

WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

PRESEASON FIRE SUPPRESSION CREW AVAILABILITY AGREEMENT

CREWS CHECKLIST - TO ASSIST WITH SUBMITTING A PRESEASON AGREEMENT PACKET

Read the Application/Agreement in its entirety, paying attention to:

Ensure the Application/Agreement has 29 pages. Ensure all 29 pages are submitted to the DNR Preparedness Coordinator PreseasonAgreement@dnr.wa.gov.

- Page 1 Application Instructions – Ensure your company is registered with Office of Financial Management and you have completed the OFM Vendor/Payee Registration Form and the Direct Deposit Authorization Form.
SUBMIT THE UBI, TIN/FEIN/EIN, and Statewide Vendor Numbers (SWV) with the agreement.
 - Page 1: Complete the Contractor Information, City, State, Zip, Physical Location of Resource, Point of Hire & County, etc. Include all Primary and Alternate Contractor Contact Information. You may add additional contact information if there are additional numbers that will aid in dispatching resources.
 - Page 2: Type 2 and Type 2 IA Crews must meet NWCG standards for crews.
 - Pages 10 and 11: Ensure pages are signed.
 - Page 16 and 17: 13.01 Contractor's required insurance information.
 - Page 21: Indicate the number of each type of crew and locations.
 - Page 22: Send in a rate sheet for each crew. (Multiple page 22's are fine).
 - Return the **entire**, signed 29+ page agreement, with Insurance Certificates and supporting documents to:
Department of Natural Resources
Wildland Fire Management Division
Attention: Wildfire Preparedness Coordinator
PO Box 47037
1111 Washington Street SE, 4th FL
Olympia, WA 98504-4737
- Or Email to:** PreseasonAgreement@dnr.wa.gov
- **Incomplete, Inaccurate Applications/Agreements - we will contact you for additional information.**