DNR Wildfire Preparedness Coordinator will review the submitted materials.
 - i. If the required documents are not included or the Application/Agreement is NOT COMPLETE, the Wildfire Preparedness Coordinator will contact the Contractor to obtain clarification and/or required documents.
 - ii. If the required documents are included and the Application/Agreement is COMPLETE, the Wildfire Preparedness Coordinator will obtain an Agreement/Application number, finalize the Application/Agreement and return a copy of the Application/Agreement to the Applicant/Contractor.

b) **Manual signature, electronic submittal:**

1. Manually sign, date and initial in the required fields.
2. Scan Application/Agreement and required documents (See Section C – Eligibility Information) separately.
3. The naming convention when submitting an electronic Application/Agreement shall be as follows:
 - a) Application/Agreement:
Contractor Name_2023_Preseason Application
 - b) Eligibility Information: (See required documents in Section C):



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Contractor Name_2023_Preseason Certificates

4. Email the files to the Wildfire Preparedness Coordinator at: PreseasonAgreement@dnr.wa.gov
 5. Retain a copy of the Application/Agreement for your records.
 6. DNR Wildfire Preparedness Coordinator will review the submitted materials.
 - i. If the required documents are not included or the Application/Agreement is NOT COMPLETE, the Wildfire Preparedness Coordinator will contact the Contractor to obtain clarification and/or required documents.
 - ii. If the required documents are included and the Application/Agreement is COMPLETE, the Wildfire Preparedness Coordinator will obtain an Agreement/Application number, finalize the Application/Agreement and return a copy of the Application/Agreement to the Applicant/Contractor.
- c) **Manual signature, mail submittal:**
1. Manually sign, date and initial in the required fields.
 2. Mail a copy of the completed Application/Agreement and required documents (See Section C – Eligibility Information) separately to the Wildfire Preparedness Coordinator at:

Department of Natural Resources
Wildland Fire Management Division
ATTN: Wildfire Preparedness Coordinator
1111 Washington Street SE, 4th Floor
MS 47037
Olympia, WA 98504-7037
 3. Retain a copy of the Application/Agreement for your records.
 4. The DNR Wildfire Preparedness Coordinator will review the submitted materials.
 - i. If the required documents are not included or the Application/Agreement is NOT COMPLETE, the Wildfire Preparedness Coordinator will contact the Contractor to obtain clarification and/or required documents.
 - ii. If the required documents are included and the Application/Agreement is COMPLETE, the Wildfire Preparedness Coordinator will obtain an Agreement/Application number, finalize the Application/Agreement and return a copy of the Application/Agreement to the Applicant/Contractor.



E. ACCEPTING THE WAIVER AND RELEASE OF LIABILITY:

CONTAINS A WAIVER AND RELEASE OF LIABILITY PLEASE READ CAREFULLY

For and in consideration of employment as an independent contractor in fire suppression activities and logistical support, (CONTRACTOR/PRINT NAME), _____ and their heirs/successors in interests, do hereby **RELEASE** and forever **HOLD HARMLESS AND INDEMNIFY** the State of Washington, Department of Natural Resources and its officers, agents, and employees, from any and all claims, damages, and causes of action that may arise out of **CONTRACTOR’S** employment as an independent contractor in fire suppression activities and logistical support.

WAIVER AND RELEASE OF LIABILITY

CONTRACTOR agrees that if CONTRACTOR engages in fire suppression activities or logistical support, CONTRACTOR does so at CONTRACTOR’S own risk. This includes, without limitation, CONTRACTOR’S employment as an independent contractor during fire suppression activities where there is the risk of injury to, death of, and property damage for, CONTRACTOR. CONTRACTOR agrees that all participation in these activities is voluntary and CONTRACTOR assumes all risk of injury and death to CONTRACTOR or CONTRACTOR’S contraction of any illness or medical condition that might result, or any damage, loss or theft of any personal property belonging to CONTRACTOR. CONTRACTOR agrees on behalf of himself/herself (and CONTRACTOR’S personal representatives, heirs, executors, administrators, agents, and assigns) to **RELEASE** and **DISCHARGE** the State of Washington, Department of Natural Resources and its officers, agents, employees, and programs from any and all claims, damages, and causes of action that may arise out of CONTRACTOR’S employment as an independent contractor in fire suppression activities or logistical support. This **WAIVER AND RELEASE OF LIABILITY** includes, but is not limited to, injuries, which may occur as a result of (a) CONTRACTOR’S use of any equipment or tools, (b) claims of negligence, (c) CONTRACTOR suffering injury, death, or property damage during fire suppression activities, and (d) CONTRACTOR slipping and falling while in or on Department of Natural Resources’ premises.

CONTRACTOR acknowledges that CONTRACTOR has carefully read this WAIVER AND RELEASE OF LIABILITY and fully understands that it is a RELEASE OF LIABILITY. CONTRACTOR is waiving any right that CONTRACTOR may have to bring a legal action to assert a claim against the State of Washington for the State’s negligence.

I have read, understood, and accepted the conditions of the WAIVER AND RELEASE OF LIABILITY printed above.	
CONTRACTOR AUTHORIZED REPRESENTATIVE PRINTED NAME :	CONTRACTOR AUTHORIZED REPRESENTATIVE TITLE :
CONTRACTOR AUTHORIZED REPRESENTATIVE SIGNATURE :	DATE SIGNED:



F. CONTRACTOR CERTIFICATIONS:

By checking each box and initialing, **Contractor (or designee) certifies** that they have read, understands, agrees, and accepts the terms/conditions as outlined.

<input type="checkbox"/> _____ (contractor initials)	I certify that I am 18 years of age or older.
<input type="checkbox"/> _____ (contractor initials)	I certify that I possess a current valid driver's license for the type of vehicle/equipment being operated.
<input type="checkbox"/> _____ (contractor initials)	I certify that I own, or have permission from the owner to operate , the vehicle/equipment contracted under this Agreement.
<input type="checkbox"/> _____ (contractor initials)	I certify that the vehicle/equipment contracted under this Agreement is in good working condition .
<input type="checkbox"/> _____ (contractor initials)	I certify that the vehicle/equipment contracted under this Agreement is properly licensed .
<input type="checkbox"/> _____ (contractor initials)	I certify that I will comply with all applicable laws , rules and regulations.
<input type="checkbox"/> _____ (contractor initials)	I certify by completing and submitting this Application/Agreement, Contractor agrees to the terms and conditions contained within this Application/Agreement when responding to DNR and acceptance of service(s) being requested.
<input type="checkbox"/> _____ (contractor initials)	I certify that I own or have permission from the owner to sign this Agreement on the owner's behalf.

I certify, by signature below, that I have **read** this Agreement in its entirety, **understand, agree, and accept all of the terms and conditions** outlined within and referenced, that all of the information that I've **provided is true and correct**, and that I **am authorized to act** in the respective areas for matters related to this Agreement.

CONTRACTOR AUTHORIZED REPRESENTATIVE PRINTED NAME :	CONTRACTOR AUTHORIZED REPRESENTATIVE TITLE :
CONTRACTOR AUTHORIZED REPRESENTATIVE SIGNATURE :	DATE SIGNED:



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DNR input only beyond this point.

Agreement number and period of performance will be added to the Application/Agreement by DNR upon acceptance of this Application/Agreement and will be returned to contractor at the Contractor Contact Information listed within.



FOR DNR INPUT ONLY

DNR AGREEMENT NO.	
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This Agreement is entered into by the State of Washington, Department of Natural Resources, hereafter referred to as DNR/Agency, and _____ hereafter referred to as the Contractor.

PURPOSE:

The purpose of this Agreement is to contract for equipment and services from the Contractor to be used for fire suppression activities when under the supervision of DNR recognized wildland fire personnel.

The Contractor is responsible for all equipment, materials, supplies, transportation, lodging, and trained/certified personnel necessary to meet or exceed the Agreement requirements to perform the work in a safe manner and to a professional standard. By entering into this Agreement with DNR to provide wildfire suppression resources, Contractor certifies and agrees that its equipment and operators will meet or exceed DNR’s minimum specifications. Failure to comply with the terms and conditions of this agreement may result in demobilization from the incident.

The Contractor understands this Agreement will be used only when needed as determined solely by DNR. DNR is not obligated to use the Contractor. DNR is obligated to compensate the Contractor only if the Contractor is dispatched to a wildland fire incident by DNR and the Contractor otherwise complies with all of the material terms of this Agreement. DNR reserves the right to dispatch resources based on closest forces, cost effectiveness, and other considerations and is not required to utilize the Dispatch Priority List (DPL) only when DNR is the jurisdictional/paying agency.

AUTHORITY:

Under RCW 76.04.015 and RCW 76.04.181, DNR may enter into preemptive agreements with landowners and others who have firefighting capability that may be utilized in DNR wildland fire suppression efforts.

In consideration of the terms, conditions and covenants contained herein, or attached and incorporated herein by reference, the parties mutually agree as follows:

1.01 PERIOD OF PERFORMANCE (term):

The period of performance of this Agreement shall begin on _____ and end on _____ unless extended by mutual agreement or terminated by the parties as provided herein.

2.01 THE CONTRACTOR SHALL:

- a) When requested by DNR, promptly provide the requested personnel and equipment for fire suppression operations or to be on standby for such operations.
- b) Ensure the services furnished under this Agreement meet the standards specified in this Agreement.
- c) Require the Contractor’s personnel and equipment to be under the supervision of DNR recognized wildland fire personnel when engaged or supporting in fire suppression activities. Such personnel and equipment must remain under such supervision until DNR recognized wildland fire personnel release them from the assigned wildfire incident.
- d) Ensure all personnel provided have training and qualifications for the work performed under this Agreement, evidenced by possession of a valid DNR Operator Safety Training qualification document, or the equivalent as determined by DNR.
- e) Ensure all personnel arrive at the Incident with the proper personal protective clothing and equipment



(PPE).

- f) Be responsible for any fines or penalties imposed upon the Contractor or the Contractor's employees or equipment.
- g) Bring this Agreement, including Attachments and any amendments, to the incident, and upon arrival at the incident, present these documents to the Incident Timekeeper or other point of contact provided by DNR.
- h) Understand that equipment furnished under this agreement 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. The contractor agrees that what is considered wear and tear under these terms and conditions is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.

3.01 DNR SHALL:

- a) Provide dispatch instructions to the Contractor when assigned to fire suppression operations or when placed on standby.
- b) Release the Contractor's personnel and equipment as soon as possible when no longer needed on standby or at a wildfire incident.

4.01 TRAINING/EXPERIENCE:

Each person employed by the Contractor under this Agreement shall meet the following minimum requirements, and provide evidence that Contractor's personnel meet the requirements upon request, if applicable:

- a) Personnel shall be trained in accordance with the Agreement requirements.
- b) Commercial Driver's License, as required.
- c) All operators shall be able to operate the equipment safely up to the manufacturer's limitations.
- d) DNR/Agency reserves the right to verify training and certificates applicable to the referenced Scope of Work. (For example, Caterers have food handler cards, showers and trailer mounted handwash stations have potable water).

5.01 INDEPENDENT CAPACITY OF CONTRACTOR:

The parties intend that an independent Contractor relationship will be created by this contract. The Contractor and his or her employees or Agents performing under this contract are not employees or Agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

6.01 RIGHT OF INSPECTION:

The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized Agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

7.01 VENDOR PAYEE REGISTRATION:

A Statewide Vendor Number (SWV#) is required for all vendors in order to receive payment. Please visit the Office of Financial Management (OFM) Statewide Vendor/Payee Services site to verify if your entities have a SWV# or complete the [Statewide Vendor Payee Form](#) if needed.

8.01 PAYMENT PROVISIONS:

If equipment is hired under contracted rates, a copy of this Application/Agreement must be provided to the Finance section at the fire. Refer to Attachment B for instructions and information.

9.01 STANDARD METHOD OF HIRE:



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The Contractor shall comply with the standard methods of hire, as outlined in the meal standards and requirements for each specific piece of equipment. Refer to Attachment A.

10.01 LICENSING, ACCREDITATION AND REGISTRATION:

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this contract.

11.01 SUBCONTRACTING:

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law.

12.01 INSURANCE:

Before using any of said rights granted herein and at its own expense, CONTRACTOR shall purchase and maintain, [or require its agent(s)/subcontractor to purchase and maintain,] the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

CONTRACTOR shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. Contractor shall also provide renewal certificates as appropriate during the term of this Agreement.

CONTRACTOR shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of CONTRACTOR to have its subcontractors and agents comply with the insurance requirements contained herein does not limit CONTRACTOR's liability or responsibility.

INSURANCE TYPES & LIMITS:

The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: CONTRACTOR shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: CONTRACTOR shall purchase and maintain employer's liability



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insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: CONTRACTOR shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." CONTRACTOR waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): CONTRACTOR shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. CONTRACTOR waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. CONTRACTOR waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

Additional Provisions:

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If CONTRACTOR is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that CONTRACTOR's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of CONTRACTOR is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: CONTRACTOR waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

13.01 NON-DISCRIMINATION:

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

14.01 INDEMNIFICATION:

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State, agencies of State and all officials, Agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract,



means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

Contractor's obligations to indemnify, defend, and hold harmless includes any claim by Contractors' Agents, employees, representatives, or any Subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incidental to Contractor's or any Subcontractor's performance or failure to perform the contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its Agents, agencies, employees and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, Agents or employees.

15.01 RECORDS MAINTENANCE:

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of services rendered and/or delivery of goods as described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

16.01 TERMINATION FOR CAUSE:

The Agency may terminate this contract in whole, or in part, at any time after one (1) days' notice whenever it is determined that the contractor has failed to comply with the terms and conditions of the Contract. The Agency shall promptly notify the contractor in writing of the termination and the reasons for termination, together with the effective date of termination.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The Agency reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the Agency provided in this contract are not exclusive and are in addition to any other rights and remedies, provided by law.

17.01 TERMINATION FOR CONVENIENCE:

Except as otherwise provided in this contract, the Agency may, by 10 calendar days written notice (including email), beginning on the second calendar day after the notice is sent, terminate this contract, in whole or in part. If this contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for goods delivered or services rendered prior to the effective date of termination.

18.01 TERMINATION PROCEDURES:

Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.



The Agency shall pay to the Contractor the agreed upon price, if separately stated, for goods or services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) goods delivered or services rendered for which no separate price is stated, (ii) partially completed goods delivered or services rendered, (iii) other goods delivered or services rendered that are accepted by the Agency, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

19.01 CONFLICT OF INTEREST:

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

20.01 DISPUTES:

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Agent.

1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the Contractor's name, address, and Agreement number; and
 - Be mailed to the Agent and the other party's (respondent's) Agreement manager within three (3)



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working calendar days after the parties agree that they cannot resolve the dispute.

2. The respondent shall send a written answer to the requester's statement to both the Agent and the requester within five (5) working calendar days.
3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period, if necessary, by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

21.01 GOVERNING LAW:

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

22.01 SEVERABILITY:

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

23.01 HARASSMENT:

Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment:

https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf

24.01 WAIVER:

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the Agency.

25.01 ASSIGNMENT:

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

Contractor may not assign its rights under this Agreement without Department of Natural Resources (DNR) prior written consent and DNR may consider any attempted assignment without such consent to be void; Provided, however, that, if Contractor provides written notice to DNR within thirty (30) calendar days, Contractor may assign its rights under this Agreement in full to any parent, subsidiary, or affiliate of the Contractor that controls or is controlled by or under common control with the Contractor, is merged or consolidated with the Contractor, or purchases a majority or controlling interest in the ownership or assets of the Contractor. Unless otherwise agreed, the Contractor guarantees prompt performance of all obligations under this Agreement notwithstanding any prior assignment of its rights.

26.01 ENTIRE AGREEMENT:

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

27.01 CONFORMANCE:

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.



Attachment A: Scope of Work
MINIMUM QUALIFICATIONS

- Be licensed to do business in the State of Washington or provide a commitment that it will become licensed to do business in the State of Washington prior to the execution of the agreement.
- Need to have previous large volume catering experience, prefer at least one - two years.
- Have experience with on-site catering of breakfast, sacked lunch and dinner; and
- Possess or be able to obtain a Washington State Health Certification and Food Service Manager's Certification prior to event along with any other certifications as would be normal and prudent for a catering service.

CONTRACTORS ARE RESPONSIBLE FOR THE FOLLOWING:

- Training all employees in food handling and serving requirements.
- Complying with federal, state, and local laws or standards covering food handling.
- Ensure that only the Contractor employee's essential to the mission may remain at the event.
- Ensure servers are:
 - Neat and clean.
 - Wearing hair restraints (hairnets or caps) and aprons at all times.
 - Wearing plastic gloves when serving meals.
 - Be self-contained.

CONTRACTOR WILL PROVIDE:

- All necessary supplies.
- Trashcans.

If included by the Contractor in Attachment B

- Dining tent.
- Tables.
- Chairs.

DNR WILL PROVIDE:

- An area for set-up.
- Dumpster.
- Potable water, if necessary.
- Graywater disposal, if necessary.

MEAL REQUIREMENTS

BREAKFAST

- Provide Servers
- Serve breakfast for an approximate two and a half-hour period, between the hours of 0530 and 0800.
- Supply coffee, tea, hot cocoa and accompanying accoutrements, along with milk, and juices. No carbonated beverages or sports drink.
- Hot breakfast will be required unless Hot or Cold Container Breakfast are requested
- Standard menu items and quantities to be available per person are listed below for each type of meal.

1. Hot Breakfast

- a. Eggs - 2 fresh eggs (3 when scrambled) or 6 oz. of liquid eggs (no egg product or powdered eggs).
- b. Meat - 4 oz. (raw weight).



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- c. Pancakes, French Toast, Waffles, Bread, Tortilla, or Biscuits, or equivalent– 3 to 4 oz.
 - d. Potatoes - 6 oz. or equivalent starch.
 - e. Milk - 1/2 pint.
 - f. Fresh or Canned Fruit
 - g. Chilled 100% Fruit Juice – minimum 5½ oz.
 - h. Cooked or Cold Cereal - 6 oz.
 - i. Yogurt – minimum 4 oz.
2. **Hot Container Breakfast** - Hot Container Breakfasts are to be the same quality and quantity as the hot breakfasts served in camp.
3. **Cold Container Breakfasts** - A cold container breakfast shall contain the following items:
- a. Dry Cereal - 2 individual serving boxes, minimum of 3/4 oz. each.
 - b. Breakfast Protein Item - One or more items with a combined weight of 8 oz.
 - c. Milk - 1/2 pint.
 - d. Bread or equivalent starch - 5 oz.
 - e. Fresh (no apples or oranges) or Canned Fruit - 5½ oz.
 - f. 100% Fruit Juice – minimum of 5½ oz.
 - g. Yogurt – minimum of 4 oz.
4. In addition to the above, the items listed below shall be made available for the breakfast meals including hot and cold container meals:
- a. Butter, margarine, instant hot cereal, jelly or jam, peanut butter, salt, pepper, sugar, cream (or substitute), tea and hot chocolate. These items shall be individually packaged.
 - b. Salt, pepper, mustard, ketchup, steak sauce, salsa, hot peppers, brown sugar, raisins or other dried fruit, shall be provided in approved dispensers or original bottles in the dining tent area.
 - c. Appropriate items for hot and cold container breakfast will be determined and approved by the FDUL.
 - d. Brewed coffee and hot water for hot and cold container breakfasts shall be included at no additional cost if ordered by the FDUL.

LUNCH

- Provide sack lunches by 0600 each day
- Supply daily a variety of vegetables and/or fruit juices with the sack lunches. No carbonated beverages or sports drink.
- Lunch sacks shall be clearly marked T-turkey, B-roast beef, H-ham and V-vegetarian and date prepared.

NOTE: In order to offer a variety of meat options each day, it is suggested that the overall number of lunches ordered each day be divided up in the following percentages – 80% turkey/roast beef/ham and 20% are vegetarian.

1. **Primary Meal – 1 Sandwich/Wrap**

- a. The sandwich/wrap shall be wrapped in plastic wrap or plastic bags
- b. The sandwich/wrap shall contain a minimum of 1.5 oz. of bread or bread equivalent. The equivalent to two slices of bread or one tortilla.



- c. The meat sandwich/wrap shall contain a minimum of 4 oz sliced (1) Whole/Full Muscle meat or a combination of meat & cheese, a minimum of 3 oz of protein must be whole muscle meat. No artificial cheese products allowed.
- d. The vegetarian sandwich/wrap shall contain 4 oz of non-meat protein. May be a combination of multiple non-meat proteins. A maximum of 2 oz may be cheese. No artificial cheese products allowed.
- e. Appropriate individually packaged condiments shall be provided and not put directly on the sandwich
- f. Sandwiches shall include lettuce and tomato. Vegetables must be packaged in a separate sealed bag.

2. Salads – Select 1 from list – Must not contain Mayo.

Salad Type	Minimum Serving Size
Bean	½ Cup
Pasta	½ Cup
Quinoa	½ Cup

3. Fresh Fruit & Vegetables – Select 3 – Minimum of 1 Fruit and 1 Vegetable must be selected.

Fruit Name	Qty	Fruit Name	Minimum Size
Apple	1 Whole	Nectarine	1 Whole
Apricot	2 Whole	Orange	1 Whole
Banana	1 Whole	Peach	fresh, 80 count (1 peach)
Blackberries	½ Cup	Pear	fresh, 150 count (1 pear)
Blueberries	½ Cup	Pineapple	1 Cup, cut into ½"-1" Pieces
Cherries	1 Cup	Plum	2 Whole
Grapes	1 Cup	Raspberries	½ Cup
Mango	1 Whole, or 1 Cup, cut into ½"-1" Pieces	Strawberries	1 Cup
Melon	1 Cup, cut into ½"-1" Pieces (Any Variety)	Tangerine	2 Whole

Vegetable Name	Qty	Vegetable Name	Minimum Size
Broccoli florets	1 cup	Peas, Snap/Snow	1 Cup
Carrots - Baby	1 Cup	Peppers, Bell	1 Whole, cut into strips, or 1 cup whole mini peppers
Celery	1 Cup, cut into 3" sticks	Tomatoes, Cherry	1 Cup
Cucumber	1 Cup, cut into 3" sticks	Radishes	1 Cup

4. Energy Snacks – Select 1 from each category, 6 total from list.

Category	Specifications	Examples
Food Bar	Ideal Nutrient Content: <ul style="list-style-type: none"> - 150 - 300 Calories - 15 - 30g carbohydrate - 10g protein 	R Bar; Rx Bars; Kind Protein Bars, Clif bar, Nugo Bar, Tahoe Trail Bar, Premier Protein bar, Cliff Builders bar, Jimmy Protein bar, Kirkland Protein bar, NV Protein Chewy bar or Equivalent commercially prepared item.
Snack Bar	Must provide a minimum of the following: <ul style="list-style-type: none"> - 100 - 200 Calories - 25 - 30g carbohydrate 	Kind Bars; Nutri-grain Bars; Nature Valley Bars, Nature valley Fruit and Nut Bars bar or Equivalent commercially prepared item.



Candy/Cookie/Desert	Must provide a minimum of the following: - 150 - 300 Calories - 15 - 30g carbohydrate	Candy Bars such as Snickers, Twix, Skittles; Grandma's Cookies; Lenny & Larry's The Complete Cookie bar or Equivalent commercially prepared item.
Chips/Pretzels/Crackers	Must provide a minimum of the following: - 100 - 250 Calories - 20 - 30g carbohydrate	Baked potato chips; Pretzels; Individual bags of crackers bar or Equivalent commercially prepared item.
Alternative Protein	Must provide a minimum of the following: - 50 - 200 Calories - > 5g protein	Tuna, beef or turkey jerky, hard-boiled eggs, roasted chickpeas, hummus, nut butters or Equivalent commercially prepared item.
Nuts/Seeds/Trail Mix	Must provide a minimum of the following: - 200 - 300 Calories - < 25g carbohydrates - > 5g protein	Trail mix packets, almonds, cashews, peanuts, macadamia nuts, sunflower seeds bar or Equivalent commercially prepared item.

5. **Condiments** – Four Individual Factory Wrapped Condiment Packets.

6. Paper Napkins, Pre-Moistened Towelette – 2 Each

DINNER

- Provide servers.
- Serve dinner for an approximate two and a half-hour period, between the hours of 1800 and 2030.
- Supply coffee, tea, hot cocoa and accompanying accoutrements, along with milk, juice, and iced tea. No carbonated beverages or sports drink.
- Supply plates or individual containers, cups, cutlery, napkins, salt/pepper and other normally provided condiments (i.e., hot sauces, ketchup, etc. which must be in individual servings).

1. Hot Dinners

- a. Primary entrée/hot dinners shall include the items and quantities identified below.
 - i. Whole/Full Muscle Meat (Raw Weight)
 - a) Steak -10 oz. (boneless) or 14 oz. (bone-in), or
 - b) Beef - 10 oz. (boneless) or 14 oz. (bone-in), or
 - c) Beef and Pork Ribs - 10 oz. (boneless) or 18 oz. (bone-in), or
 - d) Pork - 10 oz. (boneless) or 14 oz. (bone-in), or
 - e) Lamb - 10 oz. (boneless) or 14 oz. (bone-in), or
 - f) Poultry - 8 oz. (boneless) or 14 oz. (bone-in), or
 - g) Ham - 8 oz. (boneless) or 12 oz. (bone-in), or
 - h) Fish - 8 oz.
 - i) Buffalo – 10 oz. (boneless) or 14 oz. (bone-in)
 - ii. Contractors may elect to serve an entree such as lasagna or casseroles. However, these entrees must have a meat side dish which ensures the total meat quantity standard is met.
- b. Second Entrée (Non-Meat) – Shall contain 4 oz. or more of non-meat protein.
- c. Vegetables - 4 oz.
- d. Potatoes - 6 oz. or equivalent starch.
- e. Bread - Two 1 to 1½ oz. slices or equivalent starch.



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- f. Milk - 1/2 pint.
- g. Dessert - 4 oz.
- h. Salad – Choose from Self-Service Salad Bar or Pre-Packaged Option
 - i. Self-Service Salad Bar shall contain:
 - a) Seven salad toppings, including five fresh vegetables and two other toppings.
 - b) One tossed green salad with equal amounts of three types of leafy vegetables.
 - c) One to two prepared salads.
 - d) One fresh fruit or fruit salad.
 - e) Three types of salad dressings – 1 must be low/non-fat.
 - f) Three salad condiments – Croutons, Crispy Noodles, Bacon, Nuts or Seeds, etc.
 - ii. Pre-Packaged Salad
 - a) Two salads - 4 oz. each.
 - One tossed green salad with equal amounts of three types of leafy vegetables, five fresh vegetable salad toppings, and two other toppings.
 - One prepared salad.
 - b) Three types of salad dressings – 1 must be low/non-fat.
 - c) Three salad condiments – Prepackaged or in individual containers.
- i. Additional Items for Hot Dinners - In addition to the above, the items listed below, shall be made available for the hot dinner meals:
 - i. Butter, margarine, jelly or jam, peanut butter, sugar, cream (or substitute), tea and hot chocolate. These items shall be individually packaged.
 - ii. Salsa, hot peppers, mustard, ketchup, steak sauce, salt, and pepper shall be provided in approved dispensers or original bottles in the dining area.
 - iii. Appropriate items for hot container dinners will be determined by the FDUL or LSC.
 - iv. Brewed Coffee, Hot Water, Cold Drinks and Iced Tea for hot container dinners shall be included at no additional cost if ordered by the FDUL or LSC.



Attachment B: Caterer Capabilities, Cost & Invoicing

CATERER CAPABILITIES

Meals Caterer Can Provide	Yes	No
Breakfast		
Lunch		
Dinner		

Maximum # of people per day you can provide meals for	
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Caterer Capabilities & Specifications	Yes	No
Food Preparation will be done offsite & delivered		
Food Preparation will be done onsite in a caterer provided mobile kitchen		
Caterer will provide Tables & Chairs		
Caterer will provide Dining Tent		

COMPENSATION

Meal	Cost per person/ per day*
Breakfast	
Lunch	
Dinner	
Total Cost	

* The cost per meal, per person, per day, includes transportation to/from location, set-up and tear down, furnishing the food, service, mobile kitchen unit (if applicable), tables & chairs (if applicable), Dining Tent (if applicable) delivery, tax and gratuity – and any requirements as outlined.

Finalized meal counts will be provided by DNR's Representatives.

FINANCIAL DOCUMENTATION REQUIREMENTS:

- Contractor will submit daily invoices to the incident. At a minimum the invoice will contain:
 - Date
 - Vendor Name, Address, and Phone Number
 - quantity of meals provided per meal period,
 - cost per meal,
 - sales tax,
 - and total daily cost.
- Invoices will be reviewed and approved by the logistics section and submitted to finance at the incident.
- Upon receiving documentation from the incident, the DNR will provide payment to the contractor.