

## DNR FIRE SUPPRESSION RESOURCES AVAILABILITY AGREEMENT

### Checklist to assist with submitting a preseason operations agreement packet.

Read the Application/Agreement in its entirety:

### When sending in your Application/Agreement also send in your TIN/EIN, UBI, SWV numbers.

- Page 1 Read the Application Instructions -Summary.
- Page 2: Complete B; the Contractor Information.
- Page 3: Complete Eligibility Information: Indicate Yes or No for DNR Operator Safety Training and who the Training is/was administered by. Annually upon completion of the course please send in a copy of the RT-130 certificate(s) to: [PreseasonAgreement@dnr.wa.gov](mailto:PreseasonAgreement@dnr.wa.gov).
- Page 3: The Contractor is required to have Insurance. Review the 3 types indicated, Commercial General Liability, Business Auto Policy and Employer's Liability (Stop Gap) Insurance, if the Contractor has employees. Put an X in the boxes indicating which certificates are attached and send them in the Application/Agreement.
- Page 4: D. Review the Washington State Wage and Equipment Rate Guide. **For Operations Agreements, Only list equipment/resources included in WA State Wage and Equipment Rate Guide.**
- Do Not include equipment that is under a USFS VIPR Agreement. DNR can order the resources on VIPR Contracts.
- For Logistics Agreements, see the Logistics Agreements, Trailer Mounted Handwash Station & Shower Trailer and Caterer.
- Beginning on Page 5. Add your resources that are listed in the Wage & Equipment Rate Guide. For Heavy Equipment (Dozers, etc.) ensure essential fields are completed, especially Make/Model, GVW and Flywheel Horsepower are included, if applicable. For Water Tenders, be sure to include the number of gallons.
- Page 11 & 12. F. & G. Complete all fields, Contractor's signature, Print Name, Date, Check and Initial all boxes where indicated. Write in Contractor Authorized Representative, Title, signature and date.
- Page 17 and 18: Section 13.01 Read Required Insurance and amounts for: Commercial General Liability (CGL), BAP, Stop Gap, Industrial Insurance (Workers Compensation).
- Return the **entire**, initialed and signed 22-page Operations Agreement, with: TIN/EIN, UBI, SWV Numbers, Insurance Certificates & Operator Safety Training Certificate(s) to:

Department of Natural Resources  
Wildland Fire Management Division  
Attention: Wildfire Preparedness Coordinator  
PO Box 47037, 1111 Washington Street SE, 4<sup>th</sup> FL  
Olympia, WA 98504-4737 Or Email to: [PreseasonAgreement@dnr.wa.gov](mailto:PreseasonAgreement@dnr.wa.gov)

- Incomplete, Inaccurate Applications/Agreements will not be accepted.**