

Overview for ordering Rental Cars on the Region 6 IBPAs

Reminder, the BPAs should be used for incidents in **Oregon & Washington** when the vehicle is anticipated to be traveling “**off-road**”. All other vehicles should be paid with a credit/travel card.

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RENTAL METHODS & ORDERING:

There are essentially three methods for renting cars:

1. *Agency Employees*: If you are not taking the vehicle off-road, call the rental company directly or arrange thru Gov Trip. The vehicle is paid for on your travel card and you are reimbursed via travel voucher. You do not need a separate E# for the car. Note: Identify the U.S. Forest Service on the rental agreement and ensure the vehicle is included under the “US Gov’t Car Rental Agreement” administered by the Dept. of Defense/Military Traffic Mgmt Command (MTMC). The renter & other federal gov’t employees are authorized to drive while acting within the scope of their employment duties. **Do NOT use a Personal credit card!**

2. *Ground Support Pool Rigs*: These should be ordered by dispatch off the BPA and tracked at the incident just like you would any other piece of equipment (e.g. dozer). Ground Support should check these in and submit a copy of the company’s Rental Agreement & resource order to Finance. These need to be assigned an E#.
 - a. *Please Note*: Enterprise has established a unique tracking system on their Rental Agreement Form. If ordered properly, you will see the following on the top of the form:

Bill To	USDA BPA REG. 6 FOREST FIRES
Reference Number:	This will be the Incident # followed by the Resource Order # For example - OR-UPF-110046O43. OR-UPF-110046 is the incident # and O-43 is the Resource Order

3. *AD's and/or Agency Employees w/Off-Road use*: If a vehicle is assigned to an AD employee or anyone else who needs to take it off-road, the vehicle should be ordered thru dispatch off the BPA and assigned an E#. Referencing “rental car authorized” on the O# is not acceptable. The driver of the vehicle needs to check in with Finance and submit a copy of the company’s Rental Agreement and resource order. **Do NOT use a Personal credit card!**

INSPECTIONS:

All vehicles rented on the BPA require a pre-use inspection at the incident. Inspections for vehicles rented on credit cards or Gov Trip are recommended but not required. This is a mechanical/safety inspection performed by ground support, not a contract compliance inspection, such as those performed on competitive resources (VIPR, ICPI). No contract compliance inspections (performed by ICPI or CRNW) shall be performed on rental cars.

SHIFT TICKETS & TRACKING USE:

The following are required for tracking use at the incident:

1. *Agency Employees*: If the car is being paid via Gov Trip and/or being reimbursed on a travel voucher, **no shift tickets or contact with finance are required.**

2. *Ground Support Pool Rigs*: Submit a single shift ticket showing the first and last days to Finance.

3. *AD's and/or Off-Road use*: Submit a single shift ticket showing the first and last days to Finance.

FUELING:

With the assumption that the fuel tender accepts credit cards, the following are recommendations for purchasing fuel from a fuel tender at the incident:

1. *Agency Employees*: If the car is being paid via Gov Trip and/or being reimbursed on a travel voucher, pay the fuel tender directly with your travel card and claim on your travel voucher.
2. *Ground Support Pool Rigs*: These are considered "exceptions" for paying the fuel tender with a credit card. Ground Support and the PROC or Buying Team should establish a method to pay the fuel for these vehicles. Its recommended that Ground Support provide the fuel tender a list of E#s that are in the pool. The fuel tender can keep a log of these purchases and the PROC or Buying Team can make the payments.
3. *AD's and/or Off-Road use*: Same as Ground Support Pool Rigs above. Drivers of these vehicles need to coordinate with Ground Support to ensure they are added to the approved list. Agency employees using this agreement SHALL purchase all fuel using their govt. travel card, and voucher for reimbursement.

Note: It's recommended that the fuel tender is provided an abbreviated list of who (E# or O#) is allowed to get fuel WITHOUT a card, and emphasizing that any exceptions need to be approved by Finance. The fuel tender operators are instructed not to make ANY exceptions until approved by finance.

DEMOBILIZATION AND PAYMENT DOCUMENTATION:

The following is recommended when demobing from the incident; please note there is additional guidance on *Reassignments* below:

1. *Agency Employees (not utilizing this agreement)*: Return the vehicle to the company, pay with your travel card, and claim on travel voucher for reimbursement.
2. *Ground Support Pool Rigs*: Ground Support and Finance should coordinate the demob schedule. Completed "Finance Packages" for each vehicle will be sent to:

R6 Fire & Aviation Contracting Team
Redmond Air Center
1740 SE Ochoco Way
Redmond, OR 97756
ATTN: Rental Car Payments

3. *AD's and/or Off-Road use*: Same as Ground Support Pool Rigs above.

IMPORTANT: A separate payment package for each incident (that a rental is re-assigned to) needs to be submitted to the address listed above.

PAYMENT PACKAGE DOCUMENTATION

- Shift tickets (at a minimum need to have one for first & last days)
- Resource Order
- Mechanical/Physical inspection (pre and post)

- Damage documentation (if any).
- General Messages (if any)
- Any miscellaneous documentation that seems relevant.
- **Optional: OF-286 (original printed at time of vehicle demob, signed by govt. agent, no contractor signature required), this will facilitate closing out costs in the ISUITE database, and also serves as confirmation of services received.**

****This is ONLY utilized as confirmation of services received; similar to the waybill's used by buying teams to verify the receipt of supplies delivered to camp. As long as there is a signed shift ticket showing first/last days included in the documentation package, this isn't necessary. If you elect to generate an OF-286, DO NOT attempt to have enterprise sign it, FACT will make payments utilizing the vendors' commercial invoices.**

RE-ASSIGNMENT (ONLY FOR RENTALS ON IBPA):

- If a team/employee is being reassigned, provide a general message to dispatch specifying the vehicles that are transferring so it can be captured in the E# notes in ROSS. Provide a copy of the general message to finance to include in the payment package.
- Upon arrival to the next fire, provide a general message to host dispatch center requesting a new E#. Please inform dispatch of the previous assignment, which can be captured in notes of new E#. Provide a copy of the general message to finance to include in the payment package.

DAMAGES & CLAIMS:

RENTALS ON IBPA

Please document damages like you would anything else, i.e. on a SF-95 or other claim documentation. Please submit damage reports to the Fire & Aviation Contracting Team, 1740 SE Ochoco Way, Redmond, OR, 97756

RENTALS UNDER US GOV'T CAR RENTAL AGREEMENT PLACED ON GOV'T TRAVEL CARD

Accidents or Repairs. In the event of an accident or if repairs become necessary, the renter **should immediately notify the company** by calling the number provided by the company and requesting instructions.

Billings for Damages. When loss or damage is due to an exception stated below, the rental company will submit its bills directly to the Forest Service, and not to the employee. If the Government denies liability on the basis that the renter was not operating the vehicle within the scope of employment at the time of the loss, the rental company may handle the matter directly with the renter. Claims for damage will not include amounts for loss of use.

Insurance and Damage Liability. Notwithstanding the provisions of any rental agreement executed by the Government employee, the rental company will maintain in force, at its sole cost, insurance coverage, which will protect the Government and its employees against liability for personal injury, death, and property damage arising from use of the vehicle. Government renters **will not be subject to any fee for loss or collision damage waiver, and in the event of an accident, will not be responsible for loss or damage to the vehicle (except as specified in section 9b of the National Agreement).**