

DNR OPERATIONS AND LOGISTICS PRESEASON AGREEMENT INSTRUCTIONS

When sending in the Application/Agreement you must include your TIN/EIN, UBI, SWV numbers.

Logistics Agreements: <https://dnr.wa.gov/wildfire-resources/fighting-fire/provide-equipment-and-services-fire-suppression>

There are two types of Logistics Agreement and Scopes of Work for each type of resource.

- Trailer Mounted Handwash Stations & Shower Trailers.
- Caterer to provide meals for fire personnel.

Operations Agreements

- Page 1 Read the Application Instructions -Summary.
- Page 2: Complete B; the Contractor Information.
- Page 3: Complete Eligibility Information:
 - For all operators going to the fireline, indicate Yes or No for DNR Operator Safety Training and who the Training is/was administered by.
 - Annually upon completion of the course send in a copy of the DNR Operator Safety Training or RT-130 certificate(s) to: PreseasonAgreement@dnr.wa.gov.
- Pages 3, 17 & 18: Contractors are required to have Insurance. Review all 3 insurance pages indicated. Employer's Liability (Stop Gap) Insurance is required if the Contractor has employees. Put an X in the boxes indicating which certificates are attached and send them in with the Application/Agreement.
- Page 3. You do not need a DNR Preseason Agreement if your resources are included in USFS VIPR Agreements. DNR can request the resources using executed VIPR Agreements.
- If your company switches equipment/resources to a VIPR agreement, notify DNR using the PreseasonAgreement@dnr.wa.gov email address.
- Pages 3 & 4: Operations Agreements:
 - Review the Washington State Wage and Equipment Rate Guide shown near the top of the Provide Equipment and Services for Fire Suppression webpage. **Operations Agreements only will be executed for equipment/resources included in WA State Wage and Equipment Rate Guide.**
 - The new W&E Rate Guides come out approx. June or July of each year.
- Page 4. Be sure to include the specific information needed for each piece of equipment.

- Page 5-8. Add only your resources that are listed in the Wage & Equipment Rate Guide. Ensure all essential fields are completed for each piece of equipment. Some equipment must have Make/Model, GVW and Flywheel Horsepower, Water Tenders, Potable, Grey Water must have the number of gallons. Include all pages, even if you do not fill them all out. If you have resources not listed, they can be added to a secondary source list.
- 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. Include: EIN/TIN, UBI, SWV Numbers, Insurance Certificates and Operator Safety Training/RT-130 Certificate(s) 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

Links:

Unique Business Identifier (UBI) <https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs>

Statewide Vendor Number (SWV): [OFM link](#)

EIN/TIN: <https://www.irs.gov/businesses/employer-identification-number>

Incomplete, Inaccurate Applications/Agreements, and without required documents will not be executed.