



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, August 23, 2018

5:30 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

CALL TO ORDER

INVOCATION by Senior Chaplain Dave Keehn

PLEDGE OF ALLEGIANCE by Director Spitzer

ROLL CALL

1. PRESENTATIONS

No items.

REPORTS (No items)**REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR**

As the August meeting was cancelled, there will be no report; the Committee will hold a special meeting on September 4, 2018.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

As the August meeting was cancelled, there will be no report; the next regular meeting will be held on September 12, 2018.

PUBLIC COMMENTS

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Board as a whole, and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Board of Directors meeting.

2. MINUTES**A. Minutes from the July 26, 2018, Regular Executive Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.

A. Monthly Investment Reports

Submitted by: Tricia Jakubiak, Treasurer

Recommended Action:

Receive and file the reports.

B. Mission-Driven Culture Organizational and Leadership Development

Submitted by: Brian Fennessy, Fire Chief

Recommended Action:

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with International Association of Fire Chiefs for three years in an amount not to exceed \$880,000 (Year One - \$472,500, Year Two - \$306,500 and Year Three - \$101,000) for mission-driven culture education development training.

C. Memorandum of Understanding – Hold Harmless Agreement with the Federal Bureau of Investigation

Submitted by: Mark Sanchez, Assistant Chief/Operations Department

Recommended Action:

Approve and authorize the Fire Chief or his designee to execute the proposed Memorandum of Understanding with the Federal Bureau of Investigation.

D. Award of Contract for Fire Policy Manual & Daily Training Bulletins

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with Lexipol, LLC for a three-year period in an amount not to exceed \$364,055 (Year One-\$171,185, Year Two-\$124,685, and Year Three-\$68,185) inclusive of implementation services.

E. Request to Add Additional Features and Purchase Order Increase for TriTech Computer Aided Dispatch Systems

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue a purchase order to TriTech Software Systems in the amount of \$27,580 for licensing of the TriTech RapidSOS Interface and additional Inform Compute Aided Dispatch Archive Server Software including database administration configuration services and the first year of support and maintenance.
2. Approve and authorize the Purchasing Manager to amend and increase purchase order P0011224 with TriTech for the Regional CAD2CAD System Adapter by \$28,700 for additional integration services including testing, training, and the first year of support and maintenance.

F. Blanket Order Increase Communications Equipment Installation Professional Services

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with 911 Vehicle to increase and extend the current blanket order for communications equipment installation services for the final, one-year optional renewal at an annual amount not to exceed \$240,000.

G. Purchase Order Contract Increase for Communications Equipment Installation Professional Services

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Actions:

Approve and authorize the Purchasing Manager to amend and increase the current professional services agreement with Bear Communications, Inc. by \$170,250 for additional installation services needed to install in-vehicle 800MHz portable radio battery chargers in up to 340 OCFA emergency apparatus and vehicles for a new not to exceed amount of \$327,750.

H. Award of RFP #JA2288 Purchase of Two Crew Carrier Vehicles

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Boise Mobile Equipment for the purchase of two crew carrier vehicles in a total amount of \$606,665 (\$303,333 each vehicle).

I. Blanket Order Contract Increase for Detroit Diesel Engine Parts and Repair Services

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase the current blanket order contract with Valley Power Systems Inc., in the amount of \$50,000, not to exceed \$150,000 annually, and increase the current blanket order contract with Harbor Diesel in the amount of \$50,000, not to exceed \$100,000 annually, for the current contracts ending November 30, 2018.
2. Approve and authorize the Purchasing Manager to redistribute or adjust the funding between the two vendors as requested by the department provided the aggregate amount does not exceed \$250,000 annually.
3. Approve and authorize the Purchasing Manager to extend the contracts up to four additional one-year renewals, at the adjusted amounts, with annual price increases not to exceed 3% per year or the percentage increase in the U.S. Department of Labor Consumer Price Index for All Urban Consumers, Services, in the Los Angeles-Riverside-Orange County, CA Area, whichever is lower.

J. Blanket Order Contract Extension for Janitorial Services at the Regional Fire Operations and Training Center

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend the contract with DMS for janitorial services at Regional Fire Operations and Training Center from September 30, 2018, through April 30, 2019, in an amount not to exceed \$88,727.

K. Contract Increase for Apparatus Bay Door Maintenance and Repair

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to amend and increase the current contract with Mako Overhead Door for apparatus bay door maintenance and repair services in the amount of \$100,000, not to exceed \$200,000, for the current contract ending October 31, 2018.
2. Approve an increase to the current contract with Mako Overhead Door for apparatus door maintenance and repair services for the remaining two, one-year optional renewals for an amount not to exceed \$200,000 annually.

L. Approval for Donation of Doublewide Trailer to Centralia School District

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to donate the doublewide trailer used at Temporary Fire Station 61 to the Centralia School District per SOP AD.03.06.

M. Sole Source Purchase of the Drip Drop Hydration, Inc. Oral Rehydration Solution

Submitted by: Brigitte Gibb, Human Resources Director

Recommended Action:

Approve and authorize the Purchasing Manager to issue a sole source contract to Drip Drop Hydration, Inc., for a three-year aggregate amount not to exceed \$150,000 (up to \$50,000 annually).

END OF CONSENT CALENDAR**4. DISCUSSION CALENDAR**

No items.

CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, September 27, 2018, at 5:30 p.m.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 16th day of August 2018.

Sherry A.F. Wentz, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Human Resources Committee Special Meeting	Tuesday, September 4 2018, 12 noon
Budget and Finance Committee Meeting	Wednesday, September 12, 2018, 12 noon
Claims Settlement Committee Meeting	Thursday, September 27, 2018, 5:00 p.m.
Executive Committee Meeting	Thursday, September 27, 2018, 5:30 p.m.
Board of Directors Meeting	Thursday, September 27, 2018, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, July 26, 2018
5:30 P.M.**

**Regional Fire Operations and Training Center
Board Room
1 Fire Authority Road
Irvine, CA 92602**

CALL TO ORDER

Chair Sachs called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on July 26, 2018.

INVOCATION

Chaplain Devin Chase offered the Invocation.

PLEDGE OF ALLEGIANCE

Director Shawver led the assembly in the Pledge of Allegiance to our Flag.

ROLL CALL

Present: Shelley Hasselbrink, Los Alamitos
Noel Hatch, Laguna Woods
Joe Muller, Dana Point
Ed Sachs, Mission Viejo
Dave Shawver, Stanton
Todd Spitzer, County of Orange
Tri Ta, Westminster

Absent: Gene Hernandez, Yorba Linda
Elizabeth Swift, Buena Park

Also present were:

Fire Chief Brian Fennessy	Assistant Chief Dave Anderson
Assistant Chief Lori Smith	Human Resources Director Brigitte Gibb
General Counsel David Kendig	Assistant Chief Mark Pokey Sanchez
Assistant Chief Lori Zeller	Assistant Chief Randy Black
Clerk of the Authority Sherry Wentz	

1. PRESENTATIONS

No items.

REPORTS

REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)

Human Resources Committee Member Noel Hatch reported at the July 10, 2018, meeting, the Committee voted unanimously to send the Contract Extension for Firefighter Wellness & Fitness (WEFIT) Services to the Executive Committee with the Human Resources Committee's recommendation to approve the recommended actions.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)

Budget and Finance Committee Chair Muller reported at the July 11, 2018, meeting, the Committee voted unanimously to: receive and file the Orange County Employees' Retirement System Quarterly Status Update, send the Monthly Investment Reports to the Executive Committee for its approval, and send the 2017 Urban Areas Security Initiative Grant Program Agreement to Transfer Property or Funds, to the Board of Directors for approval of the recommended actions. The Committee was presented and reviewed the Director's Request to Explore Using the Orange County Investment Pool as an Additional Investment Option, which included the response from the County Treasurer. The Committee determined using the Orange County Investment Pool as an additional Investment Option, was not a viable option at this time.

REPORT FROM THE FIRE CHIEF (F: 12.02A7)

Fire Chief Brian Fennessy introduced Assistant Chief Anderson who presented the 4th Quarter Capital Improvement Program Update.

PUBLIC COMMENTS (F: 12.02A3)

Chair Sachs opened the Public Comments portion of the meeting. Chair Sachs closed the Public Comments portion of the meeting without any comments from the general public.

2. MINUTES

A. Minutes from the June 28, 2018, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve the June 28, 2018, Minutes as submitted. Vice Chair Muller was recorded as abstention due to his absence from the meeting.

3. CONSENT CALENDAR (Agenda Item No. 3B was pulled for separate consideration)

A. Monthly Investment Reports (F: 11.10D2)

On motion of Director Spitzer and second by Director Ta, the Executive Committee voted unanimously to receive and file the reports.

B. Contract Increase for Independent Internal Affairs Investigative Services (F: 17.25)

Director Spitzer pulled this item from the Consent Calendar to inquire about the billing rates and the reasons this firm was chosen.

On motion of Director Spitzer and second by Director Hatch, the Executive Committee voted unanimously by those present to:

1. Approve an increase to the Professional Services Agreement with Van Dermyden Maddux Law Corporation for independent internal affairs investigative services in the amount of \$45,000, not to exceed \$145,000, for the current contract ending July 31, 2018.
2. Approve an increase to the Professional Services Agreement with Van Dermyden Maddux Law Corporation for independent internal affairs investigative services in the final, one-year optional renewal extension for an amount not to exceed \$145,000 annually.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

A. Contract Extension for Firefighter Wellness and Fitness Services (F: 17.17A)

Human Resources Director Brigitte Gibb presented the Contract Extension for Firefighter Wellness and Fitness (WEFIT) Services.

On motion of Director Ta and second by Director Muller, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to extend the Professional Services Agreement with Hoag Executive Health for WEFIT services for two years and six months (a three-year term in total) in an amount not to exceed \$1,678,437 (\$559,479 annually).
2. Approve and authorize the Purchasing Manager to execute the two optional one-year renewals for the contract, provided the pricing remains the same.

B. July 2018 Legislative Report (F: 11.10F1)

Legislative Analyst Jay Barkman presented the July 2018 Legislative Report.

On motion of Director Hasselbrink and second by Director Ta, the Executive Committee voted by those present to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of July 26, 2018, with Executive Committee's recommendations that the Board of Directors:

1. Adopt a neutral position on AB 1912 (Rodriguez).
2. Direct staff to continue to monitor AB 1912 and report to the Executive Committee any amendments that significantly impact the OCFA or its member agencies. Director Shawver voted in opposition.

CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS (F: 12.02A4)

Director Shawver thanked Assistant Chief Sanchez and Division Chief Lockhart who authorized the use of a fire truck from Station 17 to deliver heat relief with a water spray for the Cub Scouts of America (Orange County Council), in Cypress.

Director Spitzer commented on the potential use of inmates to be trained to assist with the fire fighting in Orange County.

ADJOURNMENT – Chair Sachs adjourned the meeting at 6:27 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, August 23, 2018, at 5:30 p.m.

Sherry A.F. Wentz, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3A
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

Tricia Jakubiak, Treasurer Treasury & Financial Planning	triciajakubiak@ocfa.org	714.573.6301
Jane Wong, Assistant Treasurer	jane Wong@ocfa.org	714.573.6305

Summary

This agenda item is a routine transmittal of the monthly investment reports submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

Prior Board/Committee Action

Since the August meeting of the Budget and Finance Committee was cancelled, no prior committee action was taken on this item; however, the Monthly Investment Reports were mailed to members of the Budget and Finance Committee for review.

RECOMMENDED ACTION(S)

Receive and file the reports.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Attached is the final monthly investment report for the month ended June 30, 2018. A preliminary investment report as of July 20, 2018 is also provided as the most complete report that was available at the time this agenda item was prepared.

Attachment(s)

Final Investment Report – June 2018/Preliminary Report – July 2018



ORANGE COUNTY FIRE AUTHORITY

P.O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602

Brian Fennessy, Fire Chief

(714) 573-6000

www.ocfa.org

July 30, 2018

TO: Budget and Finance Committee
Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer *P.J.*

SUBJECT: **Investment Report**

Due to the cancellation of the August 8, 2018 Budget and Finance Committee meeting, I am sending the monthly investment report for your review. The report includes the following:

Final Investment Report for June 2018

Preliminary Investment Report for July 2018

This report will be forwarded to the August 23, 2018 meeting of the Executive Committee for action to be taken. If you have any questions, please call me at (714) 573-6301.

Enclosure

Orange County Fire Authority Monthly Investment Report



Final Report – June 2018

Preliminary Report – July 2018



Monthly Investment Report Table of Contents

<i>Final Investment Report – June 30, 2018</i>	<i>1</i>
<i>Executive Summary.....</i>	<i>2</i>
<i>Benchmark Comparison.....</i>	<i>3</i>
<i>Portfolio Size, Yield, & Duration.....</i>	<i>3</i>
<i>Portfolio Summary</i>	<i>4</i>
<i>Portfolio Details.....</i>	<i>5</i>
<i>Aging Report.....</i>	<i>8</i>
<i>Notes to Portfolio Management Report</i>	<i>9</i>
<i>Local Agency Investment Fund.....</i>	<i>10</i>
 <i>Preliminary Investment Report – July 20, 2018.....</i>	 <i>12</i>
<i>Portfolio Summary.....</i>	<i>13</i>
<i>Portfolio Details.....</i>	<i>14</i>
<i>Aging Report</i>	<i>17</i>
<i>Notes to Portfolio Management Report</i>	<i>18</i>
 <i>Glossary</i>	 <i>19</i>



Orange County Fire Authority

Final Investment Report

June 30, 2018



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of June 2018, the size of the portfolio decreased by \$24.9 million to \$176.6 million. Significant receipts for the month included cash contract payments, apportionments of property taxes, intergovernmental agency payments, and charges for current services totaling \$15.2 million. Significant disbursements for the month included three biweekly payrolls (instead of the typical two per month) which were approximately \$11.2 million each with related benefits. Significant disbursements also included a total payment of \$6.0 million for fire apparatus. Total June cash outflows amounted to approximately \$40.9 million. The portfolio's balance is expected to decrease further in the following month as there are no major receipts scheduled for July.

In June, the portfolio's yield to maturity (365-day equivalent) increased by 9 basis points to 1.79%. The effective rate of return rose by 10 basis points to 1.78% for the month and by 6 basis points to 1.35% for the fiscal year to date. The average maturity of the portfolio stayed unchanged at 84 days to maturity. As the FY2017/18 ended, portfolio interest earnings exceeded budgeted expectations due to higher cash balances and better earning rates than expected.

Economic News

The U.S. economy strengthened further in June 2018, despite somewhat mixed economic activities. Employment conditions remained solid. There were a total of 213,000 new jobs created in June, a stronger number than expected for the month. The unemployment number, on the other hand, rose slightly to 4.0%, still at a low rate. Consumer confidence measures were mixed but remained high, and retail sales came in strong and continued to rise in June following a robust revised May number. Both manufacturing and non-manufacturing activity picked up further. The CPI (Consumer Price Index) rose by 0.1% for the month, closely in line with expectations regarding increasing inflation pressure. Both durable goods orders and industrial production rebounded and rose in June while housing activity pulled back for the month due to rising home prices.



BENCHMARK COMPARISON AS OF JUNE 30, 2018

3 Month T-Bill: 1.94%

1 Year T-Bill: 2.33%

6 Month T-Bill: 2.11%

LAIF: 1.85%

OCFA Portfolio: 1.78%

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$176,624,636	\$201,451,392	\$178,394,232
Yield to Maturity (365 day)	1.79%	1.70%	1.01%
Effective Rate of Return	1.78%	1.68%	1.00%
Days to Maturity	84	84	81



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
June 30, 2018

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, Irvine, CA 92602
 (714)573-6301

(See Note 1 on page 9)

(See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	5,999,498.68	5,999,498.68	5,999,498.68	3.39	1	1	1.401	1.420
Federal Agency Coupon Securities	26,000,000.00	25,756,610.00	26,000,000.00	14.71	962	314	1.283	1.301
Federal Agency Disc. -Amortizing	19,000,000.00	18,948,050.00	18,948,685.00	10.72	108	52	1.886	1.915
Treasury Coupon Securities	18,000,000.00	17,935,650.00	17,939,282.92	10.15	203	130	1.958	1.985
Treasury Discounts -Amortizing	43,000,000.00	42,830,180.00	42,829,262.23	24.24	130	76	1.877	1.903
Local Agency Investment Funds	65,000,000.00	64,878,246.49	65,000,000.00	36.78	1	1	1.829	1.854
Investments	176,999,498.68	176,348,235.17	176,716,728.83	100.00%	205	84	1.765	1.790
Cash								
Passbook/Checking (not included in yield calculations)	276,400.55	276,400.55	276,400.55		1	1	0.000	0.000
Total Cash and Investments	177,275,899.23	176,624,635.72	176,993,129.38		205	84	1.765	1.790

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	274,763.07	2,165,261.59	2,165,261.59
Average Daily Balance	188,116,933.29	160,676,098.42	
Effective Rate of Return	1.78%	1.35%	

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2018. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)

\$ 176,993,129.38

GASB 31 Adjustment to Books (See Note 3 on page 9)

\$ (368,493.66)

Total

\$ 176,624,635.72

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
June 30, 2018

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYSS28	528	Federated Treasury Obligations			5,999,498.68	5,999,498.68	5,999,498.68	1.420	1.420	1	
Subtotal and Average			10,942,765.41		5,999,498.68	5,999,498.68	5,999,498.68		1.420	1	
Federal Agency Coupon Securities											
3133EFJP3	869	Federal Farm Credit Bank (Callable Anytime)		10/15/2015	10,000,000.00	9,973,000.00	10,000,000.00	1.100	1.054	106	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank (Callable Anytime)		04/20/2017	7,000,000.00	6,883,870.00	7,000,000.00	1.180	1.375	396	08/01/2019
3134GBHT2	922	Fed Home Loan Mtg Corp		04/25/2017	9,000,000.00	8,899,740.00	9,000,000.00	1.625	1.518	481	10/25/2019
Subtotal and Average			26,000,000.00		26,000,000.00	25,756,610.00	26,000,000.00		1.301	314	
Federal Agency Disc. -Amortizing											
313385ZW9	939	Fed Home Loan Bank		04/19/2018	9,000,000.00	8,988,300.00	8,988,235.00	1.810	1.870	26	07/27/2018
313385D29	945	Fed Home Loan Bank		04/26/2018	5,000,000.00	4,985,850.00	4,986,050.00	1.860	1.924	54	08/24/2018
313385J49	948	Fed Home Loan Bank		06/14/2018	5,000,000.00	4,973,900.00	4,974,400.00	1.920	1.986	96	10/05/2018
Subtotal and Average			16,781,595.70		19,000,000.00	18,948,050.00	18,948,685.00		1.915	52	
Treasury Coupon Securities											
912828T83	943	Treasury Note		04/19/2018	9,000,000.00	8,962,740.00	8,964,218.94	0.750	1.960	122	10/31/2018
912828M64	944	Treasury Note		04/19/2018	9,000,000.00	8,972,910.00	8,975,063.98	1.250	2.010	137	11/15/2018
Subtotal and Average			21,865,358.70		18,000,000.00	17,935,650.00	17,939,282.92		1.985	130	
Treasury Discounts -Amortizing											
912796PU7	940	US Treasury Bill		04/19/2018	9,000,000.00	8,982,720.00	8,982,450.00	1.800	1.835	39	08/09/2018
912796PZ6	941	US Treasury Bill		04/19/2018	9,000,000.00	8,962,470.00	8,962,335.00	1.860	1.901	81	09/20/2018
912796QD4	942	US Treasury Bill		04/19/2018	9,000,000.00	8,947,710.00	8,947,543.75	1.925	1.971	109	10/18/2018
912796PV5	946	US Treasury Bill		05/24/2018	4,000,000.00	3,989,480.00	3,989,164.45		1.874	53	08/23/2018
912796PY9	947	US Treasury Bill		05/31/2018	5,000,000.00	4,982,800.00	4,982,570.70	1.873	1.909	67	09/06/2018
912796QB8	949	US Treasury Bill		06/28/2018	7,000,000.00	6,965,000.00	6,965,198.33	1.884	1.920	95	10/04/2018
Subtotal and Average			47,727,215.48		43,000,000.00	42,830,180.00	42,829,262.23		1.903	76	
Local Agency Investment Funds											
SYSS36	336	Local Agency Investmt Fund			65,000,000.00	64,878,246.49	65,000,000.00	1.854	1.854	1	
Subtotal and Average			65,000,000.00		65,000,000.00	64,878,246.49	65,000,000.00		1.854	1	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
June 30, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
		Total and Average	188,116,933.29		176,999,498.68	176,348,235.17	176,716,728.83		1.790	84

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
June 30, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2017	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2017	256,400.55	256,400.55	256,400.55		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			188,116,933.29		177,275,899.23	176,624,635.72	176,993,129.38		1.790	84



ORANGE COUNTY FIRE AUTHORITY Aging Report By Maturity Date As of July 1, 2018

Orange County Fire Authority
1 Fire Authority Road
Irvine, Irvine, CA 92602
(714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	(07/01/2018 - 07/01/2018)	4 Maturities	0 Payments		71,275,899.23	40.27%	71,275,899.23	71,154,145.72
Aging Interval: 1 - 30 days	(07/02/2018 - 07/31/2018)	1 Maturities	0 Payments		9,000,000.00	5.08%	8,988,235.00	8,988,300.00
Aging Interval: 31 - 60 days	(08/01/2018 - 08/30/2018)	3 Maturities	0 Payments		18,000,000.00	10.15%	17,957,664.45	17,958,050.00
Aging Interval: 61 - 91 days	(08/31/2018 - 09/30/2018)	2 Maturities	0 Payments		14,000,000.00	7.88%	13,944,905.70	13,945,270.00
Aging Interval: 92 - 121 days	(10/01/2018 - 10/30/2018)	4 Maturities	0 Payments		31,000,000.00	17.45%	30,887,142.08	30,859,610.00
Aging Interval: 122 - 152 days	(10/31/2018 - 11/30/2018)	2 Maturities	0 Payments		18,000,000.00	10.14%	17,939,282.92	17,935,650.00
Aging Interval: 153 - 183 days	(12/01/2018 - 12/31/2018)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 184 - 274 days	(01/01/2019 - 04/01/2019)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 275 - 365 days	(04/02/2019 - 07/01/2019)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 366 - 1095 days	(07/02/2019 - 06/30/2021)	2 Maturities	0 Payments		16,000,000.00	9.04%	16,000,000.00	15,783,610.00
Aging Interval: 1096 days and after	(07/01/2021 -)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Total for		18 Investments	0 Payments		176,993,129.38	100.00%	176,993,129.38	176,624,635.72



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank (formerly Union Bank) Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2018 includes a decrease of (\$121,754) to the LAIF investment and a decrease of (\$246,740) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



Local Agency Investment Fund (LAIF)

As of June 30, 2018, OCFA has \$65,000,000 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of June 30, 2018 is 0.998126869. When applied to OCFA's LAIF investment, the fair value is \$64,878,246 or (\$121,754) below cost. Although the fair value of the LAIF investment is lower than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at June 30, 2018 is included on the following page.



State of California Pooled Money Investment Account Market Valuation 6/30/2018

Carrying Cost Plus				
Description	Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
1* United States Treasury:				
Bills	\$ 15,515,706,740.80	\$ 15,606,139,290.87	\$ 15,596,583,000.00	NA
Notes	\$ 26,759,493,974.77	\$ 26,750,630,461.92	\$ 26,629,882,500.00	\$ 73,723,356.00
1* Federal Agency:				
SBA	\$ 825,001,427.53	\$ 825,001,427.53	\$ 815,954,863.84	\$ 1,381,409.64
MBS-REMICs	\$ 29,303,504.33	\$ 29,303,504.33	\$ 29,847,169.21	\$ 136,825.25
Debentures	\$ 1,998,416,070.50	\$ 1,997,919,837.87	\$ 1,986,861,900.00	\$ 5,758,745.15
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 300,000,000.00	\$ 300,000,000.00	\$ 295,668,000.00	\$ 1,921,709.00
Discount Notes	\$ 12,856,645,347.11	\$ 12,904,163,694.26	\$ 12,899,708,000.00	NA
1* Supranational Debentures	\$ 589,036,885.09	\$ 589,036,885.09	\$ 586,421,000.00	\$ 1,950,779.00
1* Supranational Debentures FR	\$ 100,530,876.06	\$ 100,375,183.89	\$ 100,699,984.77	\$ 536,523.90
2* CDs and YCDs FR	\$ 425,000,000.00	\$ 425,000,000.00	\$ 425,000,000.00	\$ 1,694,459.24
2* Bank Notes	\$ 900,000,000.00	\$ 900,000,000.00	\$ 899,729,548.85	\$ 5,764,500.01
2* CDs and YCDs	\$ 15,400,000,000.00	\$ 15,400,000,000.00	\$ 15,394,663,524.14	\$ 58,042,847.26
2* Commercial Paper	\$ 7,498,660,819.38	\$ 7,521,101,541.69	\$ 7,521,009,486.12	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,882,240,000.00	\$ 4,882,240,000.00	\$ 4,882,240,000.00	NA
AB 55 & GF Loans	\$ 733,964,000.00	\$ 733,964,000.00	\$ 733,964,000.00	NA
TOTAL	\$ 88,813,999,645.57	\$ 88,964,875,827.45	\$ 88,798,232,976.93	\$ 150,911,154.45

Fair Value Including Accrued Interest

\$ 88,949,144,131.38

* Governmental Accounting Standards Board (GASB) Statement #72

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (0.998126869). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,962,537.38 or \$20,000,000.00 x 0.998126869.



Orange County Fire Authority
Preliminary Investment Report
July 20, 2018



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
July 20, 2018

Orange County Fire Authority
1 Fire Authority Road
Irvine, Irvine, CA 92602
(714)573-6301

(See Note 1 on page 18)

(See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	7,143,779.02	7,143,779.02	7,143,779.02	4.05	1	1	1.401	1.420
Federal Agency Coupon Securities	26,000,000.00	25,758,600.00	26,000,000.00	14.75	962	294	1.283	1.301
Federal Agency Disc. -Amortizing	19,000,000.00	18,968,910.00	18,968,235.01	10.76	108	32	1.888	1.915
Treasury Coupon Securities	18,000,000.00	17,945,010.00	17,948,788.97	10.18	203	110	1.958	1.985
Treasury Discounts -Amortizing	43,000,000.00	42,876,830.00	42,873,805.55	24.33	130	56	1.877	1.903
Local Agency Investment Funds	63,308,617.18	63,190,031.85	63,308,617.18	35.92	1	1	1.829	1.854
Investments	176,452,396.20	175,883,160.87	176,243,225.73	100.00%	206	72	1.762	1.787

Cash	(See Note 4 on page 18)							
Passbook/Checking (not included in yield calculations)	-326,916.23	-326,916.23	-326,916.23		0	0	0.000	0.000
Total Cash and Investments	176,125,479.97	175,556,244.64	175,916,309.50		206	72	1.762	1.787

Total Earnings	July 20 Month Ending	Fiscal Year To Date
Current Year	174,142.18	174,142.18
Average Daily Balance	180,224,402.14	180,224,402.14
Effective Rate of Return	1.76%	1.76%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2018. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer

7/27/18

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 175,916,309.50
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ (368,493.66)
Total	\$ 175,547,815.84

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
July 20, 2018

(See Note 1 on page 18) (See Note 2 on page 18)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYSS28	528	Federated Treasury Obligations			7,143,779.02	7,143,779.02	7,143,779.02	1.420	1.420	1	
Subtotal and Average			10,245,085.45		7,143,779.02	7,143,779.02	7,143,779.02		1.420	1	
Federal Agency Coupon Securities											
3133EFJP3	869	Federal Farm Credit Bank (Callable Anytime)		10/15/2015	10,000,000.00	9,977,800.00	10,000,000.00	1.100	1.054	86	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank (Callable Anytime)		04/20/2017	7,000,000.00	6,885,830.00	7,000,000.00	1.180	1.375	376	08/01/2019
3134GBHT2	922	Fed Home Loan Mtg Corp		04/25/2017	9,000,000.00	8,894,970.00	9,000,000.00	1.625	1.518	461	10/25/2019
Subtotal and Average			26,000,000.00		26,000,000.00	25,758,600.00	26,000,000.00		1.301	294	
Federal Agency Disc. -Amortizing											
313385ZW9	939	Fed Home Loan Bank		04/19/2018	9,000,000.00	8,998,110.00	8,997,285.00	1.810	1.870	6	07/27/2018
313385D29	945	Fed Home Loan Bank		04/26/2018	5,000,000.00	4,991,550.00	4,991,216.67	1.860	1.924	34	08/24/2018
313385J49	948	Fed Home Loan Bank		06/14/2018	5,000,000.00	4,979,250.00	4,979,733.34	1.920	1.986	76	10/05/2018
Subtotal and Average			18,958,948.75		19,000,000.00	18,968,910.00	18,968,235.01		1.915	32	
Treasury Coupon Securities											
812828T83	943	Treasury Note		04/19/2018	9,000,000.00	8,968,320.00	8,970,084.69	0.750	1.960	102	10/31/2018
812828M64	944	Treasury Note		04/19/2018	9,000,000.00	8,976,690.00	8,976,704.28	1.250	2.010	117	11/15/2018
Subtotal and Average			17,944,273.60		18,000,000.00	17,945,010.00	17,948,788.97		1.985	110	
Treasury Discounts -Amortizing											
912796PU7	940	US Treasury Bill		04/19/2018	9,000,000.00	8,992,170.00	8,991,450.00	1.800	1.835	19	08/09/2018
912796PZ6	941	US Treasury Bill		04/19/2018	9,000,000.00	8,972,190.00	8,971,635.00	1.860	1.901	61	09/20/2018
912796QD4	942	US Treasury Bill		04/19/2018	9,000,000.00	8,957,790.00	8,957,166.75	1.925	1.971	89	10/18/2018
912796PV5	946	US Treasury Bill		05/24/2018	4,000,000.00	3,993,640.00	3,993,253.33		1.874	33	08/23/2018
912796PY9	947	US Treasury Bill		05/31/2018	5,000,000.00	4,988,200.00	4,987,773.47	1.873	1.909	47	09/06/2018
912796QB8	940	US Treasury Bill		06/28/2018	7,000,000.00	6,972,840.00	6,972,525.00	1.884	1.920	75	10/04/2018
Subtotal and Average			42,852,647.47		43,000,000.00	42,878,830.00	42,873,805.55		1.903	56	
Local Agency Investment Funds											
SYSS36	336	Local Agency Investmt Fund			63,308,617.18	63,190,031.85	63,308,617.18	1.854	1.854	1	
Subtotal and Average			64,223,446.87		63,308,617.18	63,190,031.85	63,308,617.18		1.854	1	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
July 20, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
		Total and Average	180,224,402.14		176,452,396.20	175,883,160.87	176,243,225.73		1.787	72

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
July 20, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2018	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2018	-346,916.23	-346,916.23	-346,916.23	(See Note 4 on page 18)	0.000	1
		Average Balance	0.00							0
Total Cash and Investments			180,224,402.14		176,125,479.97	175,556,244.64	175,916,309.50		1.787	72



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of July 21, 2018

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, Irvine, CA 92602
 (714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	(07/21/2018 - 07/21/2018)	4 Maturities	0 Payments		70,125,479.97	39.86%	70,125,479.97	70,006,894.64
Aging Interval: 1 - 30 days	(07/22/2018 - 08/20/2018)	2 Maturities	0 Payments		18,000,000.00	10.23%	17,988,735.00	17,990,280.00
Aging Interval: 31 - 60 days	(08/21/2018 - 09/19/2018)	3 Maturities	0 Payments		14,000,000.00	7.94%	13,972,243.47	13,973,390.00
Aging Interval: 61 - 91 days	(09/20/2018 - 10/20/2018)	5 Maturities	0 Payments		40,000,000.00	22.67%	39,881,062.09	39,859,870.00
Aging Interval: 92 - 121 days	(10/21/2018 - 11/19/2018)	2 Maturities	0 Payments		18,000,000.00	10.20%	17,948,788.97	17,945,010.00
Aging Interval: 122 - 152 days	(11/20/2018 - 12/20/2018)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 153 - 183 days	(12/21/2018 - 01/20/2019)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 184 - 274 days	(01/21/2019 - 04/21/2019)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 275 - 365 days	(04/22/2019 - 07/21/2019)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 366 - 1095 days	(07/22/2019 - 07/20/2021)	2 Maturities	0 Payments		16,000,000.00	9.10%	16,000,000.00	15,780,800.00
Aging Interval: 1096 days and after	(07/21/2021 -)	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Total for		18 Investments	0 Payments			100.00	175,916,309.50	175,556,244.64



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2018 includes a decrease of (\$121,754) to the LAIF investment and a decrease of (\$246,740) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

GLOSSARY

INVESTMENT TERMS

Basis Point. Measure used in quoting yields on bonds and notes. One basis point is .01% of yield.

Book Value. This value may be the original cost of acquisition of the security, or original cost adjusted by the amortization of a premium or accretion of a discount. The book value may differ significantly from the security's current value in the market.

Commercial Paper. Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days; may be sold on a discount basis or may bear interest.

Coupon Rate. Interest rate, expressed as a percentage of par or face value, that issuer promises to pay over lifetime of debt security.

Discount. The amount by which a bond sells under its par (face) value.

Discount Securities. Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full face value paid at maturity. Treasury bills, bankers' acceptances and most commercial paper are issued at a discount.

Effective Rate of Return. Rate of return on a security, based on its purchase price, coupon rate, maturity date, and the period between interest payments.

Federal Agency Securities. Securities issued by agencies such as the Federal National Mortgage Association and the Federal Farm Credit Bank. Though not general obligations of the US Treasury, such securities are sponsored by the government and therefore have high credit ratings. Some are issued on a discount basis and some are issued with coupons.

Federal Funds. Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

Fed Funds Rate. The interest rate charged by one institution lending federal funds to another.

Federal Open Market Committee. The branch of the Federal Reserve Board that determines the direction of monetary policy.

Local Agency Investment Fund (LAIF). A California State Treasury fund which local agencies may use to deposit funds for investment and for reinvestment with a maximum of \$50 million for any agency (*excluding bond funds, which have no maximum*). It offers high liquidity because

deposits can be converted to cash in 24 hours and no interest is lost. Interest is paid quarterly and the State's administrative fee cannot exceed 1/4 of a percent of the earnings.

Market value. The price at which the security is trading and could presumably be purchased or sold.

Maturity Date. The specified day on which the issuer of a debt security is obligated to repay the principal amount or face value of security.

Money Market Mutual Fund. Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repurchase agreements and federal funds).

Par. Face value or principal value of a bond typically \$1,000 per bond.

Rate of Return. The amount of income received from an investment, expressed as a percentage. A *market rate of return* is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

Treasury Bills. Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes. Intermediate U.S. government debt securities with maturities of one to 10 years.

Treasury bonds. Long-term U.S. government debt securities with maturities of 10 years or longer.

Yield. Rate of return on a bond.

Yield-to-maturity. Rate of return on a bond taking into account the total annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

ECONOMIC TERMS

Conference Board Consumer Confidence Index A survey that measures how optimistic or pessimistic consumers are with respect to the economy in the near future.

Consumer Price Index (CPI). A measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. Changes in CPI are used to assess price changes associated with the cost of living.

Durable Goods Orders. An economic indicator released monthly that reflects new orders placed with domestic manufacturers for delivery of factory durable goods such as autos and appliances in the near term or future.

Gross Domestic Product. The monetary value of all the finished goods and services produced within a country's borders in a specific time period. It includes all of private and public consumption, government outlays, investments and exports less imports that occur within a defined territory.

Industrial Production. An economic indicator that is released monthly by the Federal Reserve Board. The indicator measures the amount of output from the manufacturing, mining, electric and gas industries.

ISM Institute for Supply Management (ISM) Manufacturing Index. A monthly index that monitors employment, production inventories, new orders and supplier deliveries.

ISM Non-manufacturing Index. An index based on surveys of non-manufacturing firms' purchasing and supply executives. It tracks economic data for the service sector.

Leading Economic Index. A monthly index used to predict the direction of the economy's movements in the months to come. The index is made up of 10 economic components, whose changes tend to precede changes in the overall economy.

National Federation of Independent Business Small Business Optimism Index. An index based on surveys of small business owners' plans and expectations regarding employment, capital, inventories, economic improvement, credit conditions, expansion, and earnings trends in the near term or future.

Producer Price Index. An index that measures the average change over time in the selling prices received by domestic producers for their output.

University of Michigan Consumer Sentiment Index. An index that measures the overall health of the economy as determined by consumer opinion. It takes into account an individual's feelings toward his or her own current financial health, the health of the economy in the short term and the prospects for longer term economic growth.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3B
Consent Calendar

**Mission-Driven Culture
Organizational and Leadership Development**

Contact(s) for Further Information

Brian Fennessy, Fire Chief

brianfennessy@ocfa.org

714.573.6010

Summary

This agenda item is submitted for approval for a sole source contract with the International Association of Fire Chiefs (IAFC) for mission-driven culture organizational and leadership development.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with International Association of Fire Chiefs for three years in an amount not to exceed \$880,000 (Year One-\$472,500, Year Two-\$306,500 and Year Three-\$101,000) for mission-driven culture education development training.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Unexpended fund balance remaining from the FY 2017/18 is proposed for use to fund the one-time cost of this three-year training program. Future funding to sustain the program will be provided through the OCFA's annual organizational training budget.

Background

Sole Source Justification

IAFC has partnered with Mission-Centered Solutions and Oklahoma State University to provide implementation support for the MCS training program as provided in the scope of work. IAFC, is a non-profit organization that supports the advancement of fire services locally, as well as internationally. The leader and command education development training are the foundation of IAFC's Transforming Response Initiative, a development program designed to build adaptiveness, cohesiveness, and resiliency within fire service organizations. These programs have been approved by the Department of Homeland Security and the Federal Emergency Management Agency through California Office of Emergency Services.

While there are other firms that offer leadership programs, the training program available through IAFC was designed specifically for fire service agencies with an understanding of the unique culture. The proposed culture development program includes tools and workforce training programs, doctrine development and integration assistance, as needed consultation for planning and program support, and pre- and post-program cultural measurements.

Leader and Command Education Development

As the Fire Chief, one of my top priorities is improving operational culture and leader development. The leader development training program offered by IAFC will support, reinforce, and model the values and behaviors needed to move the organization towards a more mission-driven culture. Mission-Driven Culture describes a set of principles for operating successfully despite friction, danger, and uncertainty. It defines key values and attitudes that generate cohesive and adaptive action, strengthening resilience in times of uncertainty. These values include the aggressive pursuit of truth, as well as communicating intent to promote decision-making and initiative among those in the field.

As military services learned long ago, combat performance is an outgrowth of the behaviors ingrained during training and day-to-day operations. Subconsciously rooted, these embedded habits are the foundation for action, particularly under stress. The same tenets apply to developing leadership ability. The results are seen in day-to-day operations long before being tested in the field under extraordinary circumstances. The “rules-based” operational paradigm that most fire service agencies, and we embody, illustrates a culture of permission-asking, one that reserves decision-making for the highest levels which is not an individual training problem; rather it is a cultural one. Strengthening operational culture begins with the leaders, especially those closest to operations. This model of culture and operations holds responders responsible for acting in accordance with the principles of the organization and the articulated intent. By delegating to the lowest possible level, it generates faster decision making on the ground and provides a foundation for cohesive action, even in rapidly changing or ambiguous circumstances. At the planning levels, this paradigm provides a means to organize complex problems and set strategic priorities reaching well beyond the limits of command and control. Under stress and uncertainty, people naturally revert to what they know best and do most often. While every organization has some good leaders with natural abilities, there is a big difference between *some* leaders doing the right things and *most* leaders doing the right things. For this reason, we will be focusing our attention on leader and cultural development.

Implementation

The proposed deployment sequence is scheduled for the best-case scenario. The initial launch of the program will begin and continue through a six-month period with communication throughout the organization. The project rollout will span an eighteen-month period with training at all levels completed. In year three, OCFA will transition to sustainment addressing advanced doctrine and systems alignment activities. Pricing details are provided in Attachment 1.

Recommendation

In order to support the Mission-Driven Operational Culture, staff is recommending approval of the agreement with IAFC for a three-year contract in an amount not to exceed \$880,000, utilizing unspent funding from FY 2017/18.

Attachment(s)

1. Pricing Detail
2. Sole Source Form
3. Professional Services Agreement

***IAFC Mission-Driven Culture Implementation Support
Pricing Detail***

Ref	IAFC Program	Qty	Unit Cost	Year 1	Year 2	Year 3
3.2	At the Point of the Spear (Captains, BCs)	13	*41,000	\$369,000	\$123,000	\$ 41,000
3.3	Incident Leadership (BCs, DCs)	2	**\$43,500	43,500	43,500	-
3.4	Intent into Action (IMT – shared with other agencies)	1	\$80,000	-	80,000	-
3.5	Emerging Leader – Train the Trainer	1	<i>included</i>	<i>included</i>	N/A	N/A
3.6	HF in the High-Risk Environment – Train the Trainer	1	<i>included</i>	<i>included</i>	N/A	N/A
3.5.3	Emerging Leader Courseware (tailored to OCFA)	1	<i>included</i>	N/A	N/A	N/A
3.6.3	Human Factors Courseware (tailored to OCFA)	1	<i>included</i>	N/A	N/A	N/A
4	MDC Support Tools and Licenses	N/A	<i>included</i>	<i>included</i>	<i>included</i>	<i>included</i>
4.1	Bridge/Currency Training Programs	N/A	<i>included</i>	<i>included</i>	N/A	N/A
5.1	MDC Initial Planning	N/A	<i>included</i>	N/A	N/A	N/A
5.2	MDC Program Manager Support	N/A	<i>included</i>	N/A	N/A	N/A
5.3	MDC Staff Briefings	N/A	<i>included</i>	N/A	N/A	N/A
5.4	MDC Employee Briefings	N/A	<i>included</i>	N/A	N/A	N/A
5.5	Initial Draft – Leadership Doctrine	N/A	<i>included</i>	N/A	N/A	N/A
5.6	System alignment support	N/A	N/A	N/A	<i>included</i>	<i>included</i>
5.7††	Implementation Support Manager– per year	N/A	\$60,000/yr.	\$60,000	\$60,000	\$60,000
	Printing and Admin	N/A	<i>included</i>	<i>included</i>	<i>included</i>	<i>included</i>
	Travel	N/A	<i>included</i>	<i>included</i>	<i>included</i>	<i>included</i>
	Estimate Cost Per Year			\$472,500	\$306,500	\$101,000
	Total Project Cost (3 Years)					\$ 880,000

* Role players are included in the cost. Deduct \$1000.00 if OCFA options to provide role players for program

**Role players are included in the cost. Deduct \$3500.00 if OCFA options to provide role players for program

††item is optional but recommended

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Operations	Requested By: Chief Fennessey	Date: 07-12-18
Recommended Vendor: IAFC	Vendor Contact: Shannon Gilliland	Vendor's E-mail Address:
Vendor Address: 4795 Meadow Wood Lane Ste 100, Chantilly, VA 20151		Vendor's Telephone #: 703-537-4838
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): 08/01/18 - 06/30/21	Contract Amount: \$880,000
If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).		Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. Provide a detailed description of the product or service requested. Describe what it is. *Attach additional sheet if necessary.*

IAFC, a non-profit organization, that supports the advancement of all fire services internationally has provided a high-level scope of work to assist OCFA to achieve the goals of leadership development, specific to the fire services to support, reinforce, and model the values and behaviors for cultural development, a goal of the Fire Chief.

2. Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. *Attach additional sheet if necessary.*

IAFC is uniquely qualified as a non-profit organization for Fire Chiefs internationally. The training has received certifications by the US Dept. of Homeland Security and the National Wildfire Coordinating Group. Other firms may offer leadership programs, however this program has been identified as the best solution designed specifically

SECTION III – JUSTIFICATION (continued)

for fire service agencies with the understanding of the culture. Program partners MCS & Oklahoma State University will deliver all training programs. MCS has been providing global leadership in the adaptive operational culture since 1996, training more than 30,000 fire response leaders in five countries. OCU is responsible for analysis and reporting.


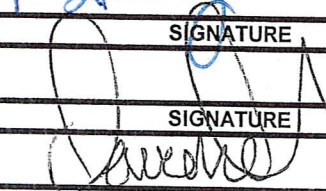
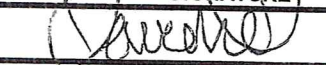
3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

The pricing is standard, travel costs are included. A few options were provided that can reduce costs. If OCFA provides role players for the Point of the Spear & Incident Leadership program there are potential savings of \$13,000 & \$7000 respectively. If it is determined that on-site support PM is not needed, the cost could be reduced \$60,000/year.


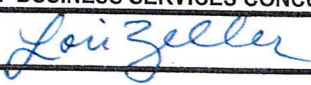
4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

Yes, in order to continue the cultural development and succession planning of the organization, OCFA will most likely need future training courses and licenses for program tools. Funding from grant sources may be requested for future training courses. As OCFA staff adopt the training and principles of IAFC, internal staff may be able to lead future courses providing opportunities for some cost savings.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Fire Chief Brian Fennessey		8/3/18
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
		
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Dave Anderson		8/3/18

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
 For Debbie Casper	8/6/18
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	8/2/18

Executive Committee Approval Required ☒ Yes ☐ No Sole Source over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved _____

ORANGE COUNTY FIRE AUTHORITY PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and entered into this 23rd day of August 2018 ("Effective Date"), by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and International Association of Fire Chiefs (IAFC), a non-profit organization, hereinafter referred to as "Firm".

RECITALS

WHEREAS, OCFA requires the services of a firm for leader and command education development training, hereinafter referred to as "Project"; and

WHEREAS, Firm has submitted to OCFA a proposal dated July 2018, a copy of which is attached hereto as Exhibit "A" and is incorporated herein by this reference; and

WHEREAS, based on its experience and reputation, Firm is qualified to provide the necessary services for the Project and desires to provide such services; and

WHEREAS, OCFA desires to retain the services of Firm for the Project.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, OCFA agrees to employ and does hereby employ Firm and Firm agrees to provide professional services as follows:

AGREEMENT

1. PROFESSIONAL SERVICES

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, Firm shall provide those services specified in the "Proposal" attached hereto as Exhibit "A." Firm warrants that all services shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the same profession in the State of California. Firm represents and warrants that it and all employees, subconsultants and subcontractors providing any services pursuant to this Agreement shall have a sufficient skill and experience to perform the Project Services. All Project Services shall be completed to the reasonable satisfaction of the OCFA. In the event of any inconsistency between the terms contained in Exhibit "A" and the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement shall govern.

1.2 Compliance with Law.

All services rendered hereunder shall be provided in accordance with all laws, ordinances, resolutions, statutes, rules, and regulations of OCFA and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses and Permits.

Firm shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

1.4 Familiarity with Work.

By executing this Agreement, Firm warrants that Firm (a) has thoroughly investigated and considered the work to be performed, (b) has investigated the site of the work and become fully acquainted with the conditions there existing, (c) has carefully considered how the work should be performed, and (d) fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should the Firm discover any latent or unknown conditions materially differing from those inherent in the work or as represented by OCFA, Firm shall immediately inform OCFA of such fact and shall not proceed with any work except at Firm's risk until written instructions are received from the Contract Officer.

1.5 Care of Work.

Firm shall adopt and follow reasonable procedures and methods during the term of the Agreement to prevent loss or damage to materials, papers or other components of the work, and shall be responsible for all such damage until acceptance of the work by OCFA, except such loss or damages as may be caused by OCFA's own negligence.

1.6 Additional Services.

Firm shall perform services in addition to those specified in the Proposal when directed to do so in writing by the Contract Officer, provided that Firm shall not be required to perform any additional services without compensation. Any additional compensation not exceeding ten percent (10%) of the original Agreement sum must be approved in writing by the Contract Officer. Any greater increase must be approved in writing by the Executive Committee.

2. TIME FOR COMPLETION

The time for completion of the services to be performed by Firm is an essential condition of this Agreement. Firm shall prosecute regularly and diligently the work of this Agreement according to the schedules set forth in Firm's proposal. Firm shall not be

accountable for delays in the progress of its work caused by any condition beyond its control and without the fault or negligence of Firm. Delays shall not entitle Firm to any additional compensation regardless of the party responsible for the delay.

3. COMPENSATION OF FIRM

3.1 Compensation of Firm.

For the services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed, in accordance with the terms set forth in Exhibit "A," in an amount not to exceed eight hundred eighty thousand dollars (\$880,000) per the pricing detail in Exhibit "A".

3.2 Method of Payment.

In any month in which Firm wishes to receive payment, Firm shall no later than the first working day of such month, submit to OCFA in the form approved by OCFA's Director of Finance, an invoice for services rendered prior to the date of the invoice. OCFA shall pay Firm for all expenses stated thereon which are approved by OCFA consistent with this Agreement, within thirty (30) days of receipt of Firm's invoice.

3.3 Changes.

In the event any change or changes in the work is requested by OCFA, the parties hereto shall execute an addendum to this Agreement, setting forth with particularity all terms of such addendum, including, but not limited to, any additional fees. Addenda may be entered into:

A. To provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product or work;

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Firm's profession.

3.4 Appropriations.

This Agreement is subject to and contingent upon funds being appropriated therefore by the OCFA Board of Directors for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to OCFA.

4. PERFORMANCE SCHEDULE

4.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

4.2 Schedule of Performance.

All services rendered pursuant to this Agreement shall be performed within the time periods prescribed in Firm's proposal, attached hereto as Exhibit "A". The extension of any time period specified in Exhibit "A" must be approved in writing by the Contract Officer.

4.3 Force Majeure.

The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Firm, including, but not restricted to, acts of God or of a public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, and unusually severe weather if the Firm shall within ten (10) days of the commencement of such condition notify the Contract Officer who shall thereupon ascertain the facts and the extent of any necessary delay, and extend the time for performing the services for the period of the enforced delay when and if in the Contract Officer's judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 Term.

Unless earlier terminated in accordance with Sections 8.5 or 8.6 of this Agreement, this Agreement shall continue in full force and effect until satisfactory completion of the services but not exceeding three (3) years from the Effective Date hereof, unless extended by mutual written agreement of the parties.

5. COORDINATION OF WORK

5.1 Representative of Firm.

The following principal of the Firm is hereby designated as being the principal and representative of Firm authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith: E. Thomas Hicks IV, Chief Strategy Officer and Deputy Executive Director.

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principal is a substantial inducement for OCFA to enter into

this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Firm and devoting sufficient time to personally supervise the services hereunder. The foregoing principal may not be changed by Firm without the express written approval of OCFA.

5.2 Contract Officer.

The Contract Officer shall be designated in writing by OCFA. It shall be the Firm's responsibility to keep the Contract Officer fully informed of the progress of the performance of the services and Firm shall refer any decisions that must be made by OCFA to the Contract Officer. Unless otherwise specified herein, any approval of OCFA required hereunder shall mean the approval of the Contract Officer.

5.3 Prohibition Against Subcontracting or Assignment.

5.3.1 No Subcontracting Without Prior Approval. The experience, knowledge, capability and reputation of Firm, its principals and employees, and the Firm Representative were a substantial inducement for OCFA to enter into this Agreement. Therefore, Firm shall not contract with any other entity to perform in whole or in part the Project Services required hereunder without the express written approval of OCFA.

5.3.2 Provisions in the Event Subcontractor(s) Are Authorized. If Firm is authorized to subcontract any part of the Project Services as provided in Section 4.3.1, Firm shall be responsible to OCFA for the acts and omissions of its subcontractor(s) and subconsultant(s) in the same manner as it is for persons directly employed. For purposes of this Agreement, all persons engaged in the performance of Project Services will be considered employees of Firm. OCFA will deal directly with and will make all payments to Firm. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and OCFA. Firm shall ensure that all subcontractor insurance requirements set forth in Section 5 below (including its subsections) are complied with prior to commencement of services by each subcontractor.

5.3.2.1 Withholding Payment for Non-Authorized Subcontractors. OCFA shall have the right to withhold payment from Firm for services performed by any subcontractor or subconsultant performing Project Services but not authorized in writing by OCFA, or regarding which the insurance or other requirements under this Agreement have not been satisfied.

5.3.3 Assignments. Neither this Agreement nor any interest herein may be assigned, transferred, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of OCFA. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Firm, taking all transfers into account on a

cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release Firm or any surety of Firm from any liability hereunder without the express written consent of OCFA.

5.4 Independent Contractor.

Neither OCFA nor any of its employees shall have any control over the manner, mode or means by which Firm, its agents or employees, perform the services required herein, except as otherwise set forth herein. Firm shall perform all services required herein as an independent Firm of OCFA and shall remain at all times as to OCFA a wholly independent contractor with only such obligations as are consistent with that role. Firm shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of OCFA.

6. INSURANCE AND INDEMNIFICATION

6.1 Compliance with Insurance Requirements. Firm shall obtain, maintain, and keep in full force and effect during the term of this Agreement, at its sole cost and expense, and in a form and content satisfactory to OCFA, all insurance required under this section. Firm shall not commence any Project Services under this Agreement unless and until it has provided evidence satisfactory to OCFA that it has secured all insurance required under this section. If Firm's existing insurance policies do not meet the insurance requirements set forth herein, Firm agrees to amend, supplement or endorse the policies to meet all requirements herein.

6.2 Types of Insurance Required. Without limiting the indemnity provisions set forth in this Agreement, Firm shall obtain and maintain in full force and effect during the term of this Agreement, including any extension thereof, the following policies of insurance:

6.2.1 Professional Liability/Errors and Omissions Insurance ("PLI"). Firm shall obtain and maintain PLI insurance applicable to each licensed profession practiced by Firm. Firm shall maintain PLI insurance with per-claim and aggregate limits no lower than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate. Covered professional services shall specifically include all Project Services to be performed under the Agreement and the policy shall be endorsed to delete any exclusions that may exclude coverage for claims within the Minimum PLI Limits for the Project Services to be performed under this Agreement.

6.2.1.1 The PLI policy shall be endorsed to delete any Contractual Liability Exclusion. The PLI shall include contractual liability coverage applicable to this Agreement. The policy must "pay on behalf of" the insured, and include a provision establishing the insurer's duty to defend the insured.

6.2.1.2 If the PLI policy of insurance is written on a "claims-made" basis, the policy shall be continued in full force and effect at all times during

the term of this Agreement, and for a period of three (3) years from the date of the completion of all Project Services provided hereunder (the "PLI Coverage Period"). If any PLI policy is replaced, cancelled, non-renewed, discontinued, or otherwise terminated, or if the limits of a PLI policy are reduced or the available coverage depleted below the required minimum coverage amounts for any reason during the PLI Coverage Period, Firm shall immediately obtain replacement PLI coverage meeting the requirements of this Section 5.2.1. Such replacement coverage shall satisfy all requirements herein, and shall include coverage for the prior acts or omissions of Firm during the time period during which any Project Services were performed. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier or other insurance arrangements providing for complete coverage, either of which shall be subject to the written approval by the OCFA.

6.2.1.3 If the PLI policy is written on an "occurrence" basis, the policy shall be continued in full force and effect during the term of this Agreement, or until completion of the Project Services provided for in this Agreement, whichever is later. In the event of termination of the PLI policy during this period, new coverage shall immediately be obtained, and written evidence of the policy shall be immediately provided to OCFA, to ensure PLI coverage during the entire course of performing the Project Services.

6.2.1.4 Firm shall not perform any Project Services at any time during which required types or amounts of PLI insurance are not in effect, and OCFA shall have no obligation to pay Firm for Project Services performed while required PLI insurance is not in effect.

6.2.2 Commercial General Liability Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than one million dollars (\$1,000,000.00) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. CGL insurance shall be provided on an occurrence-based coverage form; a "claims made" CGL policy is not acceptable. Firm shall maintain CGL insurance with per-claim, aggregate and products and operations completed limits no lower than the minimum CGL coverage limits set forth above. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for any of the following: (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) any other exclusion contrary to this Agreement.

6.2.3 Automobile Liability Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Automobile liability insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) combined limit for each occurrence covering bodily injury, disease and

property damage. Defense costs shall be paid in addition to the policy limits. The policy shall specifically include coverage for owned, non-owned, leased, and hired automobiles, and be endorsed to eliminate any exclusion applicable to any of them.

6.2.4 Workers' Compensation Insurance. If required by the solicitation, then Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements applicable in the State of California. Firm hereby waives on its own behalf, and shall obtain an endorsement from its workers' compensation insurer waiving on the insurance company's behalf, all rights of subrogation against the OCFA, its board members, officials, officers, employees, agents and volunteers.

6.2.4.1 If subconsultants or subcontractors are used, Firm shall require each of its subconsultants and subcontractors, if any, to waive all rights of subrogation, and to obtain endorsements from the subconsultants'/subcontractors' workers' compensation insurers waiving all rights of subrogation, against the OCFA, its board members, officials, officers, employees, agents and volunteers.

6.2.4.2 If Workers' Compensation Insurance is required under Section 6.2.4, Firm and each of its subconsultants and subcontractors shall also maintain, in full force and effect throughout the term of this Agreement, Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000.00) per injury or illness.

6.3 Acceptability of Insurers. Each insurance policy required by this section shall be issued by a licensed company authorized to transact business by the Department of Insurance for the State of California with a current rating of A-:VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Line Insurers (LASLI)), by the latest edition of A.M. Best's Key Rating Guide, except that the OCFA will accept workers' compensation insurance from the State Compensation Fund. In the event the OCFA determines that the Project Services to be performed under this Agreement creates an increased or decreased risk of loss to the OCFA, the Firm agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the OCFA.

6.3.1 Firm shall immediately replace any insurer whose A.M. Best rating drops below the levels specified herein with an insurer that meets the minimum requirements herein.

6.4 Specific Insurance Provisions and Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the OCFA for written approval. Required insurance policies shall contain the following provisions, or Firm shall provide

endorsements on forms approved by the OCFA to add the following provisions to the insurance policies:

6.4.1 CGL and Auto Liability Endorsements. The policy or policies of insurance required by this Agreement for CGL and Automobile Liability Insurance shall be endorsed as follows:

6.4.1.1 Additional Insured: The OCFA, its board members, officials, officers, employees, agents and volunteers, shall be additional insureds; and

6.4.1.1.1 Additional Insured Endorsements: Additional insured endorsements shall not (1) be restricted to “ongoing operations”, (2) exclude “contractual liability”, (3) restrict coverage to “sole” liability of Firm, (4) contain any other exclusions contrary to the Agreement; or (5) contain special limitations on the scope of protection afforded to additional insureds.

6.4.1.2 Primary, Non-Contributing. Each CGL and Auto Liability insurance policy shall be endorsed to be primary and any other insurance, deductible, or self-insurance maintained by the OCFA, its board members, officials, officers, employees, agents or volunteers, shall not contribute with the primary insurance.

6.4.2 Notice of Cancellation: Each policy of any type shall be endorsed to provide that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) days prior written notice has been provided to the OCFA. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of Firm’s failure to pay the insurance premium, the notice provided by the insurer to OCFA shall be by not less than ten (10) days prior written notice. (A statement that notice will be provided “in accordance with the policy terms” or words to that effect is inadequate to meet the requirements of this Section).

6.4.2.1 Pre-Payment of Policy Premium. If for any reason an insurer declines to issue an endorsement certifying that it will notify OCFA in accordance with section 6.4.2, Firm shall either obtain insurance from another insurer who will provide the required notice endorsement or shall provide evidence satisfactory to OCFA that the entire policy premium for the full term of that policy has been pre-paid such that the risk of non-payment of premiums during the term of the policy has been eliminated.

6.4.3 ACORD Forms Will Not Be Accepted in Lieu of Endorsements. By executing this Agreement, Firm certifies that it has – prior to execution of this Agreement - confirmed that its insurance company will issue each of the endorsements required by this Agreement. Firm also certifies that it understands that “ACORD” Certificate of Liability Insurance forms will not be accepted in lieu of required endorsements.

6.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the OCFA in advance. The decision whether to approve or withhold approval of a deductible or self-insured retention shall be made by the OCFA in the OCFA's sole and absolute discretion. (Firm may request pre-approval from OCFA of a deductible or self-insured retention prior to submitting Firm's Proposal).

6.6 Waiver of Subrogation. All policies of Commercial General Liability and Automobile Liability Insurance shall contain or be endorsed to waive subrogation against the OCFA, its officials, officers, employees, agents and volunteers, or shall specifically allow Firm or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. Firm hereby agrees to waive its own right of subrogation against the OCFA, its officials, officers, employees, agents and volunteers.

6.6.1 Waivers of Subrogation: Subconsultants and Subcontractors. If OCFA approves the use of subconsultants or subcontractors for the performance of any portion of the Project Services, then Firm shall obtain from each subconsultant and subcontractor, and make available to OCFA upon request, written express waivers by each subconsultant and subcontractor of the right of subrogation against the OCFA, its officials, officers, employees, agents and volunteers, and policy endorsements of each of its subconsultants' and subcontractors' insurance policies waiving any rights of subrogation against the OCFA, its officials, officers, employees, agents and volunteers insurer. All such waivers and endorsements shall be obtained prior to commencement of any Project Services by each subconsultant or subcontractor.

6.7 Evidence of Coverage. Concurrently with the execution of the Agreement, Firm shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required to be maintained by Firm by this Section 5. Firm shall promptly furnish, at OCFA's request, copies of actual policies including all declaration pages, endorsements, exclusions and any other policy documents OCFA requires to verify coverage.

6.7.1 Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the OCFA for written approval.

6.7.2 Authorized Signatures. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

6.7.3 Renewal/Replacement Policies. At least fifteen (15) days prior to the expiration of any policy required by this Agreement, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the OCFA. If such coverage is cancelled or reduced and not replaced immediately so as

to avoid a lapse in the required coverage, Firm shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the OCFA evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies meeting all requirements of this Agreement.

6.8 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Agreement, or the extent to which Firm may be held responsible for losses of any type or amount.

6.9 Enforcement of Agreement (Non-Estoppel). Firm acknowledges and agrees that actual or alleged failure on the part of the OCFA to inform Firm of any non-compliance with any of the insurance requirements set forth in this Agreement imposes no additional obligation on the OCFA nor does it waive any rights hereunder.

6.10 Insurance for Subconsultants. If OCFA approves the use of subconsultants or subcontractors for the performance of any portion of the Project Services, then Firm shall be responsible for causing each approved subconsultant and subcontractor to procure and maintain insurance in the same types and amounts required for Firm, and in full compliance with the insurance requirements set forth in this Agreement, except as otherwise authorized in writing by the Contract Manager.

6.10.1 Delivery of Evidence of Subcontractor Insurance. Upon request of OCFA, Firm shall deliver to OCFA all certificates of insurance and endorsements required from subcontractors and subconsultants. (Note: Firm's duty to obtain all required insurance for subcontractors and subconsultants required under this Agreement applies whether or not OCFA requests delivery of evidence of such coverage.)

6.11 Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of Firm and its subconsultants and subcontractors, if any, pursuant to this Agreement:

6.11.1 Firm shall provide immediate written notice to OCFA if (1) any of the insurance policies required herein are terminated, cancelled, suspended, or non-renewed (2) the limits of any of the insurance coverages required herein are reduced; (3) any required insurance coverage is reduced below the required minimum limits through claims or otherwise, or (4) the deductible or self-insured retention is increased.

6.11.2 All insurance coverage and limits required under this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the OCFA or its operations shall limit the application of such insurance coverage.

6.11.3 None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the OCFA and approved in writing.

6.11.4 Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay the Project. It is Firm's obligation to ensure timely compliance with all insurance submittal requirements as provided herein and Firm agrees to reimburse OCFA for any losses resulting from its failure, or its subconsultants' or subcontractors' failure, to timely comply with the requirements of this Agreement.

6.11.5 Firm agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by Firm, provide the same minimum insurance coverage required of Firm. Firm agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Firm agrees that upon request, all agreements with, and evidence of insurance from, subconsultants and subcontractors and others engaged in performing any Project Services will be submitted to the OCFA for review.

6.11.6 Firm agrees to provide immediate written notice to OCFA of any claim, demand or loss arising out of the Project Services performed under this Agreement and for any other claim, demand or loss which may reduce the insurance available to an amount less than required by this Agreement.

6.12 Indemnification.

To the fullest extent permitted by law, Firm shall defend (at Firm's sole cost and expense with legal counsel reasonably acceptable to OCFA), indemnify and hold the OCFA, its board members, officials, officers, employees, agents and volunteers, free and harmless from any and all claims, demands, orders, causes of action, costs, expenses, liabilities, losses, penalties, judgments, arbitration awards, settlements, damages or injuries of any kind, in law or in equity, including but not limited to property or persons, including wrongful death, (collectively "Claims") in any manner arising out of, pertaining to, related to, or incident to any alleged acts, errors or omissions, or willful misconduct of Firm, its officers, directors, employees, subconsultants, subcontractors, agents or invitees in connection with performance under this Agreement, or in any manner arising out of, pertaining to, related to, or incident to an alleged breach of this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses.

Notwithstanding the foregoing, and only to the extent that the Project Services performed by Firm are subject to California Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims

that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Firm.

Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Firm's indemnification obligation or other liability hereunder. Notwithstanding the foregoing, such obligation to defend, hold harmless and indemnify the OCFA, its board members officials, officers, employees, agents and volunteers, shall not apply to the extent that such Claims are caused by the sole negligence or willful misconduct of that indemnified party.

7. RECORDS AND REPORTS

7.1 Reports.

Firm shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

7.2 Records.

Firm shall keep such books and records as shall be necessary to properly perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Except as provided in Section 7.5, the Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit and make records and transcripts from such records.

7.3 Ownership of Documents.

Except as provided in Section 7.5, all drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of this Agreement shall be the property of OCFA and shall be delivered to OCFA upon request of the Contract Officer or upon the termination of this Agreement, and Firm shall have no claim for further employment or additional compensation as a result of the exercise by OCFA of its full rights or ownership of the documents and materials hereunder. Firm may retain copies of such documents for its own use. Firm shall have an unrestricted right to use the concepts embodied therein.

7.4 Release of Documents.

All drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer.

7.5 Confidential Materials.

Notwithstanding anything to the contrary in this Agreement, the Firm shall be the sole owner of Firm's work papers and of any other documents, data or information which are required to be maintained confidential from OCFA by one or more rules of professional conduct governing the Firm's profession(s) (collectively, the "Confidential Materials"). Neither the OCFA nor the Contract Officer shall have access to the Confidential Materials except as may otherwise be required by order issued by a court of competent jurisdiction.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law.

This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Firm covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Waiver.

No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of OCFA shall be deemed to waiver or render unnecessary OCFA's consent to or approval of any subsequent act of Firm. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.3 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.4 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, a declaratory judgment, or any other remedy consistent with the purposes of this Agreement.

8.5 Termination Prior to Expiration of Term.

OCFA reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to Firm, except that where termination is due to the fault of the Firm and constitutes an immediate danger to health, safety and general welfare, the period of notice shall be such shorter time as may be appropriate. Upon receipt of the notice of termination, Firm shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Firm shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter.

Firm may terminate this Agreement, with or without cause, upon thirty (30) days written notice to OCFA.

8.6 Termination for Default of Firm.

If termination is due to the failure of the Firm to fulfill its obligations under this Agreement, OCFA may take over the work and prosecute the same to completion by contract or otherwise, and the Firm shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated, provided that OCFA shall use reasonable efforts to mitigate damages, and OCFA may withhold any payments to the Firm for the purpose of set-off or partial payment of the amounts owed to OCFA.

8.7 Attorneys' Fees.

If either party commences an action against the other party arising out of or in connection with this Agreement or its subject matter, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit from the losing party.

9. OCFA OFFICERS AND EMPLOYEES; NON-DISCRIMINATION

9.1 Non-Liability of OCFA Officers and Employees.

No officer or employee of OCFA shall be personally liable to the Firm, or any successor-in-interest, in the event of any default or breach by OCFA or for any amount which may become due to the Firm or its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Covenant Against Discrimination.

Firm covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry. Firm shall take affirmative action to insure that applicants

and employees are treated without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Confidentiality.

Information obtained by Firm in the performance of this Agreement shall be treated as strictly confidential and shall not be used by Firm for any purpose other than the performance of this Agreement without the written consent of OCFA.

10.2 Notice.

Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by pre-paid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated forty-eight (48) hours from the time of mailing if mailed as provided in this Section.

Orange County Fire Authority
Attention: Debbie Casper, Purchasing Mgr.
1 Fire Authority Road
Irvine, CA 92602

WITH COPY TO:
David E. Kendig, General Counsel
Woodruff, Spradlin & Smart
555 Anton Blvd. Suite 1200
Costa Mesa, CA 92626

To Firm:

International Association of Fire Chiefs
Attention: Nancy H. Weaver, Contracts
Administrator, 4795 Meadow Wood Lane,
Suite 100, Chantilly, VA 20151

10.2 Integrated Agreement.

This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

10.3 Amendment.

This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

10.4 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

10.5 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

[Signatures on Following Page]

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____
Debbie Casper
Purchasing Manager

APPROVED AS TO FORM.

By:  _____
DAVID E. KENDIG
GENERAL COUNSEL

Date: 8/7/18 _____

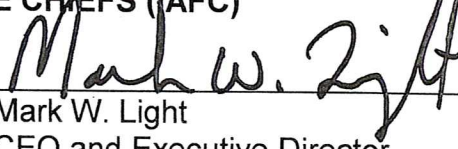
ATTEST:


Sherry A.F. Wentz
Clerk of the Board

"FIRM"

INTERNATIONAL ASSOCIATION OF
FIRE CHIEFS (IAFC)

Date: 7-27-18 _____

By:  _____
Mark W. Light
CEO and Executive Director

By:  _____
E. Thomas Hicks IV
CSO and Deputy Executive Director



IAFC

International Association of Fire Chiefs

LEAD. EDUCATE. SERVE.



Mission-Driven Culture Implementation Support

for the

Orange County Fire Authority

International Association of Fire Chiefs
Shannon Gilliland
Director of Business Development
4795 Meadow Wood Lane, Suite 100
Chantilly, VA 20151
Direct: 703-537-4838

Table of Contents

1	Introduction.....	3
1.1	Background.....	3
2	Program Component Overview	3
3	IAFC-Delivered Training Programs	4
3.1	OCFA logistical support requirement: ALL IAFC-delivered programs.....	4
3.2	Program: At the Point of the Spear (POTS): preparing and leading cohesive, adaptive, and resilient teams (CA-002-PREV) 5	5
3.3	Program: Incident Leadership (IL): applying the principles of a mission-driven culture during chaotic and escalating events (CA-010-PREV)	6
3.4	Program: Intent into Action (IIA): Advanced Leadership for the Command and General Staff (CA-057-RESP)	8
3.5	Program: Emerging Leader/Small Team Leadership (NWCG L-280) Train the Trainer	9
3.6	Program: Human Factors in the High-Risk Environment (NWCG L-180) Train the Trainer	10
4	Tools and Workforce Training Programs	12
4.1	Leadership Bridge/Currency Training Programs (3)	12
5	Planning and Support Consultation Tasks	13
5.1	Conduct MDC Initiative Planning Session.....	13
5.2	Provide Consultation Support for the Department's formal MDC Implementation Manager/Group	14
5.3	Align Senior Leadership/Staff/ECS Perceptions and Messaging	15
5.4	Develop, and Conduct MDC Educational Briefings for OCFA Employees	16
5.5	Draft Initial Leadership Doctrine	17
5.6	Support for systems alignment activities	18
5.7	Implementation Support Manager.....	18
6	Measure Departmental Operational Culture	19
7	Proposed Implementation.....	20
7.1	Assumptions.....	20
7.2	Implementation Timeline	20
7.3	Proposed Deployment Sequence.....	21
8	Pricing Detail	22
9	Transforming Response Initiative.....	23
10	Terms and Conditions.....	23
11	Appendix A – POTS Logistics Requirements	25
12	Appendix B – Incident Leadership Logistics Requirements	37
13	Appendix C – Intent into Action Logistics Requirements	46
14	Appendix D - The International Association of Fire Chiefs	54
15	Appendix E – Program Partners	56

1 Introduction

1.1 Background

Cultural development has been articulated by the Orange County Fire Authority as a primary goal for the department's advancement, and to set the foundation for its future growth.

Leader development to support, reinforce, and model the values and behaviors that are desired in OCFA professional firefighters and leadership.

The International Association of Fire Chiefs (IAFC), a non-profit organization supporting the advancement of all fire services internationally, is responding to a query to provide a high-level overview and scope of work to assist the OCFA to achieve its goals in the areas of leader and operational development. This document is an estimate based upon the limited information we currently have but we believe is firm enough to use for general budget discussions/decisions.

This work estimate is premised on the OCFA's participation in the IAFC's Transforming Response Initiative (TRI), a development program designed to build adaptiveness, cohesiveness, and resiliency within fire service organizations.

2 Program Component Overview

The proposed development program contains **leader and command education development training**, covering all levels from firefighter to complex incident command. These programs are the educational foundation of TRI and have been approved by DHS/FEMA through California OES. These programs also have been approved by NWCG and exceed the L-series standards. The IAFC proposes that the programs be conducted by the IAFC using Mission-Centered Solutions (MCS), under subcontract.

The proposed development programs are of two types:

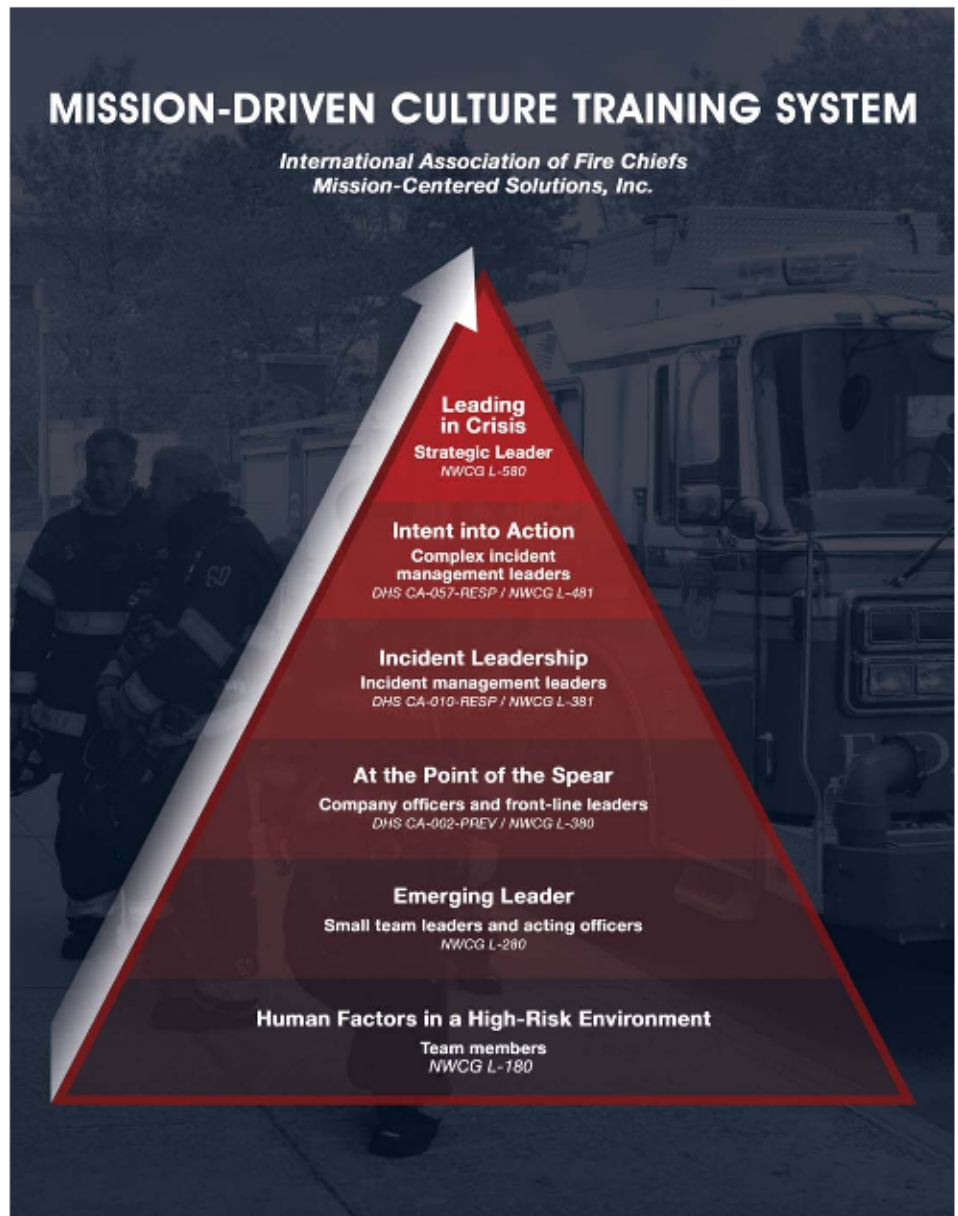
1. Foundational programs delivered internally by OCFA instructors (see workforce training programs below).
2. Advanced leader development programs delivered directly by the IAFC.

The proposed development program also contains additional components to assist OCFA to implement the desired cultural changes:

- **Tools and workforce training programs** for internal long-term departmental use provided by the IAFC and MCS.
- **Doctrine development and integration assistance** for "operationalizing" leader expectations and behavior, conducted by MCS.
- **Planning and program support consultation** to assure successful outcomes - on call, as needed provided by the IAFC and MCS.
- **Pre- and post-program cultural measurement and data analysis** conducted by the IAFC and Oklahoma State University - Fire and Emergency Management.

3 IAFC-Delivered Training Programs

Using the TRI development curriculum, the OCFA would implement IAFC-modified versions of the NWCG L-180 Human Factors and L-280 Follower-to-Leader programs. It would deliver **At the Point of the Spear** at the Captain and BC level through the IAFC. At the Chief level, OCFA would use **Incident Leadership** and the **Intent into Action: Advanced Leadership for the Command and General Staff** courses for IMT team member development. Collectively, these programs constitute a core curriculum for the development of leadership skills within the department. A detailed description of these programs is included below, starting at 3.2. Leading in Crisis, shown on the diagram below, is a multi-agency program and is not included in this proposal.



3.1 OCFA logistical support requirement: ALL IAFC-delivered programs

For all IAFC-delivered programs, the OCFA agrees to provide a person on site to act as the Site Logistics Coordinator (SLC), responsible for acting as the OCFA representative for planning and logistical support activities needed for the program. This person must be available to coordinate and support the instructors the day before the course starts and be available as needed, before and after, the program delivery each day. A list of the SLC duties and responsibilities can be found in the support Appendix for each course. Please contact the IAFC for any further information or clarification.

3.2 Program: At the Point of the Spear (POTS): preparing and leading cohesive, adaptive, and resilient teams (CA-002-PREV)

3.2.1.1 Description

This program presents principles for leading in high-risk and high-stress environments, building team cohesion, and resolving conflicts and problems within the team. Using a mix of theory, classroom exercises, and field exercises, this interactive program is designed to reinforce mission-driven operational culture at the team level and to provide a framework from which to launch future organizational development.

At the Point of the Spear encompasses a set of first-line leader development programs that share the same philosophy and objectives but are specific to individual types of resources.

Subjects included in the program:

- Human Factors
- Fear and the Leader
- Leader Credibility
- Leadership Principles
- Building Your Team
- Operational Values
- Providing Leader's Intent
- Building the Resilient Team
- Operational Norms
- Training Responsibilities
- Principles of Effective Training
- Learning from Performance
- Individual Expectations
- Maintaining Standards
- Accountability
- Strategies for Resolving Conflict

3.2.1.2 Length

36 hours over 5 days, +4 hours of pre-course work

3.2.1.3 Composition

Mixed traditional classroom, exercises, and simulations

3.2.1.4 Number of students

15-24. OCFA is encouraged to fill the program to capacity for maximum effectiveness.

3.2.1.5 Target audience

First-line supervisors and supporting overhead (fire captains, crew leaders, and Battalion Chiefs.)

3.2.1.6 Delivery location

As determined by OCFA.

3.2.1.7 Product ID

POTSFSL3.MCS

3.2.1.8 Certifications

U.S. Department of Homeland Security: CA-002-PREV
National Wildfire Coordinating Group: L-380

3.2.2 Specific Items Provided by IAFC / Included in SOW

1. Three MCS program trainers for each Fire Service Leadership program with specific experience in human factors psychology, operations, and military leadership and doctrine. All facilitators will be on-site the entire duration of each session.
2. Instructional materials including instructor and student materials, classroom and exercise support materials, case study pre-work and graduation certificates
3. Transportation of all program materials and MCS equipment to the OCFA-designated Point of Contact.
4. Instructor travel and expenses.
5. In-program and post-program evaluation activities and reports as negotiated.
6. Role players to support the field exercise, if requested by OCFA.
7. Student registration or coordination services as requested by OCFA.

3.2.3 Specific items provided by OCFA / Not included in SOW

1. Salary, travel, per diem and other related costs associated with OCFA site logistics support personnel and participants, or any other non-MCS personnel assisting at the OCFA's behest. Details of the support schedule, equipment requirements and classroom facilities can be found in the attached documentation.
2. Facility costs, including costs for providing flip charts and presentation screens.
3. Transportation and associated costs for participants to and from field exercises.
4. Field equipment required for the participants, such as two-way radios, flagging and vehicles to support the field exercises. (Unconventional materials specific to the exercises will be provided by MCS.)
5. Compensation (overtime, comp time, etc.) needed to enable students to participate in the training.

The full description of the logistical support requirements is documented in Appendix A.

POTS_LOGISTICS-REQ.PDF contains logistical checklists to assist OCFA support personnel, facility and equipment requirements, and support materials.

3.3 Program: Incident Leadership (IL): applying the principles of a mission-driven culture during chaotic and escalating events (CA-010-PREV)

3.3.1 Description

This hands-on program helps participants learn strategies for implementing the principles of intent-based (or mission command) operations. The programs are also focused on building operational momentum within temporary and diverse teams, and in leading operational planning that extends into a strategic time frame. This program builds new trigger points and recognition skills within students that are directly transferable to future operations and incidents.

Subjects included in the program:

- Command Climate
- Commander's Guidance and Leader's Intent
- Span of Control
- Team Effectiveness
- Operational Tempo
- Human Error

- Effective Incident Communications
- Command and Control

3.3.1.1 Length

36 hours over 5 days, +3 hours of pre-course work

3.3.1.2 Composition

20% classroom, 80% simulation-related activities

3.3.1.3 Number of students

16-24. OCFA is encouraged to fill the program to capacity for maximum effectiveness.

3.3.1.4 Target audience

Personnel working at the Leader-of-Leaders levels (Battalion Chief, Incident Controller – small-medium complexity incidents, etc.)

3.3.1.5 Delivery location

As determined by OCFA.

3.3.1.6 Product ID

IL24AH3.MCS

3.3.1.7 Certifications

U.S. Department of Homeland Security: CA-010-PREV
National Wildfire Coordinating Group: L-381

3.3.2 Specific Items Provided by IAFC / Included in SOW

1. Three MCS program trainers for each Fire Service Leadership program with specific experience in incident command, fire operations, and military command leadership and doctrine. All facilitators will be on-site the entire duration of each session.
2. Instructional materials including instructor and student materials, classroom and exercise support materials, case study pre-work and graduation certificates
3. Transportation of all program materials and MCS equipment to the OCFA-designated Point of Contact.
4. MCS personnel travel and expenses.
5. In-program and post-program evaluation activities and reports as negotiated.
6. Role players and training to support simulation.
7. Student registration or coordination services as requested by OCFA.

3.3.3 Specific items provided by OCFA / Not included in SOW

1. Salary, travel, per diem and other related costs associated with OCFA site logistics support personnel and participants, or any other non-MCS personnel assisting at the OCFA's behest. Details of the support schedule, equipment requirements and classroom facilities can be found in the attached documentation.
2. Facility costs, including costs for providing flip charts and presentation screens.
3. Transportation and associated costs for participants to and from field exercises.
4. Field equipment required for the participants, such as two-way radios and phones to support the simulation activities. (Unconventional materials specific to the exercises will be provided by MCS.)

5. Compensation (overtime, comp time, etc.) needed to enable students to participate in the training.

The full description of the logistical support requirements is documented in Appendix B **IL_LOGISTICS-REQ.PDF**, which contains logistical checklists to assist OCFA support personnel, facility and equipment requirements, and support materials.

3.4 **Program: Intent into Action (IIA): Advanced Leadership for the Command and General Staff (CA-057-RESP)**

3.4.1 **Description**

The program offers command teams (North American Type 2 and Type 1 or Australian Level 2 and Level 3) the practical skills and tools to build cohesion, adaptiveness, and resilience during complex incident planning and operations. At this level, the ambiguous, undefined, and dynamic nature of incidents requires a degree of teamwork and integration beyond what is needed for smaller incidents. C&G members need to function as an integrated unit to build a common operating picture, plan strategically, and conduct effective operations. Salient themes – leadership, teamwork, intent, communication, and operational culture – extend beyond the confines of the incident organization to have a significant effect on cooperators, jurisdictional owners, and political-public spheres.

This program picks up where fundamental IMT courses, such as *All-Hazard IMT* and *Incident Leadership*, leave off. Intent into Action concentrates on integrating leadership and incident management acumen to achieve strategic results in large-scale incidents.

With the following topics, the program focuses on guiding the C&G as a highly functional and integrated team that can leverage incident management practices to its best effect:

- Developing ethos and team culture as a professional staff
- Establishing and maintaining an effective command climate aligned with a Mission-Driven Culture
- Developing and maintaining a common operating picture
- Providing functional integration and resilience
- Leading at the team, section, and stakeholder level
- Influencing the political, social, information, and economic elements of the operational environment
- Assuming command and propagating intent

This five-day program provides practical experience using ICS or AIMS structure in the context of a large incident response. Students work in iterative simulations to review, practice, and improve the application of doctrinal tools along with leadership skills as appropriate for the C&G. They graduate with a portfolio of feedback upon which to base future development activities.

3.4.1.1 **Length**

40 hours over 5 days

3.4.1.2 **Composition**

20% classroom, 80% simulation-related activities

3.4.1.3 **Number of students**

24-32

3.4.1.4 *Target Audience*

Leaders involved with serving on incident management teams handling large or complex incidents.

3.4.1.5 *Certifications*

U.S. Department of Homeland Security: CA-057-RESP
National Wildfire Coordinating Group: L-481

The full description of the logistical support requirements is documented in Appendix C **IIA_LOGISTICS-REQ.PDF**, which contains logistical checklists to assist OCFA support personnel, facility and equipment requirements, and support materials.

3.5 **Program: Emerging Leader/Small Team Leadership (NWCG L-280) Train the Trainer**

This program is designed to be delivered by trained instructors within the department. The train-the-trainer program is delivered by the IAFC to potential instructors. Focuses on mastery of the program content and assisting with instructional techniques as needed.

The details of the program delivered to the workforce follows:

3.5.1 *Description*

Emerging Leader is an introductory leadership course that is designed to be delivered by the parent organization with trained internal instructors. The course involves 2-4 hours of pre-course work and 16 contact hours that focus on introductory leadership skills and self-awareness associated with leading in a task-level environment. The contact hours include one day of classroom instruction followed by a second day in the field with students working through a series of problem solving events called the Field Leadership Assessment Course (FLAC) in small teams. This course is designed as a self-assessment opportunity for individuals preparing to step into a leadership role.

- Leadership Values & Principles
- Transition Challenges for New Leaders
- Situational Leadership
- Teambuilding
- Ethical Decision Making

The desired outcome of this training is to expose operators to foundational leadership concepts in high-risk work environments. To provide operators with small team leadership opportunities in order to assess themselves in regard to how well prepared they are to step into a leadership role.

3.5.2 *Train the Trainer Program:*

3.5.2.1 *Length*

16 hours over two days, +10 hours of prep time

3.5.2.2 *Composition*

Mixed traditional classroom, exercises, and simulations. Development activities include role playing, instructional feedback.

3.5.2.3 *Number of OCFA instructors*

6-8

3.5.2.4 *Target Audience*

Internal instructors with facilitative instructor skills

3.5.2.5 *Certifications*

N/A

3.5.3 Emerging Leader Program (delivered by OCFA)

3.5.3.1 *Length*

16 hours over two days

3.5.3.2 *Number students*

10-20

3.5.3.3 *Target Audience*

Operational personnel who are/will provide tactical/task-focused small unit leadership.

3.5.3.4 *Certifications*

NWCG L-280

3.6 Program: Human Factors in the High-Risk Environment (NWCG L-180) Train the Trainer

This program is designed to be delivered by trained instructors within the department. The train-the-trainer program is delivered by the IAFC to potential instructors. Focuses on mastery of the program content and assisting with instructional techniques as needed.

The details of the program delivered to the workforce follows:

3.6.1 Description

Human Factors in the High-Risk Environment is an introductory team member-level course that is designed to provide students with a basic human factors vocabulary surrounding the subjects of communication, situation awareness, decision making and organizational learning. The program provides a model of communication responsibilities and expectations that underpin the mission-driven culture at an operator level. It is designed to be delivered by the parent organization using trained internal instructors. The course involves 6-8 contact hours, depending upon the focus of the department.

- Communication responsibilities
- Situation awareness and decision making

The desired outcome of this training is to expose operators to foundational leadership concepts in high-risk work environments. To provide operators with small team leadership opportunities to assess themselves regarding how well prepared they are to step into a leadership role.

3.6.2 Train the Trainer Program:

3.6.2.1 *Length*

8 +10 hours of prep time

3.6.2.2 *Composition*

Mixed traditional classroom, exercises, role playing, instruction feedback

3.6.2.3 *Number of OCFA instructors*

6-8

3.6.2.4 *Target Audience*

Internal instructors with facilitative instructor skills

3.6.2.5 *Certifications*

N/A

3.6.3 Human Factors program (delivered by OCFA)

3.6.3.1 *Length*

6-8 hours

3.6.3.2 *Number students*

10-40

3.6.3.3 *Target Audience*

All departmental personnel

3.6.3.4 *Certifications*

NWCG L-180

4 Tools and Workforce Training Programs

In addition to the Human Factors and Emerging Leaders workforce training programs, the IAFC will provide license to use and draw derivative works from various models and tools used to support the implementation of a Mission-Driven Culture to include models, artwork, papers and other products introduced in training designed to support decision making tools, after action reviews, counseling, and target leader behavior. Where appropriate, licenses will be extended in perpetuity provided that the use of the products are limited to the OCFA organization.

The IAFC will assist OCFR in customizing the context or labeling of the training programs or products as needed to improve its integration into OCFA's workforce development efforts. For a period of five years following project initiation, IAFC will provide updates to these tools and packages as they occur, if requested by OCFA.

4.1 Leadership Bridge/Currency Training Programs (3)

It is expected that the OCFA would incorporate the key programs listed in this proposal into the career development path for company officers and chiefs, however these programs normally occur at widely-spaced intervals separated by several years. This spacing leaves a gap in the ongoing development needs for OCFA employees, where the organization must generate activities to further develop and engage employees on a regular basis to keep the skill sets sharper and to continue a pathway for improvement.

We anticipate that with an established MDC-related group and capability within the department, this need can be met long-term through internal means, however there will be a need to fill this gap during the initial term of the project.

To best fill this need with the most critical group (Captains), over the term of the project, the IAFC shall provide to OFCA at least three 3-4hr. refresher or skill enhancement training programs to fill the need in the post-POTS training. These activities are needed to keep interest levels up in self-development and provide opportunities for the department to focus on specific skill development as needed. Through these reinforcement courses, skills can be sharpened and leadership understanding deepened between attending the core programs.

4.1.1.1 End state

All OCFA operational personnel received core leader development education at the appropriate time in the advancement of their career path.

4.1.1.2 IAFC Proposed Activities

- Design and develop three pilot training programs approximately three to four hours in length to reinforce education for fire leaders and provide opportunities to sharpen skills or deepen understanding of leadership concepts
- Provide student support and assistance as needed for all leadership education programs

4.1.1.3 OCFA Proposed Activities

- Continue procurement of leader development programs
- Provide SME resources to assist with development of reinforcement programs

5 Planning and Support Consultation Tasks

The proposed project will provide access to expertise and support for OCFA leadership activities during the MDC implementation. The specific activities and level of support required may vary through the project period, however the nature of the support shall be to provide direction, guidance, and education for key personnel or groups to provide speed and focus to the effort.

The IAFC anticipates that some level of support will be required for the following activities, however support is not limited to these items.

5.1 Conduct MDC Initiative Planning Session

5.1.1.1 Task

Conduct planning sessions with Executive Leadership team and/or ECS to prioritize and coordinate MDC initiative activities.

5.1.1.2 Purpose

- Deepen understanding of the initiative with the executive leadership levels of the department and increase understanding of leader responsibilities in the implementation of the effort.
- Provide tools and establish expectations about implementation at the executive levels.
- Build a commonly-understood plan for rolling out the initiative's activities and messages with specific attention to upper leadership messaging and behaviors.
- Establish priorities and timing for initiative supporting activities.

5.1.1.3 Discussion

Buy-in and support by the upper tier of leadership within the department is critical to obtain early in the process; as this tier of leadership will be observed closely by the staff during this process. As the process of cultural change and operational culture is an extension of the executive leader's vision, the initiative will be owned by this group. For this reason, buy-in and advocacy at this level is key. This level of the organization also holds an important responsibility for modeling the targeted principles and behaviors for the organization.

As the owners of the MDC initiative, OCFA decision makers should agree on the implementation priorities and strategies so that as a group they demonstrate unity of command. Several meetings may be required over the course of the project as the project progresses.

5.1.1.4 End state

An implementation plan was developed that provides a mutually-agreed upon course of action for the department. Within that plan, executive leaders understand their roles and responsibilities with supporting and educating others about the initiative.

5.1.1.5 IAFC Proposed Activities

- Design and facilitate the initial planning session conducted over 1 day in Orange County
- Provide education and training to executive leadership team, as required
- Provide post-session support to leadership team members, as needed

5.1.1.6 OCFA Proposed Activities

- Provide facilities and personnel for the session

5.2 Provide Consultation Support for the Department's formal MDC Implementation Manager/Group

5.2.1.1 Task

Establish a formal presence or resource within the department that will manage and provide vision for staff leader development. This entity, which may consist of both full-time and part-time duty personnel, would be responsible for the following:

- Coordinating with and assisting the OCFA executive leadership team to execute the departmental MDC initiatives and plan. This effort may include monitoring and status reporting.
- Assisting the Training BC in leadership program planning and deployment
- Providing leader mentoring and other consultative assistance and support to department personnel on an as-needed, ad hoc basis. This work may include facilitating or otherwise assisting individuals or groups with leadership challenges.
- Serving as a center of gravity to provide leader development resources for other departments within the county as well as to other partner agencies in the region
- Assisting and showcasing the OCFA initiative to other departments who have interests in the MDC concept or program implementation
- Establishing and maintaining web, social media, and similar resources to serve as a center of gravity for communicating with OCFA personnel about current leader development topics, training opportunities, and departmental tools

5.2.1.2 Purpose

Provide a long-term internal resource that will assist the Executive Leadership team with MDC implementation and provide the day-to-day support for leader development needs within the Department.

5.2.1.3 Discussion

Because changing attitudes and behaviors is an affective (rather than a cognitive) process, initial core education and training only provides a starting point. For change to occur, it must be supported day-to-day on the job as well as by the organization. For these reasons, there is an ongoing need for an internal resource for supporting personnel who are wrestling with implementing the concepts and tools or are encountering barriers within the organization

5.2.1.4 End state

The program to implement the Mission-Driven Culture was adequately supported. Personnel encountering barriers or difficulties were provided effective assistance in a quick and timely manner.

5.2.1.5 IAFC Proposed Activities

- Assist the OCFA in designing the scope and proposed roles and responsibilities of the new internal resource group.
- Provide proposed scope of work for the MDC program position, provide training where needed, and assist with project planning as requested.
- Provide mentoring and technical assistance to the group, as needed.

5.2.1.6 OCFA Proposed Activities

- Establish and staff the leader development resource group.
- Provide a communication platform, such as a website, from which the group can coordinate and communicate.

5.3 Align Senior Leadership/Staff/ECS Perceptions and Messaging

5.3.1 Task

Assist in the design and development of the initial messages to the workforce from the Chief regarding the Mission-Driven Culture (MDC) initiative. Conduct educational briefings to senior staff members and other critical stakeholders to assist OCFA leadership with planning and implementation tasks.

5.3.1.1 Purpose

- To impart an awareness-level understanding to senior leaders and provide opportunities for Q and A.
- Reduce potential uncertainty and fear regarding the MDC concept and its implementation.
- Provide opportunity for staff to socialize the concept and clarify understanding.
- Introduce the next implementation steps and start the process of encouraging ownership by senior leadership.

5.3.1.2 Discussion

The IAFC will assist the Chief of the Department and the executive staff to align their perceptions of what the MDC initiative will mean at their level, and what support will be required.

5.3.1.3 End state

Initial senior leadership messages to the OCFA workforce concerning MDC topics are roughly aligned and reinforcing. Initial actions taken by senior leadership reinforce these messages. Educational briefings are scheduled for a wider rollout.

5.3.1.4 IAFC Proposed Activities

- Provide implementation sequence and requirements to OCFA
- Design and conduct the initial staff briefings
- Assist with review of messages as appropriate to improve effectiveness

5.3.1.5 OCFA Proposed Activities

- Arrange assemblies of senior leadership

5.4 Develop, and Conduct MDC Educational Briefings for OCFA Employees

5.4.1 Task

Assist in the design and development of the initial messages to the workforce from the Chief regarding the Mission-Driven Culture (MDC) initiative. Plan and conduct educational briefings to be delivered for OCFA employees and provide opportunities for questions and answers.

5.4.1.1 Purpose

- To impart an awareness-level understanding to most OCFA personnel attending the briefings.
- Reduce potential uncertainty, confusion, misunderstandings and fear regarding the MDC concept and its implementation.
- Provide opportunity for OCFA members to understand the purpose and genesis of the MDC concept, its relationship to existing Orange County Fire doctrine, and to record the session(s) for those who are unable to attend.
- Introduce the next implementation steps and start the process of encouraging ownership by the rank and file.

5.4.1.2 Discussion

Educational briefings will be important for the initial outreach to the OCFA membership to describe the MDC effort that the Department is undertaking, the reasoning for the move, and what changes can be expected in the future. These educational briefings are typically 1.5-2 hrs in duration and can be run in a series spanning a couple of days spanning a shift change. The sessions are recorded so that members unable to attend can view the presentations later.

5.4.1.3 End state

Most OCFA personnel are aware of the initiative and the rationale for seeking these goals. Staff understand the Department's vision and desired end states for the initiative, the planned processes, and a general idea of their role within the process. Attendees also understand the plan for immediate future actions and communication. During the sessions, participants witnessed direct advocacy by senior leadership and became familiar with the IAFC/MCS representatives that are assisting the project.

5.4.1.4 IAFC Proposed Activities

- Design and develop educational briefings and sequence
- Facilitate the briefings, and conduct the educational components regarding MDC
- Facilitate Q&A session
- Assist OCFA with editing decisions, if requested

5.4.1.5 OCFA Proposed Activities

- Schedule and arrange for facilities
- Schedule attending OCFA personnel
- Provide video resources and record sessions
- Support and co-present briefings, as appropriate

5.5 Draft Initial Leadership Doctrine

5.5.1.1 Task

- Provide a draft of the leadership doctrine targeted for first-line supervisors. This effort will set the tone for future doctrinal development efforts and will supplement the existing OCFA operational doctrines.
- Deconflict MDC with established mission statements, value statements, or other similar doctrine that occupies the cultural space. This effort will assist the Department in establishing a foundational operational doctrine that defines the principles underpinning all OCFA operations.

5.5.1.2 Purpose

Align messages from existing and future doctrine so that they make sense and are easy to understand for employees. At the first-line supervision level, leader expectations and standards are articulated for the membership.

5.5.1.3 Discussion

Foundational operational doctrine describes the basis of operation regardless of circumstance. It also provides the underpinning values and priorities for what the Department conducts. Leadership doctrine defines the principles and concepts that form a foundation for leader behavior across the department. Through these doctrines, the Department communicates its expectations and operational leadership vocabulary to the members of the department as well as others outside the Department.

5.5.1.4 End state

- A draft document that describes first-line supervision leadership expectations and standards, delivered to the OCFA MDC project manager, to be modified and approved by the Department.
- The department's organizational mission, vision, and values are clearly defined and explained. MDC operational values are appropriately integrated into the OCFA doctrinal sets.

5.5.1.5 IAFC Proposed Activities

- Make suggested changes to adapt and modify existing leadership doctrine handbooks and guidelines that describe the leader expectations and behavior for emerging and first-line supervisors.
- Author, adapt, or modify the first-line leadership doctrine handbooks and guidelines that describe leader expectations and behavior for advanced or senior operational leaders.
- Provide support and mentoring for key departmental personnel to establish and approve a document that describes OCFA foundational operational doctrine.

5.5.1.6 OCFA Proposed Activities:

- Provide subject matter expertise and review resources to support doctrinal development efforts, including handbooks and facilitated sessions.
- Provide timely approval process for new doctrinal products.

5.6 Support for systems alignment activities

An important step towards cultural evolution is identifying elements of the supporting legal, promotional, discipline and policy systems that do not support the desired culture. As changes begin to take place in the field, friction will be seen where these systems are not in alignment.

We anticipate that the OCFA will be engaging in a policy review as part of changes that have been identified by Chief Fennessy. As part of the MDC support effort described here, the IAFC will provide expertise and recommendations as requested to aid OCFA personnel tasked with reconciling these systems with MDC principles.

Such support activities could include reviews of:

- Hiring systems
- Investigation and disciplinary processes
- Department regulations, rules, and policies
- Promotion processes and systems
- Financial policies that support operations

5.7 Implementation Support Manager

The IAFC recommends using a part-time implementation support manager to assist the Department with implementation tasks, provide strategic guidance, and provide additional project management resources if needed. This position would reduce the risk of loss from disruptions caused by internal changes or temporary spikes in the operational tempo of the Department.

6 Measure Departmental Operational Culture

6.1.1.1 Task:

Deploy the OSU-developed tool to measure the health of operational culture across the department and establish a baseline pre-intervention.

6.1.1.2 Purpose:

- To establish a pre-intervention baseline from which future progress can be measured.
- Gather data from the organization's staff to populate the pre-initiative data.
- Validate organizational return on investment and focus future directions for improvement.

6.1.1.3 Discussion:

The initiative to develop a Mission-Driven Culture will affect many facets of the organization and may produce several forms of behavioral outcomes. The initiative will attempt to measure on two levels: The first of these will be to measure changes in personnel attitudes and perceptions over the course of the initiative. The second will be to use other existing measurement systems used by the department to measure operational performance and if possible, correlate these changes to changes reflected in the attitudinal data.

The attitudinal inventory will be based on the cultural measurement tool designed by Oklahoma State University to diagnose organizational health through the lens Mission-Driven Values.

The MDC inventory will be administered at four or five levels of the organization, with items tailored for each level. The staff will access the survey by web browser.

NOTE: Because the OCFA is the third department nationally to participate in the survey, we expect that the results will be useful for setting priorities and a baseline to compare against later; however, there is not enough national data to compare the Department against national norms at this time.

6.1.1.4 End state:

All employees were invited to provide their perceptions through the survey, and a sufficient number of respondents completed the survey so that an analysis could be completed.

6.1.1.5 MCS Proposed Activities:

- Deploy online survey
- Provide technical support during survey implementation
- Analyze results
- Provide a preliminary report to OCFA leadership depicting current state and suggested focus areas
- Conduct post-implementation survey and analysis at some time in the future

6.1.1.6 OCFA Proposed Activities

- Plan and execute the communication to the workforce about the survey and verify access from OCFA computer systems
- Provide Subject Matter Expertise to assist in shaping the deployment of the tool

7 Proposed Implementation

7.1 Assumptions

1. The following OCFA operational personnel numbers are assumed for this scope of work:

Division Chief:	8
Battalion Chief:	37
Captain:	274
Engineer:	247
Firefighter:	499

2. The OFCA will send all targeted ranks through the appropriate training programs, and that the number of initial IAFC-delivered programs is accurate.
3. OCFA will assign and approve internal support resources required to support the effort.
4. The projected number of training programs is:

IAFC PROGRAM	EST # OF PROGRAMS
At the Point of the Spear (Captains, BCs)	13
Incident Leadership (BCs, DCs)	2
Intent into Action (IMT – shared with other agencies)	1
Emerging Leader – Train the Trainer	1
HF in the High-Risk Environment – Train the Trainer	1

5. OCFA Board of Directors will make approval decision in July 2018.

7.2 Implementation Timeline

The detailed rollout plan and timeline will be determined in the initial planning processes described in 5.2. At a high level, the implementation process and timeline are depicted below:

Initial Launch: Months 1-6

- Initial educational briefings
- Initial messages from the Department Chief
- Initial educational training begins for Captains and BCs
- Internal project manager and group established to handle MDC-related tasks

Project Rollout: Months 7-24

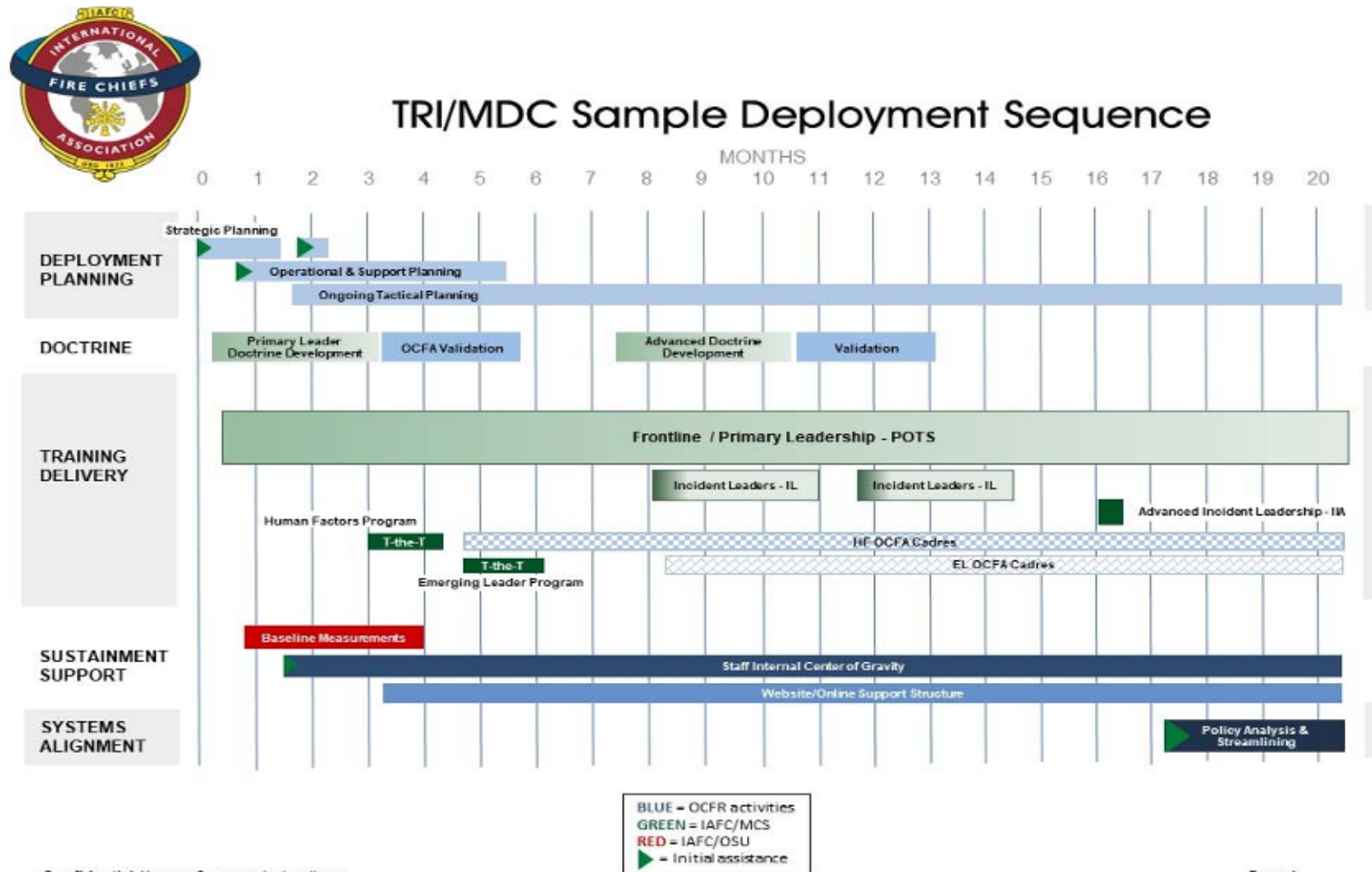
- Captain and BC training completed
- Bridge/Support programs T-the-T completed
- Leadership doctrine completed
- Advanced training for BCs and DCs completed

Transition to Sustainment: Months 24-36

- Advanced doctrine addressed
- Systems alignment activities completed (policies, SOPs, personnel systems, etc.)

7.3 Proposed Deployment Sequence

Project will occur over three years from July 2018 to June 2021. Most IAFC training will occur in years one and two. The suggested sequence and timing of activities in the first 18 months is depicted below:



Page 1

8 Pricing Detail

REF	IAFC PROGRAM	QTY	UNIT COST	YR 1 TOTAL	YR 2 TOTAL	YR 3 TOTAL
3.2	At the Point of the Spear (Captains, BCs)	13	* \$41,000	\$369,000	\$123,000	\$41,000
3.3	Incident Leadership (BCs, DCs)	2	** \$43,500	\$43,500	\$43,500	\$0
3.4	Intent into Action (IMT – shared with other agencies)	1	\$80,000	\$0	\$80,000	\$0
3.5	Emerging Leader – Train the Trainer	1	included	included	N/A	N/A
3.6	HF in the High-Risk Environment – Train the Trainer	1	included	included	N/A	N/A
3.5.3	Emerging Leader Courseware (tailored to OCFA)	1	included	N/A	N/A	N/A
3.6.3	Human Factors Courseware (tailored to OCFA)	1	included	N/A	N/A	N/A
4	MDC Support Tools and Licenses	N/A	included	included	included	included
4.1	Bridge/Currency Training Programs	N/A	included	included	N/A	N/A
5.1	MDC Initial Planning	N/A	included	N/A	N/A	N/A
5.2	MDC Program Manager Support	N/A	included	N/A	N/A	N/A
5.3	MDC Staff Briefings	N/A	included	N/A	N/A	N/A
5.4	MDC Employee Briefings	N/A	included	N/A	N/A	N/A
5.5	Initial Draft – Leadership Doctrine	N/A	included	N/A	N/A	N/A
5.6	System alignment support	N/A	N/A	N/A	included	included
5.7 ^{††}	Implementation Support Manager– per year	N/A	\$60,000/yr	\$60,000	\$60,000	\$60,000
N/A	Printing and Admin	N/A	included	included	included	included
N/A	Travel	N/A	included	included	included	included
	Estimated Cost Per Year			\$472,500	\$306,500	\$101,000
	Total Project Cost (3 years)					\$880,000

NOTES:

* = Role players are included in the cost. Deduct \$1000.00 if OCFA options to provide role players for program

** = Role players are included in the cost. Deduct \$3500.00 if OCFA options to provide role players for program

†† = item is optional but recommended

9 Transforming Response Initiative

As proposed in this project, the OFCA would be formally participating in the IAFC's Transforming Response Initiative (TRI). As a participant in the program, the OCFA will be listed in IAFC materials that discuss the program and identified as an advocate department. In this position, the Department will receive the most current tools and products as they are available. As a participant in TRI, the Department may receive funding from outside sources to assist with the costs in implementing the program, however this is not guaranteed at this time. Should funding become available, priority will be given to departments who are serving as TRI advocates.

This does not preclude the Department from seeking U.S. Department of Homeland Security/FEMA grant funding to assist with program delivery costs. All proposed primary programs have been pre-approved by DHS for use with UASI and SHSP grant funding.

10 Terms and Conditions

10.1.1.1 Validity

Costs enclosed in this document are valid until 10/1/2018

10.1.1.2 Billing

Training services billed incrementally as they occur. If the first training event is delayed until after delivery of significant support services has commenced, IAFC may bill up to 10% of estimated first year cost in advance to offset support services costs.

10.1.1.3 Terms

Invoices due upon receipt.

10.1.1.4 Payment Information

Payments should be made to:

International Association of Fire Chiefs
4795 Meadow Wood Lane, Suite 100
Chantilly, VA 20151

Attn: Shannon Gilliland

10.1.1.5 Training Cancellation Terms

Due to the complexity and resource requirements that must be met prior to delivering a training program, the OCFA will authorize the IAFC to bill as needed to recover costs incurred in the preparation and planning for the program if the program is cancelled within six weeks of the scheduled delivery date.

Unrecoverable costs begin to accumulate approximately six weeks in advance of the program, and may include:

- Airline tickets
- Materials and shipping costs
- Assembly and overhead costs
- Trainer contract and security costs

If OCFA cancels a program 30 days or less in advance of the scheduled program start date, the IAFC will bill for the delivery-related costs that are unrecoverable, accrued to the date of cancellation. Trainer fees are included in “unrecoverable costs” if the program is cancelled within 4 weeks of the scheduled program start date.

If the program is cancelled 14 days or less from the scheduled delivery date, the full quoted cost of the program will be billed to the OCFA, minus any saved travel expenses for unused per diem and hotel costs and any returned reusable course materials.

If requested, IAFC will advise the OCFA project point of contact when costs will begin to be accrued against the program, so that such penalties can be avoided whenever possible.

10.1.1.6 Intellectual Property

Under this proposal, the contents, processes, and supporting materials used in the performance of the training services described in this program remain the intellectual property of the original owner and duly protected under applicable copyright and intellectual property laws. No transfer of rights or license is implied.

Specific licenses for program tools and content that can be used by the Department long-term will be provided independent of this document.

11 Appendix A – POTS Logistics Requirements

Program Schedule

The client selects the program schedule from three available options: 5-day, 4-day, or 6 (3+3) day.

Standard Five-Day Schedule

The most common schedule is the 5-day format, usually conducted Monday through Friday.

Day	Typical Day of Week	Time
1	Monday	1300 – 1800
2	Tuesday	0800 – 1700 1900-2300
3	Wednesday	0800 – 1700
4	Thursday	0800 – 1900
5	Friday	0800 – 1200

This schedule enables participants to travel during business hours. If your organization uses flex or comp time, the afternoon of Day 5 can be used to recover the 3 to 4 hours spent during the Night exercise on Day 2.

Four-Day Schedule

This option is offered to provide additional flexibility to students.

Day	Time
1	0800-1730
2	0800-1700 1900-2300
3	0800-1900
4	0800-1700

Six-Day (3+3) Schedule

This schedule enables participants to attend during two weekends. It is intended for volunteers and others who cannot attend during typical business hours.

Day	Typical Day of the Week	Time
1	Friday	1900-2300
2	Saturday	0800-1730 1900-2300
3	Sunday	0800-1300
4	Friday	1900-2300
5	Saturday	0800-1900
6	Sunday	0800-1200

Guest Speaker

We encourage the sponsoring organization or agency to enlist a credible leader from the organization to give a short talk (roughly 10 minutes) at the start of the program.

The intent of this talk is to emphasize two points:

- The organization's critical need for people who can prepare and lead teams capable of meeting the challenges of your world.
- The value places on students' investment of time and effort in this program.

Hearing this message from a respected leader inspires students to take full advantage of the program. It also reinforces their understanding that developing as leaders is important for the organization's future.

In our experience, the most influential speakers have been from the students' chain of command. The higher level the person is in the organization, the stronger the message.

An effective speaking technique is to describe personal leadership experience— anecdotes about the need for capable leaders or strategies for overcoming challenges inherent in the leadership journey. Conversational address usually works best—informal, open, and honest. Honesty means not necessarily giving the company line but rather acknowledging the complex reality and difficult challenges ahead.

We recommend a 10 to 15 minute message—no more than 30 minutes. The speaker should be available for the first 30 minutes of the program on the first day. The lead instructor introduces the speaker in his or her opening remarks.

Training Location

The minimum room requirement for the training location is one main classroom and two breakout rooms.

Although not required, a small logistics workroom with an electrical outlet is extremely helpful to the cadre for efficiency as well as for security of MCS and client equipment. This room can be quite small, just big enough for one person to work and spread things out on a table. This workroom can double as one of the breakout rooms if it would be available all week.

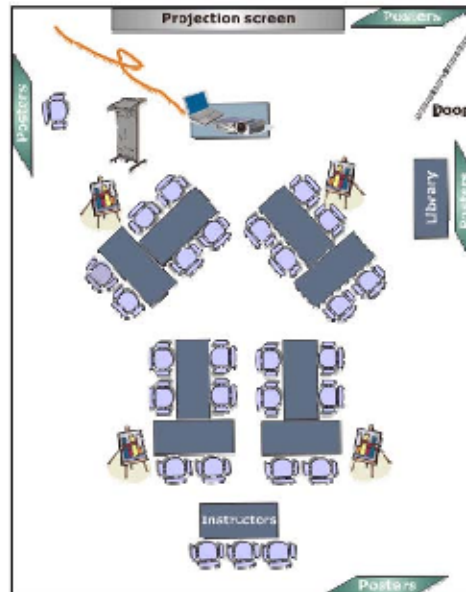
In addition, the training location needs to have an Internet connection so the cadre can send participant information to the MCS office.

Room Logistics

The main classroom has the following logistic requirements:

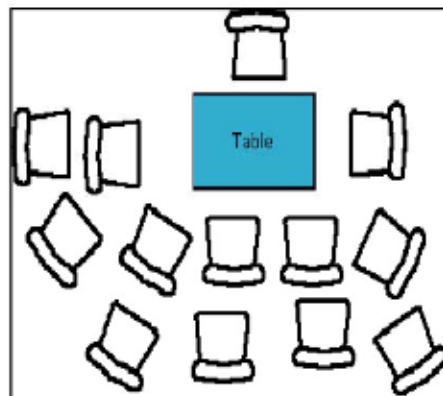
- Projection screen
- 28 chairs (24 for participants + 4 for instructors or observers)
- 1 lectern
- Wall space and suitable method for hanging heavy signs and posters
- Secure storage area
- 8 rectangular tables for participants (If rectangular tables are unavailable, 4 round tables can be substituted.)
- 1 table for instructors
- 1 table for library items
- 1 table, cart, or stand for projector and laptop

The following diagram illustrates the recommended main classroom setup:



Both breakout rooms have these requirements:

- 13 chairs
- 1 small table



The breakout rooms are used for classroom exercises as well as for the afternoon field exercise. If these rooms adjoin each other or main classroom, there should be enough of a sound barrier to block occasional shouting and radio traffic during the field exercise. In addition, instructors should be able to darken room to near black for the field exercise.

Equipment Requirements

The main classroom has the following equipment requirements:

- Extension cord, about 25 feet long
- Four flip charts on easels with a set of markers for each
- Optional—projector and audio. Client-provided sound systems usually provide for better quality projection and sound. In addition, many training facilities are equipped with overhead projectors, which eliminate the need for a table-top projector.

Room Scheduling

The scheduling requirements for each type of room vary according to the length of the program. The following tables outline these requirements:

Five-Day Schedule					
Room	Day 1	Day 2	Day 3	Day 4	Day 5
Main Classroom	1300 – 1730	0800 – 1700	0800 – 1700	0800 – 1900	0800 – 1200
Breakout Room 1		1200 – 1700	0800 – 1200	1200 – 1900	
Breakout Room 2				1200 – 1900	

Four-Day Schedule				
Room	Day 1	Day 2	Day 3	Day 4
Main Classroom	0800 – 1730	0800 – 1700	0800 – 1900	0800 – 1700
Breakout Room 1			0800 – 1900	0800 – 1300
Breakout Room 2			0800 – 1900	

3 + 3 Schedule						
Room	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Main Classroom	1300 – 1730	0800 – 1700	0800 – 1300	1900 – 2300	0800 – 1900	0800 – 1200
Breakout Room 1			0800 – 1200		1900 – 2300	
Breakout Room 2					1900 – 2300	

Field Exercise Radio Requirements

The client supplies eight radios for both the field exercises. The following tables detail the requirements:

Radio	Channel			Exercise	
	1	2	3	Night Field	Afternoon Field
1	Frequency 1	Frequency 2	Off	Teams 1 & 2	Team 1
2	Frequency 1	Frequency 2	Off	Teams 1 & 2	Team 1
3	Frequency 1	Frequency 2	Off	Teams 1 & 2	Spare
4	Off	Frequency 2	Frequency 3	Teams 3 & 4	Team 2
5	Off	Frequency 2	Frequency 3	Teams 3 & 4	Team 2
6	Off	Frequency 2	Frequency 3	Teams 3 & 4	Spare
7	Frequency 1	Frequency 2	Frequency 3	Dispatch	Instructors
8	Frequency 1	Frequency 2	Frequency 3	Dispatch	Instructors

The frequencies must be discrete with enough separation to prevent bleed-over.

Frequency	Night Field Exercise	Afternoon Field Exercise
1	Tac 1	Air to air
2	Dispatch	Air to ground
3	Tac 2	USGS

Outdoor Field Exercise Requirements

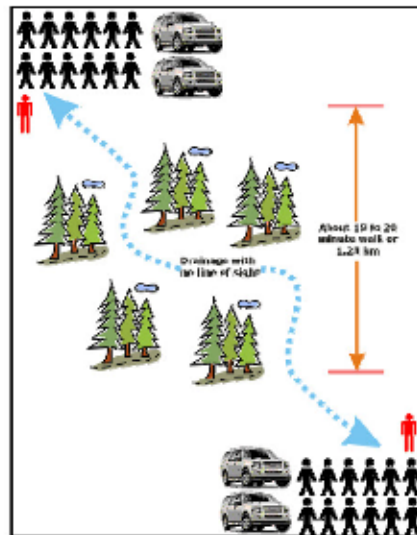
In the evening on Day 2, the cadre conducts an outdoor field exercise. (The timing of the exercises—from 1900 to 2300 on Day 2—is the same for all program schedules.) This section outlines the site, equipment, and personnel requirements for this field exercise.

Site Requirements

The following parameters are recommended for the site of the field exercise:

- Within 15 to 20 minutes of main classroom
- Remote area free of other traffic, people, noise, or other distractions
- Drainage with trees and bushes preferred
- Moderate slope preferred
- No long lines of sight
- Separate access points for top and bottom groups
- Ground should be clear of mud and snow when possible.

The following diagram illustrates the recommended site layout:



Vehicle Requirements

The client provides five vehicles to transport all students, instructors, and role players to the exercise location.

- Vehicle 1—seats 6 students + 1 instructor
- Vehicle 2—seats 6 students + 1 instructor
- Vehicle 3—seats 6 students + 1 instructor
- Vehicle 4—seats 6 students
- Vehicle 5—seats 3 role players

Role Players

The client provides three role players to support the outdoor field exercise on Day 2:

- An emergency responder (crew or team leader)
- A local landowner
- A television news reporter or photographer.

The field exercise simulates the aftermath of a natural disaster. Role players will meet with the training cadre the morning or afternoon of Day 2 before the start of the exercise for a briefing that may include an orientation of the training site and a walk through of the exercise. This orientation could take up to two hours. Role players show up on site by 1830 to start the exercise. Their participation continues to the end of the exercise at approximately 2200.

Role players should be able to walk (at times quickly) through uneven terrain and drainages at night. The most important characteristics of selected role players are a high level of energy and a desire to make training realistic and meaningful for exercise participants.

Client Logistics Checklist

The following checklist describes chronologically the tasks performed by clients to support *At the Point of the Spear* programs.

Committing to a Program	
<input type="checkbox"/>	Once the terms of the training have been set, sign the Quote for Training and fax it to MCS, send the purchase order, or otherwise commit to the program, as negotiated.
<input type="checkbox"/>	Determine prospective training sites. For information about the requirements, see Summary of Workspace Requirements for Incident Leadership (IL).
Initial Planning for Program	
<input type="checkbox"/>	After you order a program, Logistics sends a Course Information Sheet to begin the logistics process. Complete and return the form.
<input type="checkbox"/>	(Optional) Arrange for a kickoff speaker. The most influential guest speakers are from students' management chain of command.
Seven to Eight Weeks Prior to Program	
<input type="checkbox"/>	Make arrangements to reserve the facility to be used for the program.
<input type="checkbox"/>	Locate potential field exercise site that meets the criteria. As appropriate, contact owners of site used for field exercise to arrange for access. Exercises will not involve the use of fire or be disruptive to the ground or flora. They involve only walking activities.
<input type="checkbox"/>	Select a location for student and cadre lodging. If local lodging is difficult to obtain, consider setting up a block of rooms. If arranging for a block of rooms, include three rooms for the cadre at the same hotel.
<input type="checkbox"/>	Send the information about the locations for the lodging and training facilities to MCS so that we can make reservations for our cadre members and process the prework letter/package.
Six Weeks Prior to Program	
<input type="checkbox"/>	Finalize the student roster.
<input type="checkbox"/>	Contact MCS Logistics to arrange the distribution of the prework package to the students.
<input type="checkbox"/>	Make arrangements to reserve radios.

Two to Four Weeks Prior to Program	
<input type="checkbox"/>	Confirm reservation for the training location.
<input type="checkbox"/>	Recruit role players for the Night Field exercise.
<input type="checkbox"/>	Verify receipt of shipped program materials with MCS Logistics.
<input type="checkbox"/>	Arrange for additional vehicles as needed to support exercises. In some cases, participants can bring in the needed vehicles. Make sure that participants are approved to drive the vehicles, or arrange for other drivers, as needed.
<input type="checkbox"/>	Determine whether an icebreaker on the first night would be appropriate. Usually we invite the participants to a local watering hole or restaurant for an icebreaker to give the class an opportunity to meet informally with the cadre and other participants. MCS usually offers to pick up the first round. Any additional drinks or food are on the participants. In most cases, the icebreaker is worthwhile when students may not know each other and there are suitable places close by. If an icebreaker is desirable, identify local bar, pizza joint, or restaurant that could serve as a location for an icebreaker from 1800-2000 on the evening of Day 1 so that we can give a warning to the manager that we might be dropping in with 15 to 20 people. Communicate icebreaker plans to MCS.
<input type="checkbox"/>	Secure radio frequencies for use during the Night and Afternoon field exercises.
<input type="checkbox"/>	Contact MCS Logistics to arrange contact with the lead instructor. When you arrange to address particular focus points or special issues during the program, the lead instructor will contact you approximately 2 weeks from start of the program to discuss these issues.
<input type="checkbox"/>	(Optional) Verify guest speaker.
One Week Prior to Program	
<input type="checkbox"/>	Arrange for MCS cadre to have access to classrooms for setup on the afternoon or evening on the day before class.
<input type="checkbox"/>	Arrange for e-mail access for the MCS cadre during the late afternoon of the first day. (They will need to e-mail an attached file to the office; it can be done from anyone's internet or e-mail connection).
<input type="checkbox"/>	Secure, test, charge, and program eight two-way radios. Radios are needed for the Night and Afternoon exercises.
<input type="checkbox"/>	Arrange access to shipped materials for MCS cadre upon arrival Sunday.
<input type="checkbox"/>	Complete any permits and obtain access keys for the night field exercise area.
<input type="checkbox"/>	Verify availability of flipcharts, extension cords with power bar, and projection screen.
<input type="checkbox"/>	Communicate with MCS lead instructor during week and confirm the link up plan for Sunday.
<input type="checkbox"/>	Notify any cooperative agencies such as police, fire, dispatch, etc., that may be affected by radio or training activities. This includes verifying usable radio frequencies and notifying agencies, which may have to field calls from the public concerning the simulations radio traffic.

<input type="checkbox"/>	Set up classroom according to specification.
<input type="checkbox"/>	Arrange time for the role players to meet with the cadre.
<input type="checkbox"/>	(Optional) Confirm guest speaker availability.
Day Before Program (Typically Sunday)	
<input type="checkbox"/>	Meet with MCS cadre.
<input type="checkbox"/>	Tour the night field exercise area with the cadre members. They will flag, walk, and time out the area for use on Day 2
<input type="checkbox"/>	Bring MCS cadre to training rooms. Have on location all of the following: boxed course materials, radios, flipcharts, and extension cord.
<input type="checkbox"/>	Verify any security arrangements for rooms and equipment with MCS cadre.
<input type="checkbox"/>	Verify any security arrangements for rooms and equipment with MCS cadre.
Day 1 (Typically Monday)	
<input type="checkbox"/>	Meet with MCS cadre on Monday before class for final setup needs.
<input type="checkbox"/>	(Optional) Provide kickoff speaker information to cadre.
<input type="checkbox"/>	Remind Dispatch and other authorities as needed about radio traffic from the program simulation.
<input type="checkbox"/>	Verify transportation plan and vehicles for Day 2 and ensure vehicles are full of fuel.
<input type="checkbox"/>	Arrange a time and location with the role players and the MCS cadre for the role player briefing.
<input type="checkbox"/>	Confirm e-mail access arrangements and share information with MCS cadre.
<input type="checkbox"/>	During the afternoon of Day 1, touch bases with the MCS cadre about any outstanding issues.
Day of Night Field Exercise (Typically Tuesday)	
<input type="checkbox"/>	Check in with the MCS cadre before class begins.
<input type="checkbox"/>	Confirm the briefing time and place with the role players and MCS cadre.
<input type="checkbox"/>	Remind Dispatch and other authorities about exercise, radio traffic, etc.
<input type="checkbox"/>	Deliver radio equipment for exercise, and arrange for its return at the end of the exercise.
<input type="checkbox"/>	Check in with the cadre at the end of the day to verify all is well with the vehicles, etc.
Course Midpoint	
<input type="checkbox"/>	Check in with the MCS cadre twice—before class begins and at the end of the day. Ensure access to breakout rooms.

Day of Afternoon Exercise (Typically Thursday)	
<input type="checkbox"/>	Check in with the MCS cadre before class begins.
<input type="checkbox"/>	Deliver radio equipment for exercise, and arrange for its return at the end of the exercise.
<input type="checkbox"/>	Remind Dispatch and other authorities about exercise, radio traffic, etc.
Last Day of Program (Typically Friday)	
<input type="checkbox"/>	Before class begins, check in with the MCS cadre and verify arrangements for returning items used during the program.

12 Appendix B – Incident Leadership Logistics Requirements

Incident Leadership

Client Logistics Support Requirements

Program Schedule

The program has the following five-day schedule:

Day	Time
1	0800-1745
2	0800-1800
3	0800-1730
4	0800-1730
5	0700-1430

Pework Assignment

Students' prework assignment for *Incident Leadership* takes approximately six hours and usually is sent out six weeks before the program start date.

MCS can package and mail the prework assignments individually or in bulk for distribution by the organization's training officer. We include a prework letter with the program information, a list of items the student should bring with them to class, the prework assignment, and the hotel and travel information provided by the client.

MCS can produce and send out this letter to each student, or we can provide you with information to include in your own standard letters. Communicate your preference, and we'll take care of the rest.

Additionally, some clients have opted to include a book to encourage further leadership self-development after class. If you would like us to include post-program materials in shipments of MCS materials, we would be glad to add them to your charges at cost.

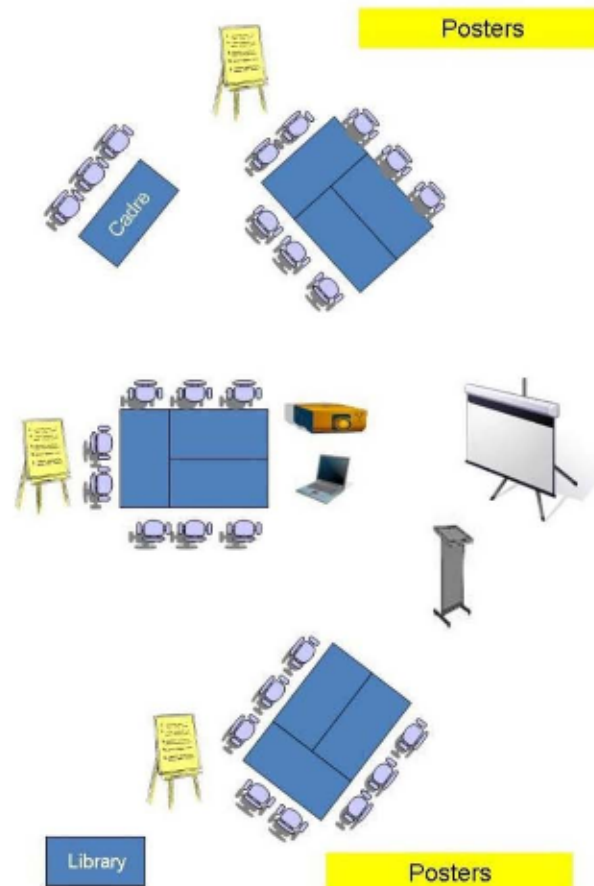
Training Location

The training location requirement is five rooms: one main classroom, one Incident Command Post (ICP), two Division (DIVS) areas, and one simulation room.

- The Simulation Room, ICP, and DIVS areas need to be in close proximity to each other (across or down the same hallway). They can be separated from the classroom (on a different floor or, in the worst case, a building next door).
- Two of the rooms can be located in one large room as long as a divider provides a sufficient sound barrier.
- All rooms should have wall space to hang posters, maps, and flip charts.
- A DIVS area can be a small room, break area, or alcove isolated from walk-through traffic. Both DIVS areas should be located near the ICP room.

In addition, the cadre needs access to Internet or E-mail so that they can send participant information in an electronic file to MCS offices on Monday.

Main Classroom



Main Classroom Specifications and Logistics

- Minimum size is 1000 square feet (roughly 30 by 35 feet)
- 27 chairs (24 for participants and 3 for instructors or observers) □ 1 lectern
- Wall space and suitable method for hanging heavy signs and posters
- 3 sets of tables for participants that are large enough to allow all of them to view the front of the room (If rectangular tables are not available, 3 round tables can be substituted.).
- 1 table for instructors
- 1 table for library items
- 1 table, cart, or stand for projector and laptop
- Secure room or storage area

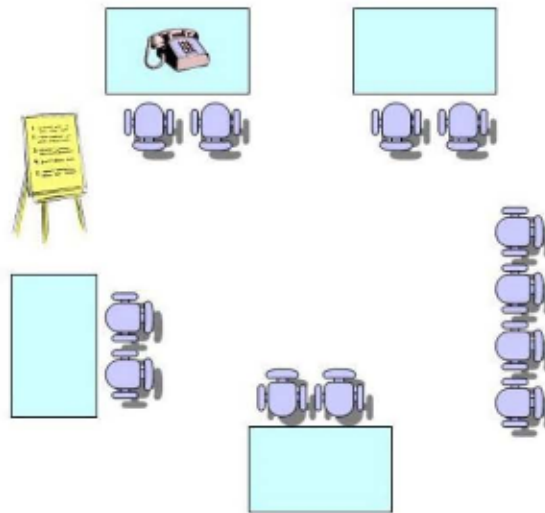
Incident Leadership

Client Logistics Support Requirements

Main Classroom Equipment Requirements

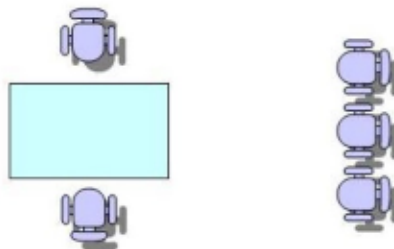
- 3 flipchart easels with paper and markers
- 1 projection screen
- 1 projector with sound system
- 1 25-foot extension cord with power strip

ICP Specifications and Logistics



- Minimum size = 625 square feet (roughly 25 by 25 feet)
- 12 chairs
- 1 flip chart and 1 set of markers
- 4 desks or folding tables
- 1 phone

DIVS Area Specifications and Logistics (x2)

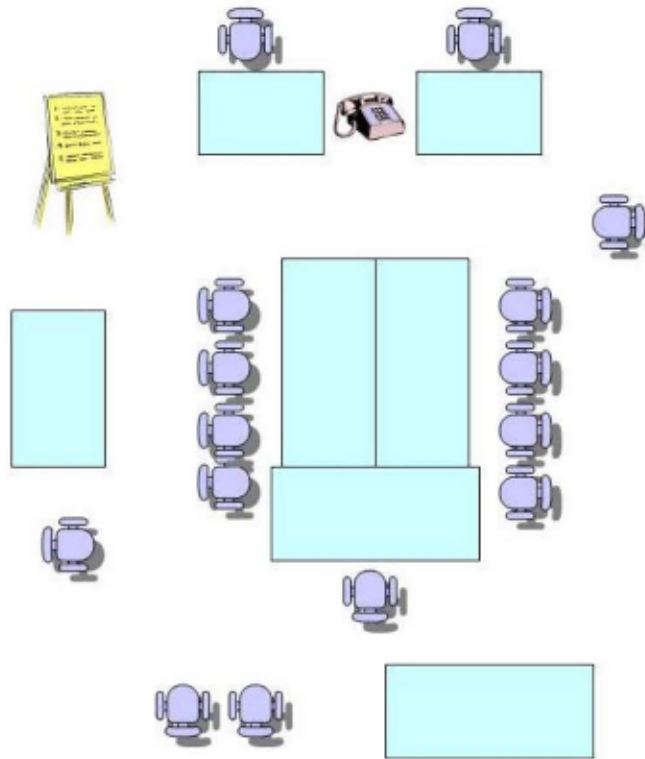


- Minimum size = 144 square feet (roughly 12 by 12 feet)

Incident Leadership

Client Logistics Support Requirements

- 5 chairs
- 1 desk or folding table

Incident Leadership**Client Logistics Support Requirements****Simulation Room****Specifications and Logistics**

- Minimum size = 750 square feet (roughly 25 by 30 feet)
- 15 chairs
- 1 flip chart and 1 set of markers
- Wall space and suitable method for hanging heavy signs and posters
- 7 desks or folding tables (assuming 3 tables configured as central table for 9 chairs).
- 1 small table
- 1 phone able to connect to the phone in the ICP room.

Simulation Room Costumes

Clients provide costumes that are standard for their workforce:

- 8 turn-out gear jackets: 1 extra-extra large (XXL), 3 extra large (XL), 4 large (L) May be in poor condition.
- 8 hard hats or helmets May be non-operational or in poor condition.

Radio Requirements

Throughout the week, students need 20 programmable radios with four radio frequencies and full batteries. Frequencies must be discrete with enough separation to prevent bleed over.

The following table details these requirements:

Radio	Channel			
	1	2	3	4
1	Frequency 1	Frequency 2	Frequency 3	Frequency 4
2	Frequency 1	Frequency 2	Frequency 3	Frequency 4
3	Frequency 1	Frequency 2	Frequency 3	Frequency 4
4	Frequency 1	Frequency 2	Frequency 3	Frequency 4
5	Frequency 1	Frequency 2	Frequency 3	Frequency 4
6	Frequency 1	Frequency 2	Frequency 3	Frequency 4
7	Frequency 1	Frequency 2	Frequency 3	Frequency 4
8	Frequency 1	Frequency 2	Frequency 3	Frequency 4
9	Frequency 1	Frequency 2	Frequency 3	Frequency 4
10	Frequency 1	Frequency 2	Frequency 3	Frequency 4
11	Frequency 1	Frequency 2	Frequency 3	Frequency 4
12	Frequency 1	Frequency 2	Frequency 3	Frequency 4
13	Frequency 1	Frequency 2	Frequency 3	Frequency 4
14	Frequency 1	Frequency 2	Frequency 3	Frequency 4
15	Frequency 1	Frequency 2	Frequency 3	Frequency 4
16	Frequency 1	Frequency 2	Frequency 3	Frequency 4
17	Frequency 1	Frequency 2	Frequency 3	Frequency 4
18	Frequency 1	Frequency 2	Frequency 3	Frequency 4
19	Frequency 1	Frequency 2	Frequency 3	Frequency 4
20	Frequency 1	Frequency 2	Frequency 3	Frequency 4

Role Players

Incident Leadership requires two client-provided role players to depict characters that span all the simulations through the entire week. These role players are integral to the MCS cadre, and their assignment spans from 1000 Monday through 1200 Friday with roughly a one-hour lunch break each day.

Incident Leadership**Client Logistics Support Requirements**

These characters, when played well, help to provide fidelity and continuity from simulation to simulation and are important to the learning of the participants. For this reason, careful consideration should be given when choosing people for these two roles.

Ideally, both role players are graduates of this program so that they are familiar with the scenario and the conceptual approach of the program. If they are not graduates, it is best if there are no plans for them to attend future programs as they will become familiar with the scenario and it will reduce the benefits they can receive from the course. Having a former role play subsequently attend the program as a student may also limit the benefits for others in the course.

As a minimum, these personnel should be familiar with the Incident Command System, adaptable, and enthusiastic. Below are the descriptions of the two roles:

- **Zone Dispatcher (Armando Ricardo)**—A person who is familiar enough with radio protocol as well as fire and other operational terminology to simulate the dispatch function for a zone. In addition, this person should be familiar enough with the typical resources on a Type-3 incident to allocate and track these resources.
- **ITF Regional Emergency Coordinator (Roger Keen)**—A person who has the credibility and experience to role play a commander overseeing a Type-3 IMT. This supervision includes making decisions as the ITF Regional Emergency Coordinator as well as counseling and mentoring the IMT-3 in the leadership skills, behaviors, and principles covered in the program.

Client Logistics Checklist

The following checklist describes chronologically the tasks performed by clients to support *Incident Leadership*.

Committing to a Program	
<input type="checkbox"/>	Once the terms of the training have been set, sign the Quote for Training and fax it to MCS, send the purchase order, or otherwise commit to the program, as negotiated.
<input type="checkbox"/>	Determine prospective training sites. For information about the requirements, see Summary of Workspace Requirements for Incident Leadership (IL).
Initial Planning for Program	
<input type="checkbox"/>	After you order a program, complete and return the Course Information Sheet to begin the logistics process.
<input type="checkbox"/>	(Optional) Arrange for a kickoff speaker. The most influential guest speakers are from students' management chain of command.
Seven to Eight Weeks Prior to Program	
<input type="checkbox"/>	Make arrangements to reserve the facility to be used for the program.
<input type="checkbox"/>	Select a location for student and cadre lodging. If local lodging is difficult to obtain, consider setting up a block of rooms. If arranging for a block of rooms, include three rooms for the cadre at the same hotel.
<input type="checkbox"/>	Send the information about the locations for the lodging and training facilities to MCS so that we can make reservations for our cadre members and process the prework letter/package.

Incident Leadership**Client Logistics Support Requirements**

Six Weeks Prior to Program	
<input type="checkbox"/>	Finalize the student roster.
<input type="checkbox"/>	Contact MCS Logistics to arrange the distribution of the prework package to the students.
<input type="checkbox"/>	Make arrangements to reserve radios.
Two to Four Weeks Prior to Program	
<input type="checkbox"/>	Confirm reservation for the training location.
<input type="checkbox"/>	Recruit role players for the simulation.
<input type="checkbox"/>	Verify receipt of shipped program materials with MCS Logistics.
<input type="checkbox"/>	Secure radio frequencies for use in the simulation.
<input type="checkbox"/>	Arrange for specified costumes for the students to use as role players: turn-out gear jackets—1 extra-extra large (XXL), 3 extra large (XL), 4 large (L); 6 helmets or hard hats
<input type="checkbox"/>	Contact MCS Logistics to arrange contact with the lead instructor.
<input type="checkbox"/>	(Optional) Verify guest speaker.
One Week Prior to Program	
<input type="checkbox"/>	Arrange for MCS cadre to have access to classrooms on Sunday afternoon or evening for setup.
<input type="checkbox"/>	Arrange for e-mail access for the MCS cadre during the late afternoon of the first day. (They will need to e-mail an attached file to the office; it can be done from anyone's internet or e-mail connection).
<input type="checkbox"/>	Secure, test, charge, and program radios. Radios are needed for the entire program.
<input type="checkbox"/>	Arrange access to shipped materials for MCS cadre upon arrival Sunday.
<input type="checkbox"/>	Verify availability of flipcharts, extension cords with power bar, and projection screen.
<input type="checkbox"/>	Communicate with MCS lead instructor during week and confirm the link up plan for Sunday.
<input type="checkbox"/>	Notify any cooperative agencies such as police, fire, dispatch, etc., that may be affected by radio or training activities. This includes verifying usable radio frequencies and notifying agencies, which may have to field calls from the public concerning the simulations radio traffic.
Day Before Program (Typically Sunday)	
<input type="checkbox"/>	Meet with MCS cadre.
<input type="checkbox"/>	Bring MCS cadre to training rooms. Have on location all of the following: both boxes of course materials, radios, flipcharts, tables, chairs, phones, and extension cord. The MCS cadre will begin set-up no later than 1700.

Incident Leadership**Client Logistics Support Requirements**

<input type="checkbox"/>	Verify any security arrangements for rooms and equipment with MCS cadre.
Day 1 (Typically Monday)	
<input type="checkbox"/>	Meet with MCS cadre on Monday before class for final setup needs.
<input type="checkbox"/>	Remind Dispatch and other authorities as needed about radio traffic from the program simulation.
<input type="checkbox"/>	Arrange for the role players meet with the MCS cadre by 1000.
<input type="checkbox"/>	Confirm e-mail access arrangements and share information with MCS cadre.
<input type="checkbox"/>	During the afternoon of Day 1, touch bases with the MCS cadre about any outstanding issues.
Day 2	
<input type="checkbox"/>	Check in with the MCS cadre twice—before class begins and at the end of the day.
Day 3	
<input type="checkbox"/>	Check in with the MCS cadre twice—before class begins and at the end of the day.
Day 4	
<input type="checkbox"/>	Check in with the MCS cadre twice—before class begins and at the end of the day.
<input type="checkbox"/>	Discuss with cadre any needs regarding room closedown or clean up.
Day 5	
<input type="checkbox"/>	Before class begins, check in with the MCS cadre and verify arrangements for returning items used during the program.
<input type="checkbox"/>	Meet with MCS cadre for final turn in at the end of the simulation.

13 Appendix C – Intent into Action Logistics Requirements

MCS Course Coordination Checklist

Intent into Action – Advanced Leadership for the Command & General Staff (L-481)

Review Overall Schedule and Timing for the Week

☐ Course Description

Course includes about 8 hours of pre-work and then 5 days of dynamic classroom and simulation environment. 32 participants are organized into four, eight person teams representing the eight functional positions of the command & general staff.

☐ Course Schedule

Monday – 0800*-1800 – **Check-in begins at 0730; the course starts promptly at 0800*

Tuesday – 0800-1700 - *Voluntary evaluator mentoring session after class until 1800*

Wednesday – 0800-1715

Thursday – 0800-1700

Friday – 0800-1700 - *For travel planning, the course finishes at 1700*

- ☐ Review lunch (no lunch break on Day 4 and 5 – working straight through as on an incident) – review Snacks plan (Cadre provides Day 1, Student Teams Days 2-5)

- ☐ Confirm on-site course coordinator and contact info

- ☐ Brief on linkup with cadre either Sat afternoon or Sunday early

Coordinate access to training center for set up all day Sunday (once cadre & coordinator have discussed initial coordination items, course coordinator's presence will not be required)

Review Course Cadre

- ☐ 6 MCS facilitators (provide names and contact info as needed)

Training Site:

- ☐ Training Site location and address?

- ☐ Review Facility Requirements:

Good cell phone coverage between the rooms

Internet connection in the cadre support room

On scene copier support for a few small jobs

- ☐ Rooms:

1 x Large Classroom - 30'x35' or 1050 sq ft

4 x Incident Command Posts (ICPs) - (A, B, C & D) - 25'x25' or 625 sq ft each

1 x Cadre Support Room – 20'x20' or 400 sq ft

* if it becomes difficult to find rooms of adequate size, it is possible to mitigate with some additional breakout rooms, get cadre involved in this discussion

MCS Course Coordination Checklist

Intent into Action – Advanced Leadership for the Command & General Staff (L-481)

- ☐ Confirm client has supply list and room diagrams: (attached)
- ☐ NOTE: No radios, frequencies or role players are required for this course. This is different from the other MCS training components of the leader development program you may be using.

Evaluation Status

- ☐ Client commitment to a 4 person evaluation? (Must be qualified Type 2 C&GS if L-481 cert is desired)
- ☐ Names and contact info for evaluators?
- ☐ Report time for evaluators (normally 1500 on Sunday for briefing at training site)
- ☐ MCS will email detailed evaluation guidance to each evaluator and mail workbook materials

Certificate preparation

- ☐ L-481 (Advanced Leadership for the C&GS) – client prints NWCG Cert, MCS will sign

Because of nature of evaluation and potential impact to student's careers, we feel it is more appropriate that the actual evaluation checklist document is signed by an agency rep versus a contractor.

- ☐ MCS will also provide a course certificate for Intent into Action

Pre-Course Activity

- ☐ Does client need help filling 32 seats (MCS can announce to local cooperators in area)?
- ☐ Course login and password issued to client?
- ☐ Does client have pre-work letter template?

Training Center location

Travel to Training Site

Hotels & restaurants near hotel and training center

Items unique to training center (badge access, parking, etc)

Pre-Work Process to log onto website

Registration/Sign In – Time, Place, Process

What to bring

What to wear

Course Schedule

Snacks and lunch

Program description and outcomes: NWCG L-481 interchangeable with S-420 Command & General Staff Courses

Host agency course contact for attendance/registration issues

MCS course contact for pre-work issues

MCS Course Coordination Checklist

Intent into Action – Advanced Leadership for the Command & General Staff (L-481)

- ☐ Estimated date pre-work letter will go out?
- ☐ Course web access active?

Shipping

MCS will ship 4-5 boxes of course materials and possibly 4 Equipment Bags to the host agency approximately 2-4 weeks out.

- ☐ Shipping address and POC?
- ☐ Is return shipping support available? (We would do waybills, just need help with drop off)

Travel

- ☐ Nearest commercial airport?
- ☐ Any travel considerations in and around airport to training and lodging sites?
- ☐ Recommended lodging sites near the training center?

Kick Off Speaker

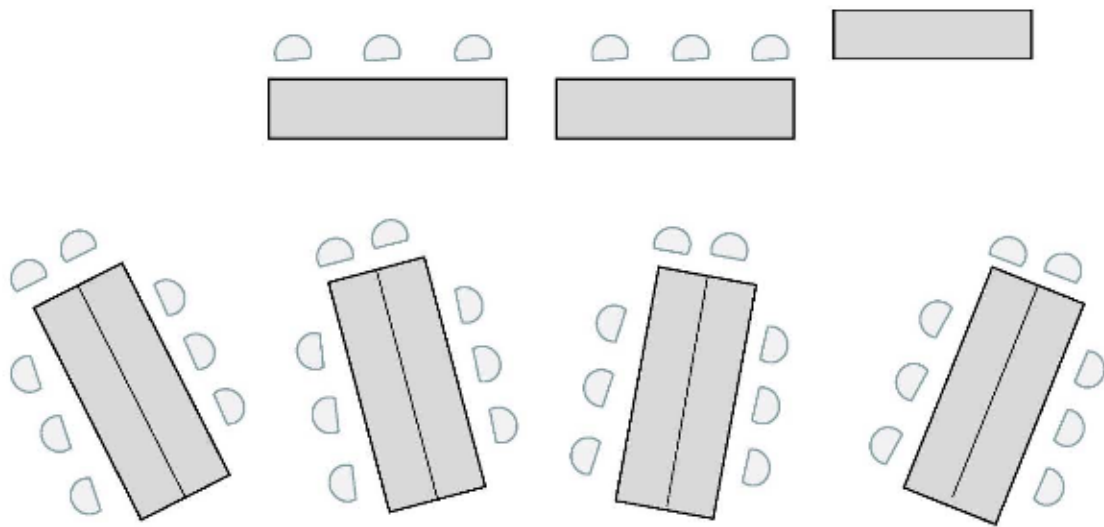
- ☐ Prefer *not to have* at course opening

Due to very challenging schedule on Monday, we would prefer that any opening remarks by host agency are kept to a minimum. Cadre has no need for opening remarks by agency representative, but can accommodate if important to host agency.

Having an agency representative to speak at the end of the course is very easy to work into the program and is preferred over an opening speaker.

Finance

- ☐ Confirm Invoice POC and contact info?
- ☐ Confirm payment terms as needed
- ☐ Confirm cancellation policy



**Intent into Action Course
Facility Requirements
Page 1 of 3**

**Big Classroom – 30'x35' (1050sqft)
10x11m (110sqm)**

- 12 x Folding Tables
- 40 x Chairs
- 1 x Small AV Table
- 1 x AV Screen
- 1 x Podium
- 1 x Extension Cord
- 1 x Power Strip
- 1 x Flip Chart

1

4 X Team Rooms

ICPs (1, 2, 3 & 4)
25'x25' (625sqft)
8x8m (64sqm)

Each Room:

8 x Folding Tables
13 x Chairs
1 x Small Table
1 x Flip Chart
1 x Power Strip

Cell Phone Coverage

**Intent into Action Course
Facility Requirements
Page 2 of 3**

1 x Cadre Room

20'x20' (400sqft)

6x6m (36sqm)

8 x Folding Tables

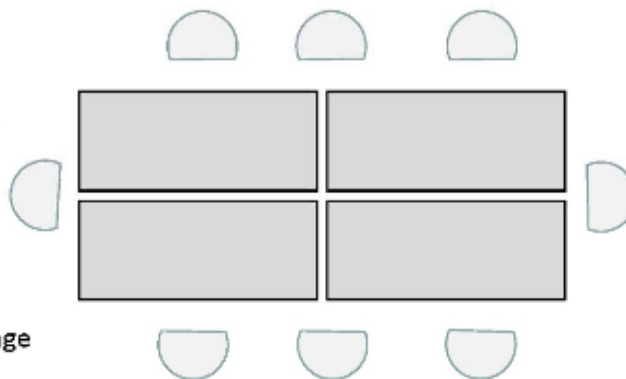
8 x Chairs

1 x Small Table

1 x Flip Chart

1 x Power Strip

Cell Phone Coverage
and
Internet Connection



**Intent into Action Course
Facility Requirements**

Page 3 of 3



Intent Into Action**Training Schedule**

	Day 1 (0800-1800)	Day 2 (0800-1800)	Day 3 (0800-1700)				
0730	Check-in						
0745							
0800							
0815	Intro	Sim 1ee: Objectives briefing	Sim 2 — IMT — Green	Sim 2 — Support — Black	Organizational Alignment — Red & Blue		
0830	Theatre Briefing	Sim 1f: Strategy Meeting					
0845	Ex: Command Presence Message						
0900	Ex: Practicing Command Presence					Sim 1g: Tactics Meeting	
0915							
0930							
0945		Committing to the Plan					
1000							
1015							
1030	Break						
1045							
1100							
1100	Assuming Command	Sim 1h: Planning Meeting	Sim 2 — IMT — Black	Sim 2 — Support — Green			
1115							
1130							
1130	Sim 1a: AA Briefing						
1145							
1200	Lunch	Lunch	Lunch				
1215							
1230							
1245							
1300							
1315	Sim 1b: IC Briefing	Communicating Intent	Sim 2 — IMT — Blue	Sim 2 — Support — Red	Organizational Alignment — Black & Green		
1330	Sim 1c: Functional COP	Sim 1i: Prepare to Communicate Intent					
1345							
1400							
1415	Break	Break					
1430	Sim 1d: COP Briefing	Sim 1j: Communicate Intent				Sim 2 — IMT — Red	Sim 2 — Support — Blue
1445							
1500							
1515							
1530							
1545	Developing Intent						
1600							
1615	Break						
1630	Sim 1e: Objectives Meeting	Sim 1 AAR Sim 2 Briefing					
1645		Evaluator mentoring					
1700							
1715							
1730							
1745							
1800							

Intent Into Action**Training Schedule**

	Day 4 (0800-1630)	Day 5 (0800-1700)
0800		
0815	Sim 3a: AA Briefing	Sim 3a: AA Briefing
0830		
0845	Sim 3b : IC Briefing	Sim 3b : IC Briefing
0900		
0915	Sim 3c: Assume Command	Sim 3c: Assume Command
0930		
0945		
1000	Sim 3d Objectives Meeting	Sim 3d Objectives Meeting
1015		
1030		
1045	Sim 3e: Strategy	Sim 3e: Strategy
1100		
1115	Sim 3f: Tactics Meeting	Sim 3f: Tactics meeting
1130		
1145		
1200	Sim 3h: Planning Meeting	Sim 3h: Planning meeting
1215		
1230	Sim 3i: Prepare for Ops Briefing	Sim 3i: Prepare for Ops Briefing
1245		
1300		
1315	Sim 3j: Operations Period Briefing	Sim 3j: Operations Period Briefing
1330		
1315	Sim 3k: Unit Leader Briefings	Sim 3k: Unit Leader Briefings
1400		
1415	Sim 3.m: Prep VIP	Sim 3.m: Prep VIP
1430		
1445	Sim 3n: VIP Briefing	Sim 3n: VIP briefing
1500		
1515		
1530		
1545	AAR + Evaluation	AAR + Evaluation
1600		
1615		
1630		Course closeout
1645		
1700		

14 Appendix D - The International Association of Fire Chiefs

Since 1873, IAFC represents the leadership of firefighters and emergency responders worldwide, a powerful network of more than 11,000 fire chiefs, chief officers, company officers and aspiring fire and emergency service leaders. IAFC members are the world's leading experts in firefighting, emergency medical services, terrorism response, hazmat spills, natural disasters, search and rescue, and public-safety policy. Since 1873, the IAFC has provided a forum for its members to exchange ideas, develop professionally, and uncover the latest products and services available to first responders.

14.1.1 IAFC Mission

To provide leadership to current and future career and volunteer fire-rescue and EMS chiefs, chief fire officers, company officers and managers of emergency-service organizations throughout the international community through vision, information, education, services, and representation to enhance their professionalism and capabilities.

14.1.2 Goals

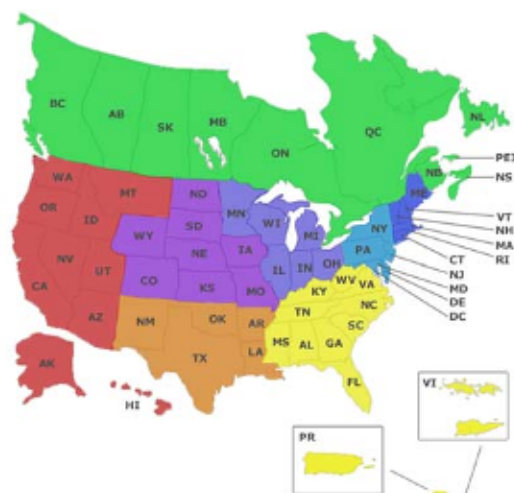
- To **LEAD** by being the preeminent voice and advocate for fire and emergency service delivery, management, and policy.
- To **EDUCATE** current and future fire and emergency service leaders by providing training, education, and professional-development opportunities.
- To **SERVE** by providing services and products of value to our membership, affiliates, and partners.

14.1.3 Governance

The IAFC board of directors develops broad objectives and goals for the association, including policies, programs, and budgets. As the elected representatives of the membership, members of the 18 board of directors plus CEO and Executive Director Mark W. Light are responsible for the business and affairs of the association.

14.1.4 IAFC Divisions

The IAFC consists of eight divisions representing distinct geographic areas of the United States and Canada, including Eastern, Great Lakes, Missouri Valley, New England, Southeastern, Southwestern, Western, and Canadian Divisions. Divisions provide a conduit between the IAFC and the local fire/EMS community and support advocacy, education, and networking.



14.1.5 IAFC Sections

The association is also organized around special interest groups, called sections. The sections provide our members with specialized opportunities to network and share information with those of similar interests on topics such as:

- Company Officers
- Emergency Vehicle Management
- EMS
- Executive Fire Officers
- Federal and Military Fire Services
- Fire & Life Safety
- Industrial Fire & Safety
- Metro Chiefs
- Safety, Health & Survival
- Volunteer & Combination Officers

Sections share their expertise throughout the fire and emergency service community through publications, workshops and conferences, websites, and online discussion forums.

14.1.6 IAFC Committees

IAFC members play a vital role in the association's governance, policy, and program functions through the work of committees. Committees are structured in various ways for various functions but play the same vital role. Committee members are subject-matter experts, gather critical information, produce reports and recommendations, and provide guidance to the IAFC board of directors.

- Communications
- Emergency Management
- Hazardous Materials
- Human Relations
- Program Planning
- Professional Development
- Terrorism and Homeland Security
- Wildland Fire Policy

15 Appendix E – Program Partners

The IAFC will use two delivery partners to assure the highest quality products and services are delivered to OCFA:

MCS

Mission-Centered Solutions

MCS is responsible for delivering all initiative training programs and for support outreach. Since 1996, MCS has been providing global leadership in the development of adaptive operational culture. The firm is best known for the development of the L-series curriculum for wildland fire, and its training is the most common system used for leader development in the fire services. MCS specializes in cultural development of fire organizations and has trained more than 30,000 fire response leaders across five countries.



Oklahoma State University

Founded in 1890, OSU is a national leader in programming around disaster management, emergency management, and the human dimensions of leadership. OSU has designed and conducts the cultural measurement system used by the Transforming Response Initiative, and by the IAFC for this project. OSU is responsible for analysis and reporting.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3C
Consent Calendar

**Memorandum of Understanding - Hold Harmless Agreement
With the Federal Bureau of Investigation**

Contact(s) for Further Information

Mark Sanchez, Assistant Chief
Operations Department

marksanchez@ocfa.org

714.573.6014

Jim Day, Fire Captain
Operations Training and Safety

jamesday@ocfa.org

714.573.6753

Summary

This agenda item is submitted to request approval of a Hold Harmless Agreement (HHA) in the form of the proposed Federal Bureau of Investigation (FBI) Memorandum of Understanding (MOU) for use of its training Facility.

Prior Board/Committee Action(s)

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Fire Chief or his designee to execute the proposed Memorandum of Understanding with the Federal Bureau of Investigation.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The OCFA seeks a collaborative working relationship with the Federal Bureau of Investigation (FBI) at its 980-acre Jerry Crowe Regional Tactical Training Facility located in Irvine. Working together, the two agencies will assist each other in providing top tier training, while ensuring its employees, guests, and the surrounding communities are safe. The OCFA can assist the FBI by maintaining fire roads and clearing flammable vegetation from the training areas, road systems, and ranges. Through these efforts, defensible space will be created for the cities of Irvine and Lake Forest.

The OCFA envisions many training opportunities at the FBI facility for both the OCFA and our Federal partners; including: defensive driving, live structural and wildland fire training, active shooter training, and heavy equipment operator training. The facility may also be used as a secondary helicopter base.

In the past, the OCFA has entered into agreements to use property owned by another entity such as the FBI. The FBI was presented with the OCFA's HHA, but FBI policy requires only its MOU be utilized; therefore, it is unable to sign our HHA. Although portions of the MOU are framed for use of the firearms training range, this is the standard MOU the FBI executes to license all forms of use for its facility. The attached proposed MOU has been reviewed by General Counsel and is recommended by staff for its approval; however, because the agreement substantially varies from OCFA's HHA this agreement requires Board approval.

Other Orange County public agencies that have signed the FBI MOU include police departments from the cities of Anaheim, Costa Mesa, Fullerton, Huntington Beach, Irvine, and Placentia, and the Orange County Sheriff's Department.

Recommended Action

Approve and authorize the Fire Chief or his designee to execute the proposed MOU with the FBI.

Attachment(s)

Proposed Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

Between the

FEDERAL BUREAU OF INVESTIGATION and the ORANGE COUNTY FIRE AUTHORITY

For Use of the

JERRY CROWE REGIONAL TACTICAL TRAINING FACILITY

I. PARTIES

- A. This Use Agreement is entered into by and between the Federal Bureau of Investigation (FBI) and the Orange County Fire Authority (OCFA).

II. AUTHORITIES

- A. Authority for the FBI to enter into this agreement can be found at 28 U.S.C. § 533; 42 U.S.C. § 3771; and 28 C.F.R. § 0.85. The authority for the OCFA to enter into this agreement can be found at OCFA Minute Action dated 08/23/18.

III. PURPOSE

- A. The purpose of this Memorandum of Understanding (MOU) is to define the terms of use by the OCFA of the Jerry Crowe Regional Tactical Training Facility (JCRTTF) in Orange County, California. The OCFA has requested use of the JCRTTF to conduct training for its personnel. The FBI operates the JCRTTF and agrees to allow the OCFA to use the JCRTTF for training purposes on a cost free basis.
- B. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agencies, the United States, or the officers, employees, agents or other associated personnel thereof.
- C. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of the understanding between the parties hereto of the tasks and methods for performing the tasks described herein. Unless otherwise agreed in writing, each party shall bear its own costs in relation to this MOU. Expenditures by each party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The parties expressly acknowledge that the above language in no way implies that Congress will appropriate funds for such expenditures.

IV. RESPONSIBILITIES

- A. The FBI has the exclusive responsibility of managing and administering the use of the JCRTTF.
- B. Through this agreement, the FBI permits the OCFA to use the JCRTTF on an "as available basis" as determined solely by the FBI.
- C. The OCFA will ensure that its employees while using the JCRTTF are both legally and medically qualified according to OCFA standards to perform firearms training.
- D. The OCFA shall ensure that an agency qualified firearms instructor (and/or range master) is present on the firearms range at all times during firearms use. No training shall commence until authorized by the on-site FBI firearms instructor.
- E. The OCFA shall abide by all FBI range safety protocols. The FBI retains the right to immediately stop any OCFA training at the JCRTTF that the FBI determines to be unsafe or hazardous to the environment.
- F. The OCFA shall keep a record of all ammunition, including type and quantity, discharged at the facility. The OCFA shall provide a copy of this record to the FBI at the conclusion of each training day.
- G. The OCFA agrees to be responsible for any damage to JCRTTF facilities caused by any act or omission on the part of OCFA employees.

V. LIABILITY

- A. The OCFA acknowledges that financial and civil liability, if any, for the acts and omissions of its employees remains vested with OCFA.
- B. To the extent permissible by law, the OCFA agrees to release and discharge the FBI, its personnel, agents, and employees, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the OCFA's use of the JCRTTF to conduct its training.
- C. Congress has provided that the exclusive remedy for the negligent or wrongful act or omission of an employee of the U.S. Government, acting within the scope of his or her employment, shall be an action against the United States under the FTCA, 28 U.S.C. § 1346(b), and §§ 2671 - 2680.

VI. DURATION

- A. The term of the MOU shall be for three years. The MOU may be terminated at will by any party, provided written notice is provided to the other parties of not less than thirty (30) days.

VII. AMENDMENTS

- A. This agreement may be amended only by mutual written consent of the parties. The modifications shall have no force and effect unless such modifications are reduced to writing and signed by an authorized representative of the FBI and the OCFA.

VIII. EFFECTIVE DATE

- A. This MOU shall be effective on the date of the last signature.

IX. POINTS OF CONTACT

- A. Special Agent Mike Comella
Federal Bureau of Investigation
One Magazine Road, Irvine, California 92618
Cell: (949) 795-9405
rmcomella@fbi.gov
- Assistant Chief of Operations
Orange County Fire Authority
1 Fire Authority Road
- B. Irvine, CA 92602

SIGNATORIES:

Brian Fennessy, Fire Chief
Orange County Fire Authority

Date: August 23, 2018

Matthew S. Moon
Special Agent in Charge
Los Angeles Field Office
Federal Bureau of Investigation

Date: _____



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3D
Consent Calendar

Award of Contract for
Fire Policy Manual & Daily Training Bulletins

Contact(s) for Further Information

Dave Anderson, Assistant Chief	daveanderson@ocfa.org	714.573.6006
Support Services Department		

Brigitte Gibb, Director	brigittegibb@ocfa.org	714.573.6353
Human Resources		

Summary

This agenda item is submitted for approval to award a sole source contract with Lexipol, LLC for online Fire Policy Manual and Daily Training Bulletin subscription services.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with Lexipol, LLC for a three-year period in an amount not to exceed \$364,055 (Year One-\$171,185, Year Two-\$124,685 and Year Three-\$68,185) inclusive of implementation services.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for this item was included in the approved FY 2017/18 General Fund budget, specifically in Executive Management. The unexpended funding will be requested to be carried over to FY 2018/19 in the Carryover of FY 2017/18 Uncompleted Projects and First Quarter Budget Adjustment item to be presented to the Board of Directors in September. Future funding to sustain the program will be provided through the OCFA's annual organizational training budget.

Background

Sole Source Justification

Lexipol, LLC is the owner and sole distributor of its proprietary subscription services that provide online annual policy manual development and daily training bulletin services to public safety agencies, including constant updating and 24/7 availability. Lexipol, LLC is the only known vendor that provides web-based public safety policy manual systems capable of providing both policy updates and daily training bulletins. Services include daily training bulletins that are linked to the policy manual, plus continuous review of new law, case law, and best practices resulting in policy guidance and recommended updates specific to California law and regulations.

Scope of Services

Lexipol offers the following products and services designed specifically to meet the goals and expectations of the Orange County Fire Authority:

- a) Fire Policy Manual-more than 155 policies researched and written based on California and Federal laws and regulations customized to reflect OCFA's terminology and structure.
- b) Daily Training Bulletins-designed to help personnel learn and apply agency policy content through 2-minute training exercises.
- c) Policy Updates-Lexipol's legal and content teams continuously review state and federal laws and regulations, court decisions, and evolving best practices to ensure all policies are updated.
- d) Web-based Delivery Platform and Mobile App-online content delivery platform and mobile app provides secure storage and easy access to policy and training content.
- e) Reports-Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.
- f) Supplemental Manual(s)-streamlines the storage of OCFA's content, giving the OCFA one place to access procedures, guidelines, checklists, and more.
- g) Onboarding Services-provides a quick start to the project and expert support to meet OCFA's timeline.
- h) Comprehensive Policy Cross Reference-Lexipol starts with understanding how the OCFA's current policy content compares to Lexipol's master policy content.
- i) Agency-Specific Content Extraction-integrates OCFA's legacy policy and procedural content into Lexipol's web-based delivery platform.
- j) Full Implementation-tailored to provide service from start-to-finish policy implementation assistance incorporating OCFA's philosophy, culture, legal requirements, and applicable standards.

Implementation

OCFA intends to assign both an existing staff Battalion Chief as a resource to work with Lexipol for implementation and a retired Battalion Chief to engage with OCFA for a limited period to surge the work effort. This will enable a quicker implementation.

Recommendation

To support the implementation of Lexipol's Fire Policy Manual and Daily Training Bulletin service, staff is recommending approval and authorization for the Purchasing Manager to execute the proposed Professional Services Agreement for a three-year term at an amount not to exceed \$364,055, utilizing carry-over (unspent) funding from FY 2017/18.

Attachment(s)

- 1. Proposed Professional Services Agreement
- 2. Sole Source Form

**ORANGE COUNTY FIRE AUTHORITY
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and entered into this _____ day of August, 2018 ("Effective Date"), by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and Lexipol, LLC a Limited Liability Corporation, hereinafter referred to as "Firm".

RECITALS

WHEREAS, OCFA requires the services of a firm for Fire Policy Manual, Daily Training Bulletins, Policy Update Subscription, Implementation, and Management Services, hereinafter referred to as "Project"; and

WHEREAS, based on its experience and reputation, Firm is qualified to provide the necessary services for the Project and desires to provide such services; and

WHEREAS, OCFA desires to retain the services of Firm for the Project.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, OCFA agrees to employ and does hereby employ Firm and Firm agrees to provide professional services as follows:

AGREEMENT

1. PROFESSIONAL SERVICES

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, Firm shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A." Firm warrants that all services shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the same profession in the State of California. Firm represents and warrants that it and all employees, subconsultants and subcontractors providing any services pursuant to this Agreement shall have a sufficient skill and experience to perform the Project Services. All Project Services shall be completed to the reasonable satisfaction of the OCFA. In the event of any inconsistency between the terms contained in Exhibit "A" and the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement shall govern.

1.2 Compliance with Law.

All services rendered hereunder shall be provided in accordance with all laws, ordinances, resolutions, statutes, rules, and regulations of OCFA and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses and Permits.

Firm shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

1.4 Familiarity with Work.

By executing this Agreement, Firm warrants that Firm (a) has thoroughly investigated and considered the work to be performed, (b) has investigated the site of the work and become fully acquainted with the conditions there existing, (c) has carefully considered how the work should be performed, and (d) fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should the Firm discover any latent or unknown conditions materially differing from those inherent in the work or as represented by OCFA, Firm shall immediately inform OCFA of such fact and shall not proceed with any work except at Firm's risk until written instructions are received from the Contract Officer.

1.5 Care of Work.

Firm shall adopt and follow reasonable procedures and methods during the term of the Agreement to prevent loss or damage to materials, papers or other components of the work, and shall be responsible for all such damage until acceptance of the work by OCFA, except such loss or damages as may be caused by OCFA's own negligence.

1.6 Additional Services.

Firm shall perform services in addition to those specified in the Scope of Services when directed to do so in writing by the Contract Officer, provided that Firm shall not be required to perform any additional services without compensation. Any additional compensation not exceeding \$50,000 of the original Agreement sum must be approved in writing by the OCFA Purchasing Manager. Any greater increase must be approved in writing by the Executive Committee of the OCFA Board of Directors.

2. TIME FOR COMPLETION

The time for completion of the services to be performed by Firm is an essential condition of this Agreement. Firm shall prosecute regularly and diligently the work of this Agreement according to the schedules set forth in the Scope of Services. Firm shall not be accountable for delays in the progress of its work caused by any condition beyond its control and without the fault or negligence of Firm.

3. COMPENSATION OF FIRM

3.1 Compensation of Firm.

For the services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed, in accordance with the terms set forth in Exhibit "A," in an amount not to exceed \$364,055 per the pricing detail attached hereto as Exhibit "B" for the initial three-year term.

3.2 Method of Payment.

In any month in which Firm wishes to receive payment, Firm shall no later than the first working day of such month, submit to OCFA in the form approved by OCFA's Director of Finance, an invoice for services rendered prior to the date of the invoice. OCFA shall pay Firm for all expenses stated thereon which are approved by OCFA consistent with this Agreement, within thirty (30) days of receipt of Firm's invoice.

3.3 Changes.

In the event any change or changes in the work is requested by OCFA, the parties hereto shall execute an addendum to this Agreement, setting forth with particularity all terms of such addendum, including, but not limited to, any additional fees. Addenda may be entered into:

A. To provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product or work;

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Firm's profession.

3.4 Appropriations.

This Agreement is subject to and contingent upon funds being appropriated therefore by the OCFA Board of Directors for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to OCFA.

4. PERFORMANCE SCHEDULE

4.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

4.2 Schedule of Performance.

All services rendered pursuant to this Agreement shall be performed within the time periods prescribed in the Scope of Services, attached hereto as Exhibit "A". The extension of any time period specified in Exhibit "A" must be approved in writing by the Contract Officer.

4.3 Force Majeure.

The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Firm, including, but not restricted to, acts of God or of a public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, and unusually severe weather if the Firm shall within ten (10) days of the commencement of such condition notify the Contract Officer who shall thereupon ascertain the facts and the extent of any necessary delay, and extend the time for performing the services for the period of the enforced delay when and if in the Contract Officer's judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 Term.

Unless earlier terminated in accordance with Sections 8.5 or 8.6 of this Agreement, this Agreement shall commence upon the Effective Date and shall continue in full force and effect for a period of three (3) years ("Initial Term"). OCFA may, in its sole discretion, exercise an option to extend this Agreement for up to two (2) additional one-year terms. OCFA must notify Firm in writing of its election to extend at any time prior to the expiration of the Initial Term or any subsequent term. If OCFA elects to extend this Agreement, contract pricing will increase by 5% in 'Year Four' as specified in the pricing detail included in Exhibit "A". Firm shall not be entitled to any additional contract pricing increase in 'Year Five'.

5. COORDINATION OF WORK

5.1 Representative of Firm.

The following principal of the Firm is hereby designated as being the principal and representative of Firm authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith: Sean Stumbaugh

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principal is a substantial inducement for OCFA to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Firm and devoting sufficient time to

personally supervise the services hereunder. The foregoing principal may not be changed by Firm without the express written approval of OCFA.

5.2 Contract Officer.

The Contract Officer shall be designated in writing by OCFA. It shall be the Firm's responsibility to keep the Contract Officer fully informed of the progress of the performance of the services and Firm shall refer any decisions that must be made by OCFA to the Contract Officer. Unless otherwise specified herein, any approval of OCFA required hereunder shall mean the approval of the Contract Officer.

5.3 Prohibition Against Subcontracting or Assignment.

5.3.1 No Subcontracting Without Prior Approval. The experience, knowledge, capability and reputation of Firm, its principals and employees, and the Firm Representative were a substantial inducement for OCFA to enter into this Agreement. Therefore, Firm shall not contract with any other entity to perform in whole or in part the Project Services required hereunder without the express written approval of OCFA.

5.3.2 Provisions in the Event Subcontractor(s) Are Authorized. If Firm is authorized to subcontract any part of the Project Services as provided in Section 4.3.1, Firm shall be responsible to OCFA for the acts and omissions of its subcontractor(s) and subconsultant(s) in the same manner as it is for persons directly employed. For purposes of this Agreement, all persons engaged in the performance of Project Services will be considered employees of Firm. OCFA will deal directly with and will make all payments to Firm. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and OCFA. Firm shall ensure that all subcontractor insurance requirements set forth in Section 5 below (including its subsections) are complied with prior to commencement of services by each subcontractor.

5.3.2.1 Withholding Payment for Non-Authorized Subcontractors. OCFA shall have the right to withhold payment from Firm for services performed by any subcontractor or subconsultant performing Project Services but not authorized in writing by OCFA, or regarding which the insurance or other requirements under this Agreement have not been satisfied.

5.3.3 Assignments. Neither this Agreement nor any interest herein may be assigned, transferred, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of OCFA. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Firm, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy

proceeding, this Agreement shall be void. No approved transfer shall release Firm or any surety of Firm from any liability hereunder without the express written consent of OCFA.

5.4 Independent Contractor.

Neither OCFA nor any of its employees shall have any control over the manner, mode or means by which Firm, its agents or employees, perform the services required herein, except as otherwise set forth herein. Firm shall perform all services required herein as an independent Firm of OCFA and shall remain at all times as to OCFA a wholly independent contractor with only such obligations as are consistent with that role. Firm shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of OCFA.

6. INSURANCE AND INDEMNIFICATION

6.1 Compliance with Insurance Requirements. Firm shall obtain, maintain, and keep in full force and effect during the term of this Agreement, at its sole cost and expense, and in a form and content satisfactory to OCFA, all insurance required under this section. Firm shall not commence any Project Services under this Agreement unless and until it has provided evidence satisfactory to OCFA that it has secured all insurance required under this section. If Firm's existing insurance policies do not meet the insurance requirements set forth herein, Firm agrees to amend, supplement or endorse the policies to meet all requirements herein.

6.2 Types of Insurance Required. Without limiting the indemnity provisions set forth in this Agreement, Firm shall obtain and maintain in full force and effect during the term of this Agreement, including any extension thereof, the following policies of insurance:

6.2.1 Professional Liability/Errors and Omissions Insurance ("PLI"). Firm shall obtain and maintain PLI insurance applicable to each licensed profession practiced by Firm. Firm shall maintain PLI insurance with per-claim and aggregate limits no lower than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate. Covered professional services shall specifically include all Project Services to be performed under the Agreement and the policy shall be endorsed to delete any exclusions that may exclude coverage for claims within the Minimum PLI Limits for the Project Services to be performed under this Agreement.

6.2.1.1 The PLI policy shall be endorsed to delete any Contractual Liability Exclusion. The PLI shall include contractual liability coverage applicable to this Agreement. The policy must "pay on behalf of" the insured, and include a provision establishing the insurer's duty to defend the insured.

6.2.1.2 If the PLI policy of insurance is written on a "claims-made" basis, the policy shall be continued in full force and effect at all times during the term of this Agreement, and for a period of three (3) years from the date of the

completion of all Project Services provided hereunder (the "PLI Coverage Period"). If any PLI policy is replaced, cancelled, non-renewed, discontinued, or otherwise terminated, or if the limits of a PLI policy are reduced or the available coverage depleted below the required minimum coverage amounts for any reason during the PLI Coverage Period, Firm shall immediately obtain replacement PLI coverage meeting the requirements of this Section 5.2.1. Such replacement coverage shall satisfy all requirements herein, and shall include coverage for the prior acts or omissions of Firm during the time period during which any Project Services were performed. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier or other insurance arrangements providing for complete coverage, either of which shall be subject to the written approval by the OCFA.

6.2.1.3 If the PLI policy is written on an "occurrence" basis, the policy shall be continued in full force and effect during the term of this Agreement, or until completion of the Project Services provided for in this Agreement, whichever is later. In the event of termination of the PLI policy during this period, new coverage shall immediately be obtained, and written evidence of the policy shall be immediately provided to OCFA, to ensure PLI coverage during the entire course of performing the Project Services.

6.2.1.4 Firm shall not perform any Project Services at any time during which required types or amounts of PLI insurance are not in effect, and OCFA shall have no obligation to pay Firm for Project Services performed while required PLI insurance is not in effect.

6.2.2 Commercial General Liability Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than one million dollars (\$1,000,000.00) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.. CGL insurance shall be provided on an occurrence-based coverage form; a "claims made" CGL policy is not acceptable. Firm shall maintain CGL insurance with per-claim, aggregate and products and operations completed limits no lower than the Minimum CGL Coverage Limits designated in the Terms, Conditions and Phrases. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for any of the following: (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) any other exclusion contrary to this Agreement.

6.2.3 Automobile Liability Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Automobile liability insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) combined limit for each occurrence covering bodily injury, disease and property damage. Defense costs shall be paid in addition to the policy limits. The policy

shall specifically include coverage for non-owned, leased, and hired automobiles, and be endorsed to eliminate any exclusion applicable to any of them.

6.2.4 Workers' Compensation Insurance. If required by the solicitation, then Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements applicable in the State of California. Firm hereby waives on its own behalf, and shall obtain an endorsement from its workers' compensation insurer waiving on the insurance company's behalf, all rights of subrogation against the OCFA, its board members, officials, officers, employees, agents and volunteers.

6.2.4.1 If subconsultants or subcontractors are used, Firm shall require each of its subconsultants and subcontractors, if any, to waive all rights of subrogation, and to obtain endorsements from the subconsultants'/subcontractors' workers' compensation insurers waiving all rights of subrogation, against the OCFA, its board members, officials, officers, employees, agents and volunteers.

6.2.4.2 If Workers' Compensation Insurance is required under Section 6.2.4, Firm and each of its subconsultants and subcontractors shall also maintain, in full force and effect throughout the term of this Agreement, Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000.00) per injury or illness.

6.3 Acceptability of Insurers. Each insurance policy required by this section shall be issued by a licensed company authorized to transact business by the Department of Insurance for the State of California with a current rating of A-:VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Line Insurers (LASLI)), by the latest edition of A.M. Best's Key Rating Guide, except that the OCFA will accept workers' compensation insurance from the State Compensation Fund. In the event the OCFA determines that the Project Services to be performed under this Agreement creates an increased or decreased risk of loss to the OCFA, the Firm agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the OCFA.

6.3.1 Firm shall immediately replace any insurer whose A.M. Best rating drops below the levels specified herein with an insurer that meets the minimum requirements herein.

6.4 Specific Insurance Provisions and Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the OCFA for written approval. Required insurance policies shall contain the following provisions, or Firm shall provide endorsements on forms approved by the OCFA to add the following provisions to the insurance policies:

6.4.1 CGL Insurance Endorsements. The policy or policies of insurance required by this Agreement for CGL Insurance shall be endorsed as follows:

6.4.1.1 Additional Insured: The OCFA, its board members, officials, officers, employees, agents and volunteers, shall be additional insureds; and

6.4.1.1.1 Additional Insured Endorsements: Additional insured endorsements shall not (1) be restricted to "ongoing operations", (2) exclude "contractual liability", (3) restrict coverage to "sole" liability of Firm, (4) contain any other exclusions contrary to the Agreement; or (5) contain special limitations on the scope of protection afforded to additional insureds.

6.4.1.2 Primary, Non-Contributing. Each CGL and Auto Liability insurance policy shall be endorsed to be primary and any other insurance, deductible, or self-insurance maintained by the OCFA, its board members, officials, officers, employees, agents or volunteers, shall not contribute with the primary insurance.

6.4.2 Notice of Cancellation: Each policy of any type shall be endorsed to provide that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) days prior written notice has been provided to the OCFA. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of Firm's failure to pay the insurance premium, the notice provided by the insurer to OCFA shall be by not less than ten (10) days prior written notice. (A statement that notice will be provided "in accordance with the policy terms" or words to that effect is inadequate to meet the requirements of this Section).

6.4.2.1 Pre-Payment of Policy Premium. If for any reason an insurer declines to issue an endorsement certifying that it will notify OCFA in accordance with section 6.4.2, Firm shall either obtain insurance from another insurer who will provide the required notice endorsement or shall provide evidence satisfactory to OCFA that the entire policy premium for the full term of that policy has been pre-paid such that the risk of non-payment of premiums during the term of the policy has been eliminated.

6.4.3 ACORD Forms Will Not Be Accepted in Lieu of Endorsements. By executing this Agreement, Firm certifies that it has – prior to execution of this Agreement - confirmed that its insurance company will issue each of the endorsements required by this Agreement. Firm also certifies that it understands that "ACORD" Certificate of Liability Insurance forms will not be accepted in lieu of required endorsements.

6.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the OCFA in advance. The decision whether to approve or withhold approval of a deductible or self-insured retention shall be made by the OCFA in the OCFA's sole and absolute discretion.

6.6 Waiver of Subrogation. All policies of Commercial General Liability shall contain or be endorsed to waive subrogation against the OCFA, its officials, officers, employees, agents and volunteers, or shall specifically allow Firm or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. Firm hereby agrees to waive its own right of subrogation against the OCFA, its officials, officers, employees, agents and volunteers.

6.6.1 Waivers of Subrogation: Subconsultants and Subcontractors. If OCFA approves the use of subconsultants or subcontractors for the performance of any portion of the Project Services, then Firm shall obtain from each subconsultant and subcontractor, and make available to OCFA upon request, written express waivers by each subconsultant and subcontractor of the right of subrogation against the OCFA, its officials, officers, employees, agents and volunteers, and policy endorsements of each of its subconsultants' and subcontractors' insurance policies waiving any rights of subrogation against the OCFA, its officials, officers, employees, agents and volunteers insurer. All such waivers and endorsements shall be obtained prior to commencement of any Project Services by each subconsultant or subcontractor.

6.7 Evidence of Coverage. Concurrently with the execution of the Agreement, Firm shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required to be maintained by Firm by this Section 5. Firm shall promptly furnish, at OCFA's request, copies of actual policies including all declaration pages, endorsements, exclusions and any other policy documents OCFA requires to verify coverage.

6.7.1 Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the OCFA for written approval.

6.7.2 Authorized Signatures. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

6.7.3 Renewal/Replacement Policies. At least fifteen (15) days prior to the expiration of any policy required by this Agreement, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the OCFA. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Firm shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the OCFA evidence of insurance showing that the required insurance has been reinstated or has been

provided through another insurance company or companies meeting all requirements of this Agreement.

6.8 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Agreement, or the extent to which Firm may be held responsible for losses of any type or amount.

6.9 Enforcement of Agreement (Non-Estoppel). Firm acknowledges and agrees that actual or alleged failure on the part of the OCFA to inform Firm of any non-compliance with any of the insurance requirements set forth in this Agreement imposes no additional obligation on the OCFA nor does it waive any rights hereunder.

6.10 Insurance for Subconsultants. If OCFA approves the use of subconsultants or subcontractors for the performance of any portion of the Project Services, then Firm shall be responsible for causing each approved subconsultant and subcontractor to procure and maintain insurance in the same types and amounts required for Firm, and in full compliance with the insurance requirements set forth in this Agreement, except as otherwise authorized in writing by the Contract Manager.

6.10.1 Delivery of Evidence of Subcontractor Insurance. Upon request of OCFA, Firm shall deliver to OCFA all certificates of insurance and endorsements required from subcontractors and subconsultants. (Note: Firm's duty to obtain all required insurance for subcontractors and subconsultants required under this Agreement applies whether or not OCFA requests delivery of evidence of such coverage.)

6.11 Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of Firm and its subconsultants and subcontractors, if any, pursuant to this Agreement:

6.11.1 Firm shall provide immediate written notice to OCFA if (1) any of the insurance policies required herein are terminated, cancelled, suspended, or non-renewed (2) the limits of any of the insurance coverages required herein are reduced; (3) any required insurance coverage is reduced below the required minimum limits through claims or otherwise, or (4) the deductible or self-insured retention is increased.

6.11.2 All insurance coverage and limits required under this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the OCFA or its operations shall limit the application of such insurance coverage.

6.11.3 None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement

which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the OCFA and approved in writing.

6.11.4 Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay the Project. It is Firm's obligation to ensure timely compliance with all insurance submittal requirements as provided herein and Firm agrees to reimburse OCFA for any losses resulting from its failure, or its subconsultants' or subcontractors' failure, to timely comply with the requirements of this Agreement.

6.11.5 Firm agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by Firm, provide the same minimum insurance coverage required of Firm. Firm agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Firm agrees that upon request, all agreements with, and evidence of insurance from, subconsultants and subcontractors and others engaged in performing any Project Services will be submitted to the OCFA for review.

6.11.6 Firm agrees to provide immediate written notice to OCFA of any claim, demand or loss arising out of the Project Services performed under this Agreement and for any other claim, demand or loss which may reduce the insurance available to an amount less than required by this Agreement.

6.12 Indemnification.

To the fullest extent permitted by law, Firm shall defend (at Firm's sole cost and expense with legal counsel reasonably acceptable to OCFA), indemnify and hold the OCFA, its board members, officials, officers, employees, agents and volunteers, free and harmless from any and all claims, demands, orders, causes of action, costs, expenses, liabilities, losses, penalties, judgments, arbitration awards, settlements, damages or injuries of any kind, in law or in equity, for property or persons, including wrongful death, (collectively "Claims") in any manner arising out of, pertaining to, related to, or incident to any alleged acts, errors or omissions, or willful misconduct of Firm, its officers, directors, employees, subconsultants, subcontractors, agents or invitees in connection with performance under this Agreement, or in any manner arising out of, pertaining to, related to, or incident to an alleged breach of this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses.

Notwithstanding the foregoing, and only to the extent that the Project Services performed by Firm are subject to California Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Firm.

Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Firm's indemnification obligation or other liability hereunder. Notwithstanding the foregoing, such obligation to defend, hold harmless and indemnify the OCFA, its board members officials, officers, employees, agents and volunteers, shall not apply to the extent that such Claims are caused by the sole negligence or willful misconduct of that indemnified party.

7. RECORDS AND REPORTS

7.1 Reports.

Firm shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

7.2 Records.

Firm shall keep such books and records as shall be necessary to properly perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Except as provided in Section 7.5, the Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit and make records and transcripts from such records.

7.3 Ownership of Documents.

All policy manuals, supplemental policy publications, daily training bulletins and other materials prepared by Firm in the performance of this Agreement ("Subscription Materials") shall be the property of the Firm and shall be retained by Firm. Firm hereby grants to OCFA a perpetual right to use the Subscription Materials; upon the termination of this Agreement, OFCA may retain copies of such documents for its own use. OCFA will not remove from any copies of the Subscription Materials any copyright notice or other proprietary notice of Firm appearing thereon. Nothing contained herein shall prohibit or restrict OCFA from distributing Subscription Materials pursuant to an order from a court or other governmental agency or other legal process, or Public Records Act (PRA) request, nor does it prohibit or restrict OCFA from publishing the Subscription Materials on the OCFA website.

7.4 Release of Documents.

All drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of services under this Agreement shall not be released publicly by Firm without the prior written approval of the Contract Officer.

7.5 Confidential Materials.

Notwithstanding anything to the contrary in this Agreement, the Firm shall be the sole owner of Firm's work papers and of any other documents, data or information which are required to be maintained confidential from OCFA by one or more rules of professional conduct governing the Firm's profession(s) (collectively, the "Confidential Materials"). Neither the OCFA nor the Contract Officer shall have access to the Confidential Materials except as may otherwise be required by order issued by a court of competent jurisdiction.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law.

This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Firm covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Waiver.

No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of OCFA shall be deemed to waiver or render unnecessary OCFA's consent to or approval of any subsequent act of Firm. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.3 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.4 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, a declaratory judgment, or any other remedy consistent with the purposes of this Agreement.

8.5 Termination Prior to Expiration of Term.

OCFA reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to Firm, except that where termination is due to the fault of the Firm and constitutes an immediate danger to health, safety and general welfare, the period of notice shall be such shorter time as may be appropriate. Upon receipt of the notice of termination, Firm shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Firm shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter.

Firm may terminate this Agreement, with or without cause, upon thirty (30) days written notice to OCFA.

8.6 Termination for Default of Firm.

If termination is due to the failure of the Firm to fulfill its obligations under this Agreement, OCFA may take over the work and prosecute the same to completion by contract or otherwise, and the Firm shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated, provided that OCFA shall use reasonable efforts to mitigate damages, and OCFA may withhold any payments to the Firm for the purpose of set-off or partial payment of the amounts owed to OCFA.

8.7 Attorneys' Fees.

If either party commences an action against the other party arising out of or in connection with this Agreement or its subject matter, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit from the losing party.

9. OCFA OFFICERS AND EMPLOYEES; NON-DISCRIMINATION

9.1 Non-Liability of OCFA Officers and Employees.

No officer or employee of OCFA shall be personally liable to the Firm, or any successor-in-interest, in the event of any default or breach by OCFA or for any amount which may become due to the Firm or its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Covenant Against Discrimination.

Firm covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry. Firm shall take affirmative action to insure that applicants

and employees are treated without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Confidentiality.

Information obtained by Firm in the performance of this Agreement shall be treated as strictly confidential and shall not be used by Firm for any purpose other than the performance of this Agreement without the written consent of OCFA.

10.2 Notice.

Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by pre-paid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated forty-eight (48) hours from the time of mailing if mailed as provided in this Section.

Orange County Fire Authority
Attention: Debbie Casper
1 Fire Authority Road
Irvine, CA 92602

WITH COPY TO:

David E. Kendig, General Counsel
Woodruff, Spradlin & Smart
555 Anton Blvd. Suite 1200
Costa Mesa, CA 92626

To Firm:

Lexipol, LLC
Attention: Van Holland, Chief Financial Officer
16755 Von Karman Ave., Ste. 250
Irvine, CA 92606

10.2 Integrated Agreement.

This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

10.3 Amendment.

This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

10.4 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or

unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

10.5 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____
Debbie Casper
Purchasing Manager

APPROVED AS TO FORM.

By: 
DAVID E. KENDIG
GENERAL COUNSEL

ATTEST:

Sherry A.F. Wentz
Clerk of the Board

Date: 8/14/18

"FIRM"

LEXIPOL LLC

Date: 8/6/18

By: 
Van Holland
Chief Financial Officer, (CFO)

Date: 8/7/18

By: 
Michael Davis
Chief Executive Officer, (CEO)

EXHIBIT A

Lexipol Scope of Work

Orange County Fire Authority

SCOPE OF SERVICES

Lexipol offers the following products and services designed specifically to meet the goals and expectations of the Orange County Fire Authority.

Fire Policy Manual

Legally defensible, up-to-date policies are the foundation for consistent, safe public safety operations and are key to lowering liability and risk. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on California and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or iOS and Android mobile devices

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in mark-up form and side-by-side comparison against existing policy
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform and mobile app provide secure storage and easy access to all your policy and training content.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by officer, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Manual(s)

Lexipol's Supplemental Publication Service streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, checklists and more.

- Electronically links department-specific procedural content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Onboarding Services

With Lexipol, you won't have to embark on your policy manual project on your own. Your subscription includes onboarding services to start your project quickly and expert support to meet your timeline.

Comprehensive Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with our master policy content. Our Comprehensive Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's California master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- Information provided on where to find content similar to your policies in the Lexipol master manual, providing your project manager the ability to quickly compare the Lexipol version against your related current policy language
- One-on-one review with your agency to discuss the cross-reference report

Agency-Specific Content Extraction

Integrating your agency's legacy policy and procedural content into Lexipol's web-based delivery platform gives you a single place to access your content and makes connecting related content easier. With Lexipol's Content Extraction service, we do the heavy lifting for you.

- Data entry and formatting of existing policies, procedures or other agency-identified content into Lexipol's Knowledge Management System
- Hyperlinking of related policies and procedures or other content for an enhanced end-user experience

Full Implementation

Lexipol's Full Implementation Service is specifically tailored for agencies who want to start-to-finish policy implementation assistance. Using a proven structure of policy review and customization to help you meet your project timeline and avoid common implementation pitfalls, Lexipol Professional Services staff will:

- Determine the vision, scope and expectations of your agency's policy manual
- Develop an implementation plan that breaks the process down into critical stages and deadlines
- Incorporate your agency's philosophy, culture, legal requirements and applicable standards
- Conduct an in-depth cross-referenced review of your agency's existing policy content against the Lexipol California master content
- Coordinate policy review and editing and manage the approval process
- Provide periodic updates and progress reports
- Finalize the content within Lexipol's Knowledge Management System (KMS)
- Prepare content for release; perform quality check
- Train and familiarize agency staff on the new system

Project length and Cost is heavily dependent on availability of Orange County Fire Authority (OCFA) resources assisting on the project (as outlined in "Commitment from Orange County Fire Authority Staff" below) and on the agency review and approval process. If delays arise due to participation frequency or bargaining unit or other administrative review, the potential exists for the timeframe to increase and potentially an increase in the price of the Implementation effort.

Commitment from Orange County Fire Authority Staff

Lexipol recommends that OCFA assign a dedicated Project Manager for implementation of the Law Enforcement Manual and a dedicated Project Manager for the implementation of the Custody Manual. These personnel would be responsible for organizing all OCFA members to ensure appropriate levels of participation in meetings and content reviews. The Project Managers should be given the commensurate authority to ensure personnel compliance with meeting requests and review deadlines and are tasked with ensuring that any adjustments in OCFA practice recommended by the collaborative workgroup can actually be implemented in day-to-day operations. Additionally, Project Managers would be responsible for coordinating attendance of other OCFA members who may only play an ancillary role in the project.

Members of the review and approval process would vary depending on the composition recommended by OCFA stakeholders. Each member assigned to the review and approval process would generally be expected to contribute approximately 5 to 8 hours per week, depending on the volume of content being finalized at any given time.

Members playing an ancillary role may include, but are not limited to, subject matter experts, department legal reviewers, members of the training staff, and members representing bargaining units. Such ancillary members would be expected to contribute between 3 to 15 hours per week, with an average of 5 to 8 hours per week.

OCFA Human Resources members would be expected to provide a comprehensive listing of all OCFA members requiring login credentials for KMS. Such information would include name, email address and other information that may assist in grouping the members together (for purposes of segregating content acknowledgement reports).

Policy Update Management

One of the most valuable aspects of your Lexipol subscription is the confidence you have knowing Lexipol's legal and content development teams are monitoring changes and issuing policy updates as needed. But staying on top of those updates—processing them so they're added to your manual—does take some work. Lexipol's skilled Professional Services staff can lighten your workload.

- Start-to-finish project management on every policy manual update – whether initiated by Lexipol or your agency
- Integration of policy updates into your existing manual, with collaborative review to ensure the updates meet your agency's needs
- Coordination of policy update distribution to your personnel

Daily Training Bulletin Management

For public safety agencies, training is an essential component to limit liability and enhance personnel safety. Lexipol's Daily Training Bulletin Management Service helps your agency maximize the value and applicability of the DTBs for your agency and deliver timely training.

- Analysis of how DTB master content compares to agency-modified policies
- Adaptation of monthly DTB packages to fit the parameters of your agency's policy content
- Monthly issuance of DTB packages
- Customized DTB completion reports, as well as agency-specific year-end data analysis
- Completion of account management tasks, including new hires and departures

EXHIBIT B

Lexipol Pricing Detail

Year One

Fire Manual + DTBs + SPS + Procedures	\$41,185
LE Manual (Arson Inv) + DTBs + SPS	\$3,983
LE Manual savings	-\$3,983
Implementation Services – 1,300 hrs @ \$150 per	\$195,000
Implementation Discount (\$50 per hour off)	-\$65,000
Year 1 Total	\$171,185

Year Two

Fire Manual + DTBs + SPS + Procedures	\$41,185
LE Manual (Arson Inv) + DTBs + SPS	\$3,983
LE Manual savings	-\$3,983
Implementation Services – 700 hrs @ \$150 per	\$105,000
Implementation Discount (\$50 per hour off)	-\$35,000
Management Services (6 months)	\$13,500
Year 2 Total	\$124,685

Year Three

Fire Manual + DTBs + SPS + Procedures	\$41,185
LE Manual (Arson Inv) + DTBs + SPS	\$3,983
LE Manual savings	-\$3,983
Management Services	\$27,000
Year 3 Total	\$68,185

3 Year Total: \$364,055

Year Four (contract extension + 5%)

Fire Manual + DTBs + SPS + Procedures	\$43,244
LE Manual (Arson Inv) + DTBs + SPS	\$6,258
LE Manual savings	-\$6,258
Management Services	\$28,350
Year 4 Total	\$71,594

Year Five (contract extension)

Fire Manual + DTBs + SPS + Procedures	\$43,244
LE Manual (Arson Inv) + DTBs + SPS	\$6,258
LE Manual savings	-\$6,258
Management Services	\$28,350
Year 5 Total	\$71,594

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: EMS & Training	Requested By: Randy Black	Date: 08/06/18
Recommended Vendor: Lexipol LLC.	Vendor Contact: Mike Miller	Vendor's E-mail Address: mmiller@lexipol.com
Vendor Address: 16755 Von Karman Ave. #250		Vendor's Telephone #: 949-292-4874
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): 09/01/18 to 8/31/21	Contract Amount: \$364,055
If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).		Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.**

Lexipol, LLC provides online annual policy manual development and daily training bulletin services to public safety agencies, including constant updating and 24/7 availability.

2. **Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.**

Lexipol, LLC is the only known vendor that provides web-based system of public safety manuals capable of providing policy updates and daily training bulletins. Services include daily training bulletins that are linked to the policy manual, plus continuous review of new law, case law, and best practices resulting in policy guidance and recommended

SECTION III – JUSTIFICATION (continued)

updates specific to California law and regulations. Additional research has been conducted and while some companies may provide portions of these services such as policy and procedure management, or consulting services to provide training bulletins, only Lexipol LLC. was found to have all of the required abilities and experience OCFA desired.

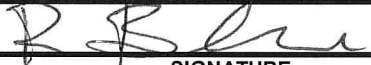
3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

Staff has negotiated pricing from the original proposal from a total three year total of \$535,046 to a new three year total of \$364,055 by customizing the package to address OCFA's needs and the negotiation of implementation discounts and manual savings of \$111,949. Pricing has also been negotiated through year 5.



4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)?
(If yes, please explain how and what the future costs will be.)

Yes, if OCFA chooses to retain the updates and continuous review services, an annual cost of \$71,594 per year for years 4 and 5, with the cost of additional renewals past year 5 to be considered at a later date. If OCFA elects not to continue with the contract, it will still retain the ability to utilize the previously developed documents and materials.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Assistant Chief Randy Black		8-7/18
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Brigette Gibb		8/7/18
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Assistant Chief Dave Anderson		8/2/18

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
 For Debbie Casper	8/8/18
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	8/14/18

Executive Committee Approval Required ☐ Yes ☐ No Sole Source over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved _____



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3E
Consent Calendar

**Request to Add Additional Features and Purchase Order Increase
for TriTech Computer Aided Dispatch Systems**

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

daveanderson@ocfa.org

714.573.6006

Joel Brodowski, IT Manager

joelbrodowski@ocfa.org

714.573.6421

Summary

This agenda item is submitted for approval to issue a purchase order to Trittech Software Systems (TriTech) for additional new features for the Regional Next Generation Computer Aided Dispatch to Compute Aided Dispatch (CAD2CAD) System, and to amend and increase the existing purchase order with TriTech for additional integration services.

Prior Board/Committee Action

At its September 27, 2012, Executive Committee meeting, the Committee approved a contract with TriTech Software Systems for the software, hardware, and professional services to implement a new TriTech Compute Aided Dispatch (CAD) system as part of the Public Safety Systems Project for a total of \$2,835,640.

At its March 22, 2018, meeting, the Executive Committee approved a sole source contract to TriTech Software Systems in the amount of \$120,454 to upgrade and replace the current CAD System Adapter (Interface) including testing, training, and the first year of support and maintenance.

RECOMMENDED ACTION(S)

1. Approve and authorize the Purchasing Manager to issue a purchase order to TriTech Software Systems in the amount of \$27,580 for licensing of the TriTech RapidSOS Interface and additional Inform Compute Aided Dispatch Archive Server Software including database administration configuration services and the first year of support and maintenance.
2. Approve and authorize the Purchasing Manager to amend and increase purchase order P0011224 with TriTech for the Regional CAD2CAD System Adapter by \$28,700 for additional integration services including testing, training, and the first year of support and maintenance.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for software license and maintenance fees has been approved in the Adopted FY 2018/19 General Fund budget, specifically in the Information Technology Division's budget for services and supplies.

Funding for the Regional Next Generation CAD2CAD (NG-C2C) upgrade project was included in the approved FY 2017/18 Capital Improvement Program Budget, specifically in Fund 124 (Communications & Information Systems) for a total project budget of \$450,000. The unexpended funding will be requested to be carried over to FY 2018/19 in the Carryover of FY 2017/18 Uncompleted Projects and First Quarter Budget Adjustment item to be presented to the Board of Directors in September.

Background

RapidSOS Interface

Over 80% of incoming 911 calls originate from mobile devices. Current location accuracy for mobile devices is estimated by the carriers and sent to Public Safety Answering Points. Next Generation 911 (NG911) nationwide efforts look to improve the location accuracy sent to PSAPs. RapidSOS provides an NG911 clearinghouse which collects improved device location stored in a NENA i3 compliant Location Information Server. By integrating the TriTech CAD system to the RapidSOS clearinghouse, the clearinghouse is automatically queried for caller location and additional data. If available, this highly accurate location data is displayed in the TriTech CAD within milliseconds versus the 25-30 seconds typical for today's environment.

Additional Archive Server

The OCFA TriTech CAD environment currently contains a single Archive server. The Archive server acts as a near-real-time copy of the production CAD database and is used for reports and non-TriTech interfaces. Since implementation of the CAD system, usage of the single Archive server has continually increased, resulting in performance issues. By implementing a second Archive server, the load can be balanced across the servers and improve performance.

CAD2CAD Change Order

During implementation testing of the standard CAD interface to the Regional CAD2CAD FatPot environment, it was determined that certain features would not be included in the standard interface; however, to support continued growth and to enhance operational functions, the OCFA would now like to include these features. These enhanced features include sending updated unit radio IDs, sending all system user-defined fields, sending the agency response plan name and unit response role, and updating unit resource type and capabilities. TriTech has provided an updated quote to include these functions.

Recommendation

For additional CAD functionality including RapidSOS integration and a second Archive server to the previously approved Regional CAD2CAD System, staff is recommending approval and authorization for the Purchasing Manager to issue a purchase order contract to TriTech Software Systems for \$27,580. Additionally, to include future features and functionality for the Regional CAD2CAD environment, staff is recommending approval and authorization for the Purchasing Manager to increase purchase order P0011224 with TriTech Software Systems for the Regional CAD2CAD System Interface Upgrade to a new amount not to exceed \$149,154.

Attachment(s)

1. TriTech CAT-2 RapidSOS Interface Quote
2. TriTech Archive Server Quote
3. TriTech Standard CAD FatPot Interface Change Order



Proposal/Sales Quotation

Quotation QUO-98868-8ZYEE8

Quotation Date: 7/27/2018

General & Client Information

Agency Name:	Orange County Fire Authority CA	Bill To: PO Box 57115 Irvine, CA, USA, 92602
System Description:	CA152 - Orange County Fire Authority - RapidSOS Interface - 6-21-18	
Client Contact:	Mr. Dave Turner	
Contact Phone:	(714) 573-6465	Ship To: 1 Fire Authority Rd Irvine, CA, USA, 92602
Contact Email:	daveturner@ocfa.org	
Expiration Date:	12/28/2018	
Presented By:	Mistiza Colebank	

Project Products & Services

TriTech Implementation Service Fee(s)

Inform CAD Implementation Service Fee(s)	Unit Price	Qty	Total Price
Inform CAD RapidSOS Interface Installation and Configuration – Test/Training Environment	\$2,500.00	1	\$2,500.00
<i>Inform CAD Implementation Service Fee(s) Subtotal:</i>			<i>\$2,500.00</i>

TriTech Implementation Service Fee(s) Total: \$2,500.00

Custom Solution(s)

Product Name	Unit Price	Qty	Total Price
CAT-2 Custom Interface	\$12,750.00	1	\$12,750.00

Custom Solution(s) Total: \$12,750.00

Project Related Fee(s)

Product Name	Unit Price	Qty	Total Price
Project Management	\$2,135.00	1	\$2,135.00

Project Related Fee(s) Total: \$2,135.00

Annual Maintenance Fee(s) (Year 1)

Product Name	Support Level	Total Price
CAT-2 Custom Interface	24 x 7	\$2,805.00
Annual Maintenance Fee(s) (Year 1):		\$2,692.80
Continuous Upgrade Fee(s) (Year 1):		\$112.20
Annual Maintenance Fee(s) (Year 1) Total:		\$2,805.00

Project Total: \$20,190.00

Estimated Sales Tax: (State: at %)	Taxable sales: \$0.00	Subtotal: \$20,190.00
		Sales Tax Amount: \$0.00
		Quote Total: \$20,190.00

Summary Information & Project Notes

TriTech's Cost Proposal includes licensing, deployment, initial configuration, and first-year warranty support of a unidirectional interface that will integrate Inform CAD with the RapidSOS NG911 Clearinghouse to harness location data obtained from smartphone location sensors.

When Inform CAD receives the standard ALI data associated with a 911 call from a wireless caller it will generate a query transaction to the RapidSOS Clearinghouse for location information. The data exchange will be based on defined transactions and will not require that data be parsed into multiple utilities or transactions for action by Inform CAD.

When a location is received from RapidSOS, Inform CAD presents it as location update in a similar manner to a Phase II wireless call except that the source of the update will reflect RapidSOS on the update screen (instead of ANI/ALI). The user can accept or decline the location update to the Inform CAD incident.

The interface continues to poll RapidSOS during the duration of the call. The default polling interval is 15 seconds, which is the minimum. The polling rate is configurable.

A Powerline command (Command Line) is available to start/stop continuous updates (location updates are still received in the background until there are no further updates available). There is also a command to query the current location which sends a request to RapidSOS for the most recent location.

RapidSOS cannot be queried without an active 911 call. The telephone does not send data to the RapidSOS Clearinghouse until a 911 call is established. Once the call is disconnected RapidSOS location updates are no longer available.

Inform CAD Advisor Alerts can be configured to alert on a RapidSOS location received or when a new location is received that has exceeded the configured radius from last location

TriTech assumes that an API/SDK available from RapidSOS is provided at no cost to TriTech for interface development.

TriTech assumes that no product modifications will be required and none have been proposed for this integration.

The interface will maintain a log file that will identify any file I/O errors encountered during its operation.

TriTech's Cost Proposal does not include any products, services, or other fees that might be assessed by any third party for enabling the integration as described.

Terms and Conditions

Payment terms are as follows

50% of all Software, Services, Support and fixed travel fees are due at time of order -and- 50% of all Software, Services, Support, and fixed travel fees are due upon installation or completion of services (whichever comes later).

Software License Terms:

The Software is licensed for use by Client in accordance with the software licensing terms of the System Purchase Agreement currently in effect between TriTech and Client. Acceptance for the Software may be defined in the Statement of Work ('SOW'), if not, the Software licenses shall be deemed accepted on delivery.

Acceptance for the TriTech Software licenses included in the Quotation will be governed by the standard terms set forth in TriTech's System Purchase Agreement, which shall supersede any prior System Purchase Agreement. Any changes to scope of testing may result in a price increase for services.

The annual Software Support Services for the TriTech Software licenses are provided for a period of twelve-months from the Installation date and shall be governed by the existing Software support Agreement currently in effect between TriTech and Client. Support fees will be prorated at renewal of the existing support term to adjust to the term to be co-terminous with the existing support agreement term.

Sales Tax:

Any estimated sales and/or use tax has been calculated as of the date of quotation and is provided as a convenience for budgetary purposes. TriTech reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing, at the then current rates. Your organization must provide TriTech with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction, when your order is placed, if you are exempt from sales tax.

General Terms:

The items in this quotation are based upon meetings and communications with the Client and unless attached to a contract form the entirety of the deliverables from TriTech.

The scope of Deliverables for this order will be limited to the Software, Services, and Support and Maintenance that is explicitly listed herein for the listed quantities.

This order provides Software licenses as well as required deployment services only for the environments that are explicitly listed herein (Production, Test, Training, Disaster Recovery, etc.). These software licenses do not apply to any other existing environments, or environments that may be implemented in the future. Except as expressly identified in this Quotation as a line item to be provided by TriTech, all required computer hardware, third party system/database software, peripherals, network components and third party items shall be provided by the Client. All such Client provided third party items must meet TriTech's recommended specifications.

Changes in the scope of certain components of the System may impact the cost and timelines for other areas of the Project.

All services will be performed during normal business hours, unless otherwise stated in this quotation for specific service deliverables.

Deployment and implementation of TriTech Software and Services are based upon Client's provision and compliance with TriTech's System Planning Document.

TriTech reserves the right to adjust this Quotation as a result of changes including but not limited to project scope, deliverables (TriTech Software, or third party software or hardware, including changes in the hardware manufacturer's specifications), services, interface requirements, and Client requested enhancements.

Installation Services will be performed based on the quantities that are listed in this quotation, and as listed for each environment. One installation line item does not include installation services in multiple environments.

Quotation Issued by: Mistiza Colebank Email: mistiza.colebank@tritech.com Phone: (858) 799-7811	<u>Send Purchase Orders To:</u> TriTech Software Systems 9477 Waples Street, Suite 100 San Diego, CA 92121 Or Email: salesadmin@tritech.com Or Fax: (858) 799-7015
	<u>Remit Payments To:</u> TriTech Software Systems PO Box # 203223 Dallas, TX 75320-3223

Accepted for Client

By signing below, you are indicating that you are authorized to obligate funds for your organization. To activate your order, check the appropriate box below and, either, (i) attach a copy of this quotation to your purchase order when it is remitted to TriTech, or, (ii) if no additional authorizing paperwork is required for your organization to accept and pay an invoice, sign below and fax this quotation to 1-858-799-7015 or email to salesadmin@tritech.com to indicate your acceptance.

☐ Purchase Order required and attached, reference PO# _____ on invoice.

☐ No Purchase Order required to invoice.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☐ I am tax exempt. Please contact me if TriTech does not have my current exempt information on file.

Client Agency/Entity Name

Client Authorized Representative

Title

Signature Client Authorized Representative

Date



Proposal/Sales Quotation

Quotation QUO-95832-8YHBS8

Quotation Date: 6/1/2018

General & Client Information

Agency Name: Orange County Fire Authority CA	Bill To: PO Box 57115 Irvine, CA, USA, 92602
System Description: CA152 - Orange County FA - 2nd Leg of Replication	
Client Contact: Mr. Dave Turner	Ship To: 1 Fire Authority Rd Irvine, CA, USA, 92602
Contact Phone: (714) 573-6465	
Contact Email: dave.turner@ocfa.org	
Expiration Date: 9/3/2018	
Presented By: Mistiza Colebank	

Project Products & Services

TriTech Software License Fee(s)

Inform CAD Software License Fee(s)	Unit Price	Qty	Total Price
Inform CAD the Archive Server Software	\$2,500.00	1	\$2,500.00
<i>Inform CAD Software License Fee(s) Subtotal:</i>			<i>\$2,500.00</i>

TriTech Software License Fee(s) Total: \$2,500.00

TriTech Implementation Service Fee(s)

Inform CAD Implementation Service Fee(s)	Unit Price	Qty	Total Price
DBA Services for re-installing Replication	\$1,400.00	1	\$1,400.00
Inform CAD Archive Server Configuration	\$2,100.00	1	\$2,100.00
<i>Inform CAD Implementation Service Fee(s) Subtotal:</i>			<i>\$3,500.00</i>

TriTech Implementation Service Fee(s) Total: \$3,500.00

Project Related Fee(s)

Product Name	Unit Price	Qty	Total Price
Project Management	\$840.00	1	\$840.00

Project Related Fee(s) Total: \$840.00

Annual Maintenance Fee(s) (Year 1)

Product Name	Support Level	Total Price
Inform CAD the Archive Server Software	24 x 7	\$550.00

Annual Maintenance Fee(s) (Year 1): \$528.00

Continuous Upgrade Fee(s) (Year 1): \$22.00

Annual Maintenance Fee(s) (Year 1) Total: \$550.00

Project Total: \$7,390.00

Estimated Sales Tax: (State: at %)	Taxable sales: \$0.00	Subtotal: \$7,390.00
		Sales Tax Amount: \$0.00

Quote Total: \$7,390.00

Terms and Conditions

Payment terms are as follows

50% of all Software, Services, Support and fixed travel fees are due at time of order -and- 50% of all Software, Services, Support and fixed travel fees are due upon installation or completion of services (whichever comes later).

Software License Terms:

The Software is licensed for use by Client in accordance with the software licensing terms of the System Purchase Agreement currently in effect between TriTech and Client. Acceptance for the Software may be defined in the Statement of Work ('SOW'), if not, the Software licenses shall be deemed accepted on delivery.

Acceptance for the TriTech Software licenses included in the Quotation will be governed by the standard terms set forth in TriTech's System Purchase Agreement, which shall supersede any prior System Purchase Agreement. Any changes to scope of testing may result in a price increase for services.

The annual Software Support Services for the TriTech Software licenses are provided for a period of twelve-months from the Installation date and shall be governed by the existing Software support Agreement currently in effect between TriTech and Client. Support fees will be prorated at renewal of the existing support term to adjust to the term to be co-terminous with the existing support agreement term.

Sales Tax:

Any estimated sales and/or use tax has been calculated as of the date of quotation and is provided as a convenience for budgetary purposes. TriTech reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing, at the then current rates. Your organization must provide TriTech with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction, when your order is placed, if you are exempt from sales tax.

General Terms:

The items in this quotation are based upon meetings and communications with the Client and unless attached to a contract form the entirety of the deliverables from TriTech.

The scope of Deliverables for this order will be limited to the Software, Services, and Support and Maintenance that is explicitly listed herein for the listed quantities.

This order provides Software licenses as well as required deployment services only for the environments that are explicitly listed herein (Production, Test, Training, Disaster Recovery, etc.). These software licenses do not apply to any other existing environments, or environments that may be implemented in the future.

Changes in the scope of certain components of the System may impact the cost and timelines for other areas of the Project.

All services will be performed during normal business hours, unless otherwise stated in this quotation for specific service deliverables.

Deployment and implementation of TriTech Software and Services are based upon Client's provision and compliance with TriTech's System Planning Document.

TriTech reserves the right to adjust this Quotation as a result of changes including but not limited to project scope, deliverables (TriTech Software, or third party software or hardware, including changes in the hardware manufacturer's specifications), services, interface requirements, and Client requested enhancements.

Installation Services will be performed based on the quantities that are listed in this quotation, and as listed for each environment. One installation line item does not include installation services in multiple environments.

Quotation Issued by: Mistiza Colebank Email: mistiza.colebank@tritech.com Phone: (858) 799-7811	<u>Send Purchase Orders To:</u> TriTech Software Systems 9477 Waples Street, Suite 100 San Diego, CA 92121 Or Email: salesadmin@tritech.com Or Fax: (858) 799-7015
	<u>Remit Payments To:</u> TriTech Software Systems PO Box # 203223 Dallas, TX 75320-3223

Accepted for Client

By signing below, you are indicating that you are authorized to obligate funds for your organization. To activate your order, check the appropriate box below and, either, (i) attach a copy of this quotation to your purchase order when it is remitted to TriTech, or, (ii) if no additional authorizing paperwork is required for your organization to accept and pay an invoice, sign below and fax this quotation to 1-858-799-7015 or email to salesadmin@tritech.com to indicate your acceptance.

☐ Purchase Order required and attached, reference PO# _____ on invoice.

☐ No Purchase Order required to invoice.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☐ I am tax exempt. Please contact me if TriTech does not have my current exempt information on file.

Client Agency/Entity Name

Client Authorized Representative

Title

Signature Client Authorized Representative

Date



Change Order

Q4975EM-02

Date: 7/9/2018

General & Client Information

Client Name: Orange County Fire Authority CA	Bill to:
System Description: Modifications to Standard Interface	PO BOX 57115
Great Plains ID: CA152/SD	Irvine, CA 92602
Change Order #	USA
Original Sales Order # 7467	
Client Purchase Order # PO011224	
Client Purchase Order Date 3/28/2018	
Client Contact: David Turner	Ship to:
Contact Phone: 714-573-6465	1 Fire Authority Rd
Contact Email Address: daveturner@ocfa.org	Irvine, CA 92602
Credit Terms: Net 30 days from date of invoice	USA
Account Executive: Martha Chavez	
Project Manager: Elhaum Modarres	

Project Products & Services

Qty	Sales Category	Item Description	Unit Price	Qty*Unit \$	Extended Price
Project Additions:					
1	Integration Services	Additional engineering hours for modifications to the Standard Inform CAD Interface to FatPOT	\$ 25,200.00	\$ 25,200.00	\$ 25,200.00
1	PM Services	Project Management Services	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -

Project Summary & Totals

Integrated Solutions Services	25,200.00
Project Management Services	3,500.00
Subtotal:	\$ 28,700.00
Estimated Sales Tax (State: ____ at ____%) Taxable sales: 0.00 Sales tax rate: 5.00%	\$ -
Estimated Shipping	\$ -
Total:	\$ 28,700.00

Project Payment Terms: Net 30 days from date of invoice

100% to be added to final payment milestone \$ 28,700.00

Total Payments: \$ 28,700.00

Summary Information & Project Notes

The following modifications to the standard CAD interface to FatPOT are included in this change order: 1- Radio IDs 2- User Defined Fields (min UDF17 through UDF22) 3- Response Plan/Responsibility 4- Resource type/capability transfer. The following features were implemented on the current interface and paid for by the client and TriTech will honor that and include them in the Change Order at no cost to the client: 5- Configure timeout to exceed 2 minutes 6- Ability to turn on/off the setting 7- GEO verification ability to turn on/off 8- Re-open a closed incident 9-Map info 10- Using Agency Code rather than Jurisdiction Code as Agency identifier

Send Purchase Orders to:

TriTech Software Systems
Attn: Sales Admin FAX: 858-799-7015
salesadmin@tritech.com

Remit Payments to:

TriTech Software Systems
PO Box # 203223
Dallas, TX 75320-3223

Issued by: **Elhaum Modarres**
Contact info: elhaum.modarres@TriTech.com
858-799-7395

Terms and Conditions

Proposed Change Order is valid for 60 (sixty) days.

Software License Terms:

The TriTech Software is licensed for use by Client in accordance with the software licensing terms of the System Purchase Agreement or other TriTech license agreement currently in effect between TriTech and Client. Acceptance for the TriTech Software may be defined in the applicable Statement of Work ('SOW'), if not, the Software licenses shall be deemed accepted on delivery.

The annual Software Support Services for the TriTech Software licenses are provided for a period of twelve-months from the Installation date and shall be governed by the existing Software Support Agreement currently in effect between TriTech and Client. Support fees will be prorated at renewal of the existing support term to adjust the term to be co-terminus with the existing Software Support Agreement term.

Sales Tax:

Any estimated sales and/or use tax has been calculated as of the date of Change Order and is provided as a convenience for budgetary purposes. TriTech reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing, at the then current rates. Your organization must provide TriTech with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction, when your order is placed, if you are exempt from sales tax.



Change Order

Q4975EM-02

Date: 7/9/2018

General Terms:

The items in this Change Order are based upon meetings and communications with the Client and unless attached to a contract form the entirety of the deliverables from TriTech.

The TriTech Software license price does not include any services for installation. Services, if applicable are listed as separate line items.

The scope of Deliverables for this order will be limited to the TriTech Software, Services, and Support, and if applicable third party items (collectively the "System") that are explicitly listed herein for the listed quantities.

This order provides TriTech Software licenses as well as required deployment services only for the environments that are explicitly listed herein (Production, Test, Training, Disaster Recovery, etc.). These software licenses do not apply to any other existing environments, or environments that may be implemented in the future.

Changes in the scope of certain components of the System may impact the cost and timelines for other areas of the Project.

All services will be performed during normal business hours, unless otherwise stated in this Change Order for specific service deliverables.

Deployment and implementation of TriTech Software and Services are based upon Client's provision and compliance with TriTech's System Planning Document.

TriTech reserves the right to adjust this Change Order as a result of changes including but not limited to project scope, deliverables (TriTech Software, or third party software or hardware, including changes in the hardware manufacturer's specifications), services, interface requirements, and Client requested enhancements.

Travel and out-of-pocket expenses will be invoiced as incurred, at actual cost, unless specifically itemized in the proposed change order.

TriTech reserves the right to assess \$1,000 cancellation fee for the training classes that are cancelled any later than 5 business days prior to the first day of the class, plus any additional fees or charges associated with the cancellation and rebooking of the airline tickets and other travel arrangements.

TriTech reserves the right to assess 25% of the services fee, up to \$1,000 as cancellation fee for any remote, or onsite installation services work that are cancelled by the Client at no fault of TriTech any later than 5 business days prior to the date of performing the work. This may include the services that are cancelled or rescheduled due to the client's infrastructure not meeting the minimum requirements for the installation, lack of preparation of the site based on TriTech's documentation, issues with remote connectivity, or other barriers that result in the work being cancelled.

By signing below, you are indicating that you are authorized to obligate funds for your organization. To activate this change order, check the appropriate box below and, either, (i) attach a copy of this change order to your purchase order when it is remitted to TriTech, or, (ii) if no additional authorizing paperwork is required for your organization to accept and pay an invoice, sign below and fax this change order to 858-799-7015 or email to salesadmin@tritech.com to indicate your acceptance.

- ☐ Purchase Order required and attached, reference PO# _____ on invoice
- ☐ No Purchase Order required to invoice

Please check one of the following:

- ☐ I agree to pay any applicable sales tax.
- ☐ I am tax exempt. Please contact me if TriTech does not have my current exempt information on file.

Accepted for Client

Orange County Fire Authority CA

Client Agency/Entity Name

Dave Turner

Print Name

Client Authorized Representative

Signature

Client Authorized Representative

Title

Date



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3F
Consent Calendar

**Blanket Order Increase
Communications Equipment Installation Professional Services**

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

daveanderson@ocfa.org

714.573.6006

Joel Brodowski, IT Manager

joelbrodowski@ocfa.org

714.573.6421

Summary

This agenda item is submitted for approval to increase and extend the current contract for communications equipment installation services in OCFA emergency apparatus and vehicles with 911 Vehicle.

Prior Board/Committee Action

At its October 16, 2014, meeting, the Executive Committee approved a contract with 911 Vehicle for a three-year term with up to two additional one-year extensions at an amount not to exceed \$959,300 for the initial three-year term.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with 911 Vehicle to increase and extend the current blanket order for communications equipment installation services for the final, one-year optional renewal at an annual amount not to exceed \$240,000.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for this contract is available in the General Fund budget, specifically in the Information Technology Divisions' budget for services and supplies.

Background

Since the Executive Committee awarded the contract for communications equipment installation services in 2014, installations have been transitioned from third party vendors like 911 Vehicle back to OCFA Communications staff. The initial three-year contract with 911 Vehicle was renewed for one additional year in 2017 at an annual amount not to exceed \$40,000 which did not require Executive Committee approval.

Currently, the OCFA has an unusually large number of new emergency apparatus and vehicles including 35 new Type-1 fire engines, tractor drawn apparatus fire trucks, command staff vehicles, and other light-duty vehicles that have been delivered to OCFA or will be delivered soon that need communications equipment installed. Staff is also replacing Mobile Data Computers in approximately 300 OCFA emergency apparatus and vehicles. To keep up with the unusually high volume of work, additional resources are needed to supplement OCFA communications staff to complete communications equipment installations and to ensure that new vehicles are put in service as quickly as possible.

Conclusion

Staff is recommending approval and authorization for the Purchasing Manager to execute the proposed Professional Services Agreement with 911 Vehicles for communications equipment installation services in OCFA emergency apparatus and vehicles at an amount not to exceed \$240,000 for the one-year term.

Attachment(s)

Proposed Professional Services Agreement

**ORANGE COUNTY FIRE AUTHORITY
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and entered into this ____ day of August, 2018, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and 911 Vehicle Com, Inc., a Corporation, hereinafter referred to as "Firm". OCFA and Firm are sometimes individually referred to herein as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, OCFA requires the services of a qualified firm to provide vehicle communications installation services as requested in RFP MD1935, hereinafter referred to as "Project"; and

WHEREAS, Firm has submitted to OCFA a proposal dated August 7 2014, as modified by its Best and Final Offer, Dated September 29, 2014, copies of which are maintained on file with the Clerk of the Authority, and both of which are incorporated herein by this reference ("Proposal"); and

WHEREAS, based on its experience and reputation, Firm is qualified to provide the necessary services for the Project and desires to provide such services; and

WHEREAS, OCFA desires to retain the services of Firm for the Project;

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, OCFA agrees to employ and does hereby employ Firm and Firm agrees to provide professional services as follows:

AGREEMENT

1. PROFESSIONAL SERVICES

1.1 Scope of Services

In compliance with all terms and conditions of this Agreement, Firm shall provide those services specified in the Scope of Services, attached hereto as Exhibit "A," which includes by reference and by addendum: (1) OCFA's Request for Proposal, RFP MD1935, dated June 25, 2014 ("RFP"), (2) Firm's Proposal, as modified by Firm's and Final Offer, dated September 29, 2014 and (3) any amendments, addendums, change orders, or modifications mutually agreed upon by the parties hereto ("Services" or "Work"). Firm warrants that all Services shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the same profession in the State of California. Firm represents and warrants that it and all employees, subconsultants and subcontractors providing any Services pursuant to this

Agreement shall have a sufficient skill and experience to perform the Services. All Services shall be completed to the reasonable satisfaction of the OCFA. In the event of any inconsistency between the terms contained in the Scope of Services, and/or the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement and then the Scope of Services shall govern, in that order.

1.2 Compliance with Law

All Services rendered hereunder shall be provided in accordance with all laws, ordinances, resolutions, statutes, rules, and regulations of OCFA and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses and Permits

Firm shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the Services required by this Agreement.

1.4 Familiarity with Work

By executing this Agreement, Firm warrants that Firm (a) has thoroughly investigated and considered the Work to be performed, (b) has investigated the site of the Work and become fully acquainted with the conditions there existing, (c) has carefully considered how the Work should be performed, and (d) fully understands the facilities, difficulties and restrictions attending performance of the Work under this Agreement. Should the Firm discover any latent or unknown conditions materially differing from those inherent in the Work or as represented by OCFA, Firm shall immediately inform OCFA of such fact and shall not proceed with any Work except at Firm's risk until written instructions are received from the Contract Officer.

1.5 Care of Work

Firm shall adopt and follow reasonable procedures and methods during the term of the Agreement to prevent loss or damage to materials, papers or other components of the work, and shall be responsible for all such damage until acceptance of the work by OCFA, except such loss or damages as may be caused by OCFA's own negligence.

1.6 Additional Services

Firm shall perform services in addition to those specified in the Scope of Services when directed to do so in writing by the OCFA Purchasing Manager, provided that Firm shall not be required to perform any additional services without compensation. Any additional compensation not exceeding 10% must be approved in writing by the OCFA Purchasing Manager. Any additional compensation exceeding this amount must be approved in writing by the Executive Committee of the OCFA Board of Directors.

2. TIME FOR COMPLETION

The time for completion of the Services to be performed by Firm is an essential condition of this Agreement. Firm shall prosecute regularly and diligently the work of this Agreement according to the schedules set forth in Firm's proposal. Firm shall not be accountable for delays in the progress of its work caused by any condition beyond its control and without the fault or negligence of Firm. Delays shall not entitle Firm to any additional compensation regardless of the party responsible for the delay.

3. COMPENSATION OF FIRM

3.1 Maximum Contract Amount

For the Services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed, in accordance with the terms set forth in Exhibit "A" in an amount not to exceed \$240,000 (Two Hundred Forty Thousand Dollars). The maximum amount of OCFA's payment obligation under this Agreement is the amount specified in this section ("Maximum Contract Amount").

3.2 Method of Payment

In any month in which Firm wishes to receive payment, Firm shall no later than the first working day of such month, submit to OCFA in the form approved by OCFA's Director of Finance, an invoice for Services rendered prior to the date of the invoice. OCFA shall pay Firm for all expenses stated thereon which are approved by OCFA consistent with this Agreement, within thirty (30) days of receipt of Firm's invoice.

twenty 20

3.3 Changes

In the event any change or changes in the work is requested by OCFA, the parties hereto shall execute an addendum to this Agreement, setting forth with particularity all terms of such addendum, including, but not limited to, any additional fees. Addenda may be entered into:

A. To provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product or work;

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Firm's profession.

3.4 Appropriations

This Agreement is subject to and contingent upon funds being appropriated therefore by the OCFA Board of Directors for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to OCFA.

4. PERFORMANCE SCHEDULE

4.1 Time of Essence

Time is of the essence in the performance of this Agreement.

4.2 Schedule of Performance

All Services rendered pursuant to this Agreement shall be performed within the time periods prescribed in the Scope of Services, attached hereto as Exhibit "A". The extension of any time period specified in Exhibit "A" must be approved in writing by the Contract Officer.

4.3 Force Majeure

The time for performance of Services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Firm, including, but not restricted to, acts of God or of a public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, and unusually severe weather if the Firm shall within ten (10) days of the commencement of such condition notify the Contract Officer who shall thereupon ascertain the facts and the extent of any necessary delay, and extend the time for performing the Services for the period of the enforced delay when and if in the Contract Officer's judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 Term

This agreement shall continue in full force and effect until satisfactory completion of the Services, unless earlier terminated in accordance with Sections 8.5 or 8.6 of this Agreement but not exceeding October 31, 2019, unless extended by mutual written agreement of the parties.

5. COORDINATION OF WORK

5.1 Representative of Firm

The following principal of the Firm is hereby designated as being the principal and representative of Firm authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith: Dan Walters, President

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principal is a substantial inducement for OCFA to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Firm and devoting sufficient time to personally supervise the Services hereunder. The foregoing principal may not be changed by Firm without the express written approval of OCFA.

5.2 Contract Officer

The Contract Officer shall be Joel Brodowski unless otherwise designated in writing by OCFA. It shall be the Firm's responsibility to keep the Contract Officer fully informed of the progress of the performance of the Services and Firm shall refer any decisions that must be made by OCFA to the Contract Officer. Unless otherwise specified herein, any approval of OCFA required hereunder shall mean the approval of the Contract Officer.

5.3 Prohibition Against Subcontracting or Assignment

5.3.1 No Subcontracting Without Prior Approval. The experience, knowledge, capability and reputation of Firm, its principals and employees, and the Firm Representative were a substantial inducement for OCFA to enter into this Agreement. Therefore, Firm shall not contract with any other entity to perform in whole or in part the Services required hereunder without the express written approval of OCFA.

5.3.2 Provisions in the Event Subcontractor(s) Are Authorized. If Firm is authorized to subcontract any part of the Services as provided in Section 5.3.1, Firm shall be responsible to OCFA for the acts and omissions of its subcontractor(s) and subconsultant(s) in the same manner as it is for persons directly employed. For purposes of this Agreement, all persons engaged in the performance of Services will be considered employees of Firm. OCFA will deal directly with and will make all payments to Firm. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and OCFA. Firm shall ensure that all subcontractor insurance requirements set forth in Section 6 below (including its subsections) are complied with prior to commencement of Services by each subcontractor.

5.3.2.1 Withholding Payment for Non-Authorized Subcontractors. OCFA shall have the right to withhold payment from Firm

for Services performed by any subcontractor or subconsultant performing Services but not authorized in writing by OCFA, or regarding which the insurance or other requirements under this Agreement have not been satisfied.

5.3.3 Assignments. Neither this Agreement nor any interest herein may be assigned, transferred, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of OCFA. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Firm, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release Firm or any surety of Firm from any liability hereunder without the express written consent of OCFA.

5.4 Independent Contractor

5.4.1 The legal relationship between the Parties is that of an independent contractor, and nothing herein shall be deemed to make Contractor, or any of its personnel, an OCFA employee. During the performance of this Agreement, Firm and its officers, employees, and agents shall act in an independent capacity and shall not act as OCFA officers or employees. Firm will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The personnel performing the Services under this Agreement on behalf of Firm shall at all times be under Firm's exclusive direction and control. Neither OCFA nor any of its officials, officers, employees, agents or volunteers shall have control over the conduct of Firm or any of its officers, employees, or agents, except as set forth in this Agreement. Firm, its officers, employees or agents, shall not maintain a permanent office or fixed business location at OCFA's offices. OCFA shall have no voice in the selection, discharge, supervision, or control of Firm's officers, employees, representatives or agents or in fixing their number, compensation, or hours of service. Firm shall pay all wages, salaries, and other amounts due its employees in connection with the performance of Services under this Agreement and shall be responsible for all reports and obligations respecting them, including but not limited to social security income tax withholding, unemployment compensation, workers' compensation, and other similar matters. OCFA shall not in any way or for any purpose be deemed to be a partner of Firm in its business or otherwise a joint venturer or a member of any joint enterprise with Firm.

5.4.2 Firm shall not incur or have the power to incur any debt, obligation, or liability against OCFA, or bind OCFA in any manner.

5.4.3 No OCFA benefits shall be available to Firm, its officers, employees, or agents, in connection with the performance of any Work or Services under this Agreement. Except for professional fees paid to Firm as provided for in this Agreement, OCFA shall not pay salaries, wages, or other compensation to Firm for the performance of any Work or Services under this Agreement. OCFA shall not be liable for

compensation or indemnification to Firm, its officers, employees, or agents, for injury or sickness arising out of performing any Work or Services hereunder. If for any reason any court or governmental agency determines that the OCFA has financial obligations, other than pursuant to Section 2 herein, of any nature relating to salary, taxes, or benefits of Firm's officers, employees, representatives, agents, or subconsultants or subcontractors, Firm shall defend, indemnify, and hold harmless OCFA from and against all such financial obligations.

5.6 Employee Retirement System Eligibility Indemnification

5.6.1 In the event that Firm or any employee, agent, or subcontractor of Firm providing any Work or Services under this Agreement claims or is determined by a court of competent jurisdiction to be eligible for enrollment in an employee retirement system as an employee of the OCFA, Firm shall indemnify, defend, and hold harmless OCFA against: (1) all such claim(s) and determination(s); (2) for the payment of any employee and/or employer contributions for employee retirement system benefits on behalf of Firm or its employees, agents or subcontractors; and (3) the payment of any penalties and interest on such contributions which would otherwise be the responsibility of the OCFA.

5.6.2 Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing any Work or Services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by OCFA, including but not limited to eligibility to enroll in PERS as an employee of OCFA and entitlement to any contribution to be paid by OCFA for employer contribution and/or employee contributions for PERS benefits.

6. INSURANCE AND INDEMNIFICATION

6.1 Compliance with Insurance Requirements. Firm shall obtain, maintain, and keep in full force and effect during the term of this Agreement, at its sole cost and expense, and in a form and content satisfactory to OCFA, all insurance required under this section. Firm shall not commence any Services under this Agreement unless and until it has provided evidence satisfactory to OCFA that it has secured all insurance required under this section. If Firm's existing insurance policies do not meet the insurance requirements set forth herein, Firm agrees to amend, supplement or endorse the policies to meet all requirements herein.

6.2 Types of Insurance Required. Without limiting the indemnity provisions set forth in this Agreement, Firm shall obtain and maintain in full force and effect during the term of this Agreement, including any extension thereof, the following policies of insurance:

6.2.1 Professional Liability/Errors and Omissions Insurance ("PLI"). Firm shall obtain and maintain PLI insurance applicable to each licensed profession practiced by Firm. Firm shall maintain PLI insurance with per-claim and aggregate limits no lower than one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) aggregate. Covered professional services shall specifically include all Services to be performed under the Agreement and the policy shall be endorsed to delete any exclusions that may exclude coverage for claims within the minimum PLI Limits for the Services to be performed under this Agreement.

6.2.1.1 The PLI policy shall be endorsed to delete any Contractual Liability Exclusion. The PLI shall include contractual liability coverage applicable to this Agreement. The policy must "pay on behalf of" the insured, and include a provision establishing the insurer's duty to defend the insured.

6.2.1.2 If the PLI policy of insurance is written on a "claims-made" basis, the policy shall be continued in full force and effect at all times during the term of this Agreement, and for a period of three (3) years from the date of the completion of all Services provided hereunder (the "PLI Coverage Period"). If any PLI policy is replaced, cancelled, non-renewed, discontinued, or otherwise terminated, or if the limits of a PLI policy are reduced or the available coverage depleted below the required minimum coverage amounts for any reason during the PLI Coverage Period, Firm shall immediately obtain replacement PLI coverage meeting the requirements of this Section 6.2.1. Such replacement coverage shall satisfy all requirements herein, and shall include coverage for the prior acts or omissions of Firm during the time period during which any Services were performed. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier or other insurance arrangements providing for complete coverage, either of which shall be subject to the written approval by the OCFA.

6.2.1.3 If the PLI policy is written on an "occurrence" basis, the policy shall be continued in full force and effect during the term of this Agreement, or until completion of the Services provided for in this Agreement, whichever is later. In the event of termination of the PLI policy during this period, new coverage shall immediately be obtained, and written evidence of the policy shall be immediately provided to OCFA, to ensure PLI coverage during the entire course of performing the Services.

6.2.1.4 Firm shall not perform any Services at any time during which required types or amounts of PLI insurance are not in effect, and OCFA shall have no obligation to pay Firm for Services performed while required PLI insurance is not in effect.

6.2.2 Commercial General Liability Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than one million dollars (\$1,000,000.00) per

occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. CGL insurance shall be provided on an occurrence-based coverage form; a "claims made" CGL policy is not acceptable. Firm shall maintain CGL insurance with per-claim, aggregate and products and operations completed limits no lower than the minimum CGL coverage limits set forth above. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for any of the following: (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) any other exclusion contrary to this Agreement.

6.2.3 Automobile Liability Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Automobile liability insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) combined limit for each occurrence covering bodily injury, disease and property damage. Defense costs shall be paid in addition to the policy limits. The policy shall specifically include coverage for owned, non-owned, leased, and hired automobiles, and be endorsed to eliminate any exclusion applicable to any of them.

6.2.4 Workers' Compensation Insurance. Firm shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements applicable in the State of California. Firm hereby waives on its own behalf, and shall obtain an endorsement from its workers' compensation insurer waiving on the insurance company's behalf, all rights of subrogation against the OCFA, its board members, officials, officers, employees, agents and volunteers.

6.2.4.1 If subconsultants or subcontractors are used, Firm shall require each of its subconsultants and subcontractors, if any, to waive all rights of subrogation, and to obtain endorsements from the subconsultants'/subcontractors' workers' compensation insurers waiving all rights of subrogation, against the OCFA, its board members, officials, officers, employees, agents and volunteers.

6.2.4.2 Firm and each of its subconsultants and subcontractors shall also maintain, in full force and effect throughout the term of this Agreement, Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000.00) per injury or illness.

6.3 Acceptability of Insurers. Each insurance policy required by this section shall be issued by a licensed company authorized to transact business by the Department of Insurance for the State of California with a current rating of A-VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Line Insurers (LASLI)), by the latest edition of A.M. Best's Key Rating Guide, except that the OCFA will accept workers' compensation insurance from the State Compensation Fund. In the event the

OCFA determines that the Services to be performed under this Agreement creates an increased or decreased risk of loss to the OCFA, the Firm agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the OCFA.

6.3.1 Firm shall immediately replace any insurer whose A.M. Best rating drops below the levels specified herein with an insurer that meets the minimum requirements herein.

6.4 Specific Insurance Provisions and Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the OCFA for written approval. Required insurance policies shall contain the following provisions, or Firm shall provide endorsements on forms approved by the OCFA to add the following provisions to the insurance policies:

6.4.1 CGL and Auto Liability Endorsements. The policy or policies of insurance required by this Agreement for CGL and Automobile Liability Insurance shall be endorsed as follows:

6.4.1.1 Additional Insured: The OCFA, its board members, officials, officers, employees, agents and volunteers, shall be additional insureds; and

6.4.1.1.1 Additional Insured Endorsements: Additional insured endorsements shall not (1) be restricted to "ongoing operations", (2) exclude "contractual liability", (3) restrict coverage to "sole" liability of Firm, (4) contain any other exclusions contrary to the Agreement; or (5) contain special limitations on the scope of protection afforded to additional insureds.

6.4.1.2 Primary, Non-Contributing. Each CGL and Auto Liability insurance policy shall be endorsed to be primary and any other insurance, deductible, or self-insurance maintained by the OCFA, its board members, officials, officers, employees, agents or volunteers, shall not contribute with the primary insurance.

6.4.2 Notice of Cancellation: Each policy of any type shall be endorsed to provide that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) days prior written notice has been provided to the OCFA. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of Firm's failure to pay the insurance premium, the notice provided by the insurer to OCFA shall be by not less than ten (10) days prior written notice. (A statement that notice will be provided "in accordance with the policy terms" or words to that effect is inadequate to meet the requirements of this Section).

6.4.2.1 Pre-Payment of Policy Premium. If for any reason an insurer declines to issue an endorsement certifying that it will notify OCFA in accordance with section 6.4.2, Firm shall either obtain insurance from another insurer who will provide the required notice endorsement or shall provide evidence satisfactory to OCFA that the entire policy premium for the full term of that policy has been pre-paid such that the risk of non-payment of premiums during the term of the policy has been eliminated.

6.4.3 ACORD Forms Will Not Be Accepted in Lieu of Endorsements. By executing this Agreement, Firm certifies that it has – prior to execution of this Agreement - confirmed that its insurance company will issue each of the endorsements required by this Agreement. Firm also certifies that it understands that "ACORD" Certificate of Liability Insurance forms will not be accepted in lieu of required endorsements.

6.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the OCFA in advance. The decision whether to approve or withhold approval of a deductible or self-insured retention shall be made by the OCFA in the OCFA's sole and absolute discretion. (Firm may request pre-approval from OCFA of a deductible or self-insured retention prior to submitting Firm's Proposal).

6.6 Waiver of Subrogation. All policies of Commercial General Liability and Automobile Liability Insurance shall contain or be endorsed to waive subrogation against the OCFA, its officials, officers, employees, agents and volunteers, or shall specifically allow Firm or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. Firm hereby agrees to waive its own right of subrogation against the OCFA, its officials, officers, employees, agents and volunteers.

6.6.1 Waivers of Subrogation: Subconsultants and Subcontractors. If OCFA approves the use of subconsultants or subcontractors for the performance of any portion of the Services, then Firm shall obtain from each subconsultant and subcontractor, and make available to OCFA upon request, written express waivers by each subconsultant and subcontractor of the right of subrogation against the OCFA, its officials, officers, employees, agents and volunteers, and policy endorsements of each of its subconsultants' and subcontractors' insurance policies waiving any rights of subrogation against the OCFA, its officials, officers, employees, agents and volunteers insurer. All such waivers and endorsements shall be obtained prior to commencement of any Services by each subconsultant or subcontractor.

6.7 Evidence of Coverage. Concurrently with the execution of the Agreement, Firm shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required to be maintained by Firm by this Section 5. Firm shall promptly furnish, at OCFA's request, copies of actual policies

including all declaration pages, endorsements, exclusions and any other policy documents OCFA requires to verify coverage.

6.7.1 Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the OCFA for written approval.

6.7.2 Authorized Signatures. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

6.7.3 Renewal/Replacement Policies. At least fifteen (15) days prior to the expiration of any policy required by this Agreement, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the OCFA. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Firm shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the OCFA evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies meeting all requirements of this Agreement.

6.8 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Agreement, or the extent to which Firm may be held responsible for losses of any type or amount.

6.9 Enforcement of Agreement (Non-Estoppel). Firm acknowledges and agrees that actual or alleged failure on the part of the OCFA to inform Firm of any non-compliance with any of the insurance requirements set forth in this Agreement imposes no additional obligation on the OCFA nor does it waive any rights hereunder.

6.10 Insurance for Subconsultants. If OCFA approves the use of subconsultants or subcontractors for the performance of any portion of the Services, then Firm shall be responsible for causing each approved subconsultant and subcontractor to procure and maintain insurance in the same types and amounts required for Firm, and in full compliance with the insurance requirements set forth in this Agreement, except as otherwise authorized in writing by the Contract Manager.

6.10.1 Delivery of Evidence of Subcontractor Insurance. Upon request of OCFA, Firm shall deliver to OCFA all certificates of insurance and endorsements required from subcontractors and subconsultants. (Note: Firm's duty to obtain all required insurance for subcontractors and subconsultants required under this Agreement applies whether or not OCFA requests delivery of evidence of such coverage.)

6.11 Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of Firm and its subconsultants and subcontractors, if any, pursuant to this Agreement:

6.11.1 Firm shall provide immediate written notice to OCFA if (1) any of the insurance policies required herein are terminated, cancelled, suspended, or non-renewed (2) the limits of any of the insurance coverages required herein are reduced; (3) any required insurance coverage is reduced below the required minimum limits through claims or otherwise, or (4) the deductible or self-insured retention is increased.

6.11.2 All insurance coverage and limits required under this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the OCFA or its operations shall limit the application of such insurance coverage.

6.11.3 None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the OCFA and approved in writing.

6.11.4 Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay the Project. It is Firm's obligation to ensure timely compliance with all insurance submittal requirements as provided herein and Firm agrees to reimburse OCFA for any losses resulting from its failure, or its subconsultants' or subcontractors' failure, to timely comply with the requirements of this Agreement.

6.11.5 Firm agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by Firm, provide the same minimum insurance coverage required of Firm. Firm agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Firm agrees that upon request, all agreements with, and evidence of insurance from, subconsultants and subcontractors and others engaged in performing any Services will be submitted to the OCFA for review.

6.11.6 Firm agrees to provide immediate written notice to OCFA of any claim, demand or loss arising out of the Services performed under this Agreement and for any other claim, demand or loss which may reduce the insurance available to an amount less than required by this Agreement.

6.12 Indemnification.

To the fullest extent permitted by law, Firm shall defend (at Firm's sole cost and expense with legal counsel reasonably acceptable to OCFA), indemnify and hold the OCFA, its board members, officials, officers, employees, agents and volunteers, free and harmless from any and all claims, demands, orders, causes of action, costs, expenses, liabilities, losses, penalties, judgments, arbitration awards, settlements, damages or injuries of any kind, in law or in equity, including but not limited to property or persons, including wrongful death, (collectively "Claims") in any manner arising out of, pertaining to, related to, or incident to any alleged acts, errors or omissions, or willful misconduct of Firm, its officers, directors, employees, subconsultants, subcontractors, agents or invitees in connection with performance under this Agreement, or in any manner arising out of, pertaining to, related to, or incident to an alleged breach of this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses.

Notwithstanding the foregoing, and only to the extent that the Services performed by Firm are subject to California Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Firm.

Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Firm's indemnification obligation or other liability hereunder. Notwithstanding the foregoing, such obligation to defend, hold harmless and indemnify the OCFA, its board members officials, officers, employees, agents and volunteers, shall not apply to the extent that such Claims are caused by the sole negligence or willful misconduct of that indemnified party.

7. RECORDS AND REPORTS

7.1 Reports

Firm shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the Services required by this Agreement as the Contract Officer shall require.

7.2 Records

Firm shall keep such books and records as shall be necessary to properly perform the Services required by this Agreement and enable the Contract Officer to evaluate the performance of such Services. Except as provided in Section 7.5, the Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit and make records and transcripts from such records.

7.3 Ownership of Documents

Except as provided in Section 7.5, all drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of this Agreement shall be the property of OCFA and shall be delivered to OCFA upon request of the Contract Officer or upon the termination of this Agreement, and Firm shall have no claim for further employment or additional compensation as a result of the exercise by OCFA of its full rights or ownership of the documents and materials hereunder. Firm may retain copies of such documents for its own use. Firm shall have an unrestricted right to use the concepts embodied therein.

7.4 Release of Documents

All drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of Services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer.

7.5 Confidential Materials

Notwithstanding anything to the contrary in this Agreement, the Firm shall be the sole owner of Firm's work papers and of any other documents, data or information which are required to be maintained confidential from OCFA by one or more rules of professional conduct governing the Firm's profession(s) (collectively, the "Confidential Materials"). Neither the OCFA nor the Contract Officer shall have access to the Confidential Materials except as may otherwise be required by order issued by a court of competent jurisdiction.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law

This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Firm covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Waiver

No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of OCFA shall be deemed to waiver or render unnecessary OCFA's consent to or approval of any subsequent act of Firm. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.3 Rights and Remedies are Cumulative

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.4 Legal Action

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, a declaratory judgment, or any other remedy consistent with the purposes of this Agreement.

8.5 Termination Prior to Expiration of Term

OCFA reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to Firm, except that where termination is due to the fault of the Firm and constitutes an immediate danger to health, safety and general welfare, the period of notice shall be such shorter time as may be appropriate. Upon receipt of the notice of termination, Firm shall immediately cease all Services hereunder except such as may be specifically approved by the Contract Officer. Firm shall be entitled to compensation for all Services rendered prior to receipt of the notice of termination and for any Services authorized by the Contract Officer thereafter.

Firm may terminate this Agreement, with or without cause, upon thirty (30) days written notice to OCFA.

8.6 Termination for Default of Firm

If termination is due to the failure of the Firm to fulfill its obligations under this Agreement, OCFA may take over the work and prosecute the same to completion by contract or otherwise, and the Firm shall be liable to the extent that the total cost for completion of the Services required hereunder exceeds the compensation herein stipulated, provided that OCFA shall use reasonable efforts to mitigate damages, and OCFA may withhold any payments to the Firm for the purpose of set-off or partial payment of the amounts owed to OCFA.

8.7 Attorneys' Fees

If either party commences an action against the other party arising out of or in connection with this Agreement or its subject matter, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit from the losing party.

9. OCFA OFFICERS AND EMPLOYEES; NON-DISCRIMINATION

9.1 Non-Liability of OCFA Officers and Employees

No officer or employee of OCFA shall be personally liable to the Firm, or any successor-in-interest, in the event of any default or breach by OCFA or for any amount which may become due to the Firm or its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Covenant Against Discrimination

Firm covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry. Firm shall take affirmative action to insure that applicants and employees are treated without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Confidentiality

Information obtained by Firm in the performance of this Agreement shall be treated as strictly confidential and shall not be used by Firm for any purpose other than the performance of this Agreement without the written consent of OCFA.

10.2 Notice

Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by pre-paid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated forty-eight (48) hours from the time of mailing if mailed as provided in this Section.

Orange County Fire Authority
Attention: Debbie Casper
1 Fire Authority Road
Irvine, CA 92602

To Firm:

WITH COPY TO:
David E. Kendig, General Counsel
Woodruff, Spradlin & Smart
555 Anton Blvd. Suite 1200
Costa Mesa, CA 92626

911 Vehicle Com, Inc.
Dan Walters
5604 E. La Palma Ave.
Anaheim, CA 92807

10.2 Integrated Agreement

This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

10.3 Amendment

This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

10.4 Severability

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

10.5 Corporate Authority

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____

Debbie Casper, C.P.M., CPPB
Purchasing & Materials Manager

APPROVED AS TO FORM.

By: 
DAVID E. KENDIG
GENERAL COUNSEL

ATTEST:

Sherry A.F. Wentz
Clerk of the Authority

Date: 8/14/18


"FIRM"

911 VEHICLE COM, INC.

Date: _____

By: 
Dan Walters
President

Date: _____

By: 
Mark Attaway
Chief Executive Officer



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3G
Consent Calendar

Purchase Order Contract Increase for
Communications Equipment Installation Professional Services

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

daveanderson@ocfa.org

714.573.6006

Joel Brodowski, IT Manager

joelbrodowski@ocfa.org

714.573.6421

Summary

This agenda item is submitted for approval to amend and increase the previously approved contract with Bear Communications, Inc. for additional installation services to install in-vehicle 800MHz portable radio battery chargers in OCFA emergency apparatus and vehicles.

Prior Board/Committee Action

At its October 27, 2016, Executive Committee meeting, the Committee approved a sole source purchase order with Motorola Solutions, Inc. to purchase 1,555 new 800MHz radios, associated batteries, and chargers for an amount not to exceed \$6,715,163. The Committee also approved a second sole source purchase order to Orange County Sheriff's Department to reprogram the new 800MHz radios for an amount not to exceed \$77,750.

At its May 24, 2018, Executive Committee meeting, the Committee awarded a contract to Bear Communications, Inc. to install new Motorola 800Mhz mobile radios in up to 225 emergency apparatus and vehicles at an amount not to exceed \$157,500.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to amend and increase the current professional services agreement with Bear Communications, Inc. by \$170,250 for additional installation services needed to install in-vehicle 800MHz portable radio battery chargers in up to 340 OCFA emergency apparatus and vehicles for a new not to exceed amount of \$327,750.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for this contract amendment has been approved in the Adopted FY 2018/19 Capital Improvement Program Budget, specifically in Fund 124 (Communications & Information Systems) for a total budget amount of \$3,539,250.

Background

Over the past 12 months, in conjunction with the 800MHz Vehicle Radio Installation Project, and with supplemental resources from Bear Communications, Inc., OCFA has replaced all 800MHz portable, mobile, and base station radios with new Motorola P25 800MHz radios. As the initial radio installation project was completed, it was identified that the 800MHz portable radio in-vehicle battery chargers were not fully compatible with the new 800MHz portable radios. Replacing the in-vehicle battery chargers would require re-fabricating the charger mounting brackets in all OCFA emergency apparatus and vehicles.

Due to the unforeseen issue of the updated radios not being fully compatible with existing chargers in OCFA vehicles, and to maintain the rate of completion and standardization for installation work, staff is recommending approval to amend and increase the current contract with Bear Communications, Inc. by \$157,500 for a new not to exceed total amount of \$327,750 for professional services to install new in-vehicle radio chargers in up to 340 OCFA emergency apparatus and vehicles.

Staff obtained a quote to install the new 800MHz portable radio battery chargers from Bear Communications, Inc., and the amount of funding requested covers the additional cost for all 340 OCFA vehicles as detailed in the chart below.

Bear Communications, Inc. Pricing

Description	Est. Qty	Unit Price	Total Cost
One single unit charger per unit	50	\$225.00	\$11,250.00
Two single unit chargers per unit - using dual mount	50	\$300.00	\$15,000.00
Three single unit chargers per unit	20	\$450.00	\$9,000.00
Four single unit chargers per unit - using 2 dual mounts	200	\$600.00	\$120,000.00
More than four chargers per unit	20	\$750.00	\$15,000.00
Estimated Total	340		\$170,250.00

Attachment(s)

Proposed Professional Services Agreement Amendment No. 1

**ORANGE COUNTY FIRE AUTHORITY
AMENDMENT NUMBER ONE
TO PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER ONE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment One") is made and entered into this ___ day of August, 2018, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and Bear Communications, Inc., a Corporation, hereinafter referred to as "Firm". OCFA and Firm are sometimes individually referred to herein as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, OCFA and the Firm entered into that certain Professional Services Agreement on the 24th day of May, 2018, to provide vehicle radio installation services for the OCFA Vehicle Radio Installation Project ("Agreement"), which is incorporated herein by this reference;

WHEREAS, OCFA has requested additional vehicle radio installation services;

WHEREAS, Firm has submitted to OCFA a proposal dated August 1, 2018, a copy of which is attached hereto as Attachment 1 providing additional pricing and task information for the requested services, which is incorporated herein by this reference; and

WHEREAS, the Parties desire to amend the Agreement to increase the total contract value of \$157,500 by \$170,250 for additional vehicle radio installation services for a new not to exceed contract amount of \$327,750.

NOW, THEREFORE, OCFA and the Firm mutually agree as follows:

1. Section 1.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, Firm shall provide those services at the lump-sum/unit-rate specified in the Firm's Proposal, attached hereto as Exhibit "A", inclusive of and as supplemented by Attachment 1 to Exhibit "A" (hereinafter, the "Services" or "Work"). Should any conflict or inconsistency exist between the body of this Agreement Exhibit "A", the terms of this Agreement shall control. Firm warrants that all Services shall be performed in a skillful, competent, professional and satisfactory manner in accordance with all standards prevalent in the same discipline in the State of California and in accordance with all applicable laws per Section 1.2. Firm represents and warrants

that it and all of its employees, subconsultants and subcontractors providing any Services or Work under this Agreement shall have sufficient skill and expertise to perform the Services and Work assigned to them. All Services and Work shall be completed to the reasonable satisfaction of the OCFA.

2. Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

3.1. Compensation of Firm

For the Services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed: (1) in accordance with the terms set forth in Exhibit "A" in an amount not to exceed \$157,500 (One Hundred Fifty-Seven Thousand, Five Hundred Dollars); and (2) in accordance with the terms set forth in Attachment 1 to Exhibit "A" in an amount not to exceed \$170,250 (One Hundred Seventy Thousand, Two Hundred Fifty Dollars).

3. The proposal, dated August 1, 2018, attached hereto as Attachment 1, is hereby added to and made a part of the Agreement as Attachment 1 to Exhibit "A".

4. Except as expressly modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

5. The persons executing this Amendment One on behalf of the Parties warrant that they are duly authorized to execute this amendment on behalf of said Parties and that by so executing this amendment the Parties are formally bound to the provisions of this Amendment One.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Amendment One to be effective as of the date first stated above.

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____

Debbie Casper, C.P.M., CPPB
Purchasing & Materials Manager

APPROVED AS TO FORM.

By: 
DAVID E. KENDIG
GENERAL COUNSEL

ATTEST:

Sherry A.F. Wentz
Clerk of the Board

Date: 8/7/18

"FIRM"

Date: 8.6.2018

By: 
Mark Carry
Service Manager

Date: 8/6/2018

By: 
Michael Conrey
Project Manager

ATTACHMENT "1"

Proposal for Additional Vehicle Radio Installation Services



Orange County Fire Authority

Portable Charger Installation Proposal

8/1/2018

The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary information of Bear Communications, Inc. ("BearCom") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of BearCom.



Table of Contents

About Us.....	2
What We Do	2
Overview	3
Your Team	3
Local Branch	3
Installation Team.....	3
Executive Summary.....	4
Statement of Work	4
SOW Summary	4
Bearcom Responsibilities	4
Customer Responsibilities	4
General Customer Responsibilities	5
Location(s) of Work, Start Date, and Period of Performance	5
Pricing for Proposed Equipment and Services	5
Description of Pricing.....	5
System and Services Pricing	5
Overtime	5
Payment Terms	5
Acceptance and Authorization	6



About Us

For more than 35 years, BearCom has designed and delivered high-performance wireless voice and data communication solutions that boost operating efficiency and increase safety for leading airlines, manufacturing and petrochemical plants, distribution centers, hotels and resorts, construction firms, public safety agencies, schools, and more. Every year, our rentals team supports major sporting events, award shows, conventions, and fairs, as well as the largest music festivals in the nation.

Whether you need a multi-point wireless network to connect your work teams, a fully integrated two-way radio system to combine voice and data across your facility, a bi-directional amplifier to enable communications between first responders in an emergency, or any other wireless solution to improve staff collaboration, BearCom can help. Our knowledgeable team is ready to meet your challenges with a wide selection of innovative equipment, infrastructure, and solutions that enhance the success of your communications. With our proven expertise serving more than 20,000 customers in nearly every commercial and public sector, you can count on BearCom to design and deliver the best solutions for your organization.

BearCom is headquartered in the Dallas, Texas area with over 40 locations around the country, employing more than 500 people. BearCom is Motorola Solutions largest value-added reseller (VAR) and has earned the prestigious Service Elite Specialist designation.

What We Do

BearCom is proud to serve a wide variety of customers in every type of industrial, commercial, and public enterprise. By collaborating with BearCom, you get the skill sets and expertise required to successfully design, install, and service integrated voice and data communication solutions that improve productivity while enhancing safety.

Our Technical Services Group includes more than 100 highly knowledgeable, highly experienced wireless industry professionals, many of whom hold advanced engineering degrees. Our team stays up-to-date with wireless technology by earning the latest credentials for DMR and P25 networking, R56 site installation, and other key industry certifications.

BearCom is the only nationwide two-way radio system integrator, so we can be your sole point of contact across the country to serve both single-site and multi-site needs for voice/data communications. In addition to two-way radio systems, BearCom offers deep levels of technical expertise with Point-To-Point and Point-To-Multipoint networks, Bi-Directional Amplifiers (BDAs), Distributed Antenna Systems (DASs), CCTV/process cameras, remote call boxes, emergency communication systems, and many other end-to-end wireless networking solutions.

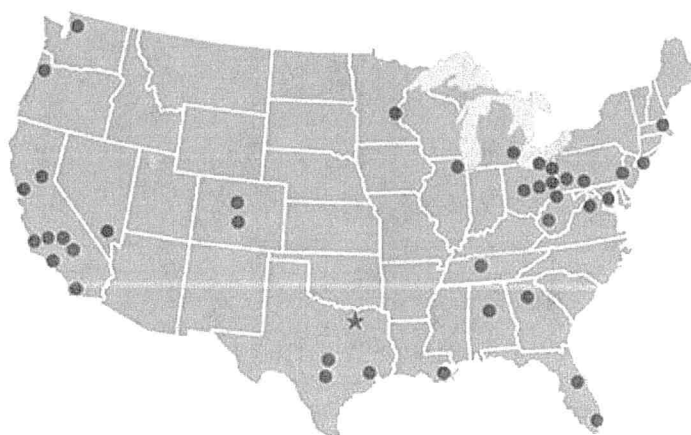
Our team has a long and proven history working with organizations of every size and description. Because of our breadth of operations, we offer many unique resources and benefits. For instance, we maintain a substantial in-stock inventory for better selection and speed-of-delivery, our unmatched financial resources provide added stability and peace-of-mind that we will be there when you need us most, and we run our business using a world-class ERP platform that assures reliable, long-term tracking, reporting, and recordkeeping.

Overview

This document describes the deliverables to be provided to Orange County Fire Authority ("Customer") by Bear Communications, Inc. ("BearCom"). It outlines the tasks to be completed by BearCom for the removal of the existing radio and installation of APX radios into the fire apparatus for OCFA. The customer estimates the need for radio replacement in approximately 200 vehicles.

Your Team

BearCom is America's only nationwide wireless equipment dealer and integrator. We are headquartered in Dallas, Texas. BearCom has more than 40 branches across the United States and is continually growing. We're here to help you!



Local Branch

Redondo Beach

2601 Manhattan Beach Blvd.
Redondo Beach, CA. 90278

424-675-7116

Greg Kaplanek

Account Executive

Email: greg.kaplanek@bearcom.com

Phone: 760-539-7655

Mark Carry

Service Manager

Email: mark.carry@bearcom.com

Phone: 310-261-3620

Michael Conrey

Project/Operations Manager

Email: michael.conrey@bearcom.com

Phone: 310-420-3792

Installation Team

- Bearcom employs five full time installation technicians based in the Redondo Beach office.
- We are able to pull resources from our adjacent branches (Costa Mesa, Riverside and San Diego) to assist with any size project.
- Bearcom also utilizes subcontractors from Nationwide Fleet Installation when needed for larger projects. We have gone through great lengths to vet and approve Nationwide as a contractor and fully back their work under our supervision.



Executive Summary

Thank you in advance for allowing BearCom to submit the following proposal for your consideration.

Please be advised that BearCom has the technical competency, financial stability, and industry experience that enable us to meet and exceed your needs. Our engineering, project management, and sales teams have collaborated to provide you with a maintenance solution which best fits your desired needs. If after reviewing this proposal you should have any questions, please feel free to contact us at the phone number or e-mail address listed above. We welcome the opportunity to continue to serve you.

Statement of Work

This SOW provides the most current understanding of the work required by both parties to ensure a successful project implementation. It is understood that this SOW is a working document, and that it will be revised as needed to incorporate any changes associated with contract negotiations, or any change orders that may occur during the execution of the project.

SOW Summary

Bearcom will provide labor services for the installation of customer provided portable radio vehicle chargers into an array of fire apparatuses. It is understood removal may be required of existing units in vehicle.

Bearcom Responsibilities

- Bearcom PM will coordinate with OCFA POC on weekly scheduling of personnel, locations, and rigs for installation
- Provide a minimum of one team (two installers) daily for installs. More teams will be ready for deployment based on the number of vehicles and locations per day
- All work to be completed to the OCFA standards.
- The Bearcom team will not make any assumptions on installation locations and will ask for instruction when needed
- Technicians will provide their own hand and power tools needed for installation as well as misc. supplies (zip ties, split loom, etc.)
- Technician will test all chargers with customer provided portable radio to insure proper functionality.

Customer Responsibilities

- Provide access to facilities where installations are to take place
- Provide all installation equipment including, charger, mounting brackets, cabling, etc.
- Direct installation team on install locations and proper cable paths. Make the determination of install should there be an issue.
- Coordinate with OCFA contracted cities to provide access to the units
- Sign off technician work ticket upon completion of daily installs



General Customer Responsibilities

Customer will assume responsibility for the installation and performance of all other equipment and work necessary for completion of this project that is not provided by BearCom.

Location(s) of Work, Start Date, and Period of Performance

Work Location	Address
Orange County Fire Authority main maintenance facility	1 Fire Authority, Irvine, CA 92602
Various areas within the County of Orange	

Start Date: To be determined and agreed upon by Customer and Bearcom PM.

All non-emergency work will be performed within a standard workweek, Monday through Friday, 8:00 A.M. to 4:30 P.M. Pacific Standard Time

Emergency calls will be dispatched 24/7, 365 with 4 hour response to call

Pricing for Proposed Equipment and Services

Description of Pricing

Pricing is on a per unit basis per charger basis. Installation pricing is based on the number of chargers installed per vehicle regardless of install location and vehicle type. Pricing is for normal business hours – Monday to Friday 7:30am to 4:30pm

System and Services Pricing

Description	Est. Qty.	Unit Price	Extended
1 – single charger per unit	50	\$225.00	\$11,250.00
2 – single chargers per unit - using dual mount	50	\$300.00	\$15,000.00
3 – single unit chargers per unit	20	\$450.00	\$9,000.00
4 – single unit chargers per unit – using 2 dual mounts	200	\$600.00	\$120,000.00
More than 4 chargers per unit	20	\$750.00	\$15,000.00
Estimated Total	340		\$170,250.00

Overtime

Any work conducted outside the normal business hours of Monday through Friday between 7:30am and 4:30pm will be considered overtime. Rates will increase by 25% per vehicle based on the above pricing for work performed during overtime

Payment Terms

- Monthly invoices will be generated with summary sheet of vehicles completed in the billing timeframe until project is completed
- Customer carries net 30 day terms for contract
- Main customer contact will be notified and expected to resolve any billing issues should they arise



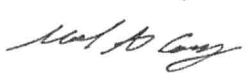
 **MOTOROLA SOLUTIONS**
PLATINUM CHANNEL PARTNER

Acceptance and Authorization

- The parties hereby enter into this agreement as of the date below:

Bear Communication, Inc.

Orange County Fire Authority

Michael A. Conrey
Name: 
Title: Project/Operations Manager
Date: 8/1/2018

Name: _____
Title: _____
Date: _____



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3H
Consent Calendar

Award of RFP #JA2288 Purchase of Two Crew Carrier Vehicles

Contact(s) for Further Information

Dave Anderson, Assistant Chief Support Services Department	daveanderson@ocfa.org	714.573.6006
Rick Oborny, Fleet Services Manager	rickoborny@ocfa.org	714.573.6651
Debbie Casper, Purchasing Manager	debbiecasper@ocfa.org	714.573.6641

Summary

This agenda item is submitted for the approval to purchase two crew carrier vehicles from Boise Mobile Equipment, the number one ranked firm in the Request for Proposal process.

Prior Board/Committee Action(s)

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to issue a purchase order to Boise Mobile Equipment for the purchase of two crew carrier vehicles in a total amount of \$606,665 (\$303,333 each vehicle).

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for the purchase of two crew carrier vehicles is was included in the approved FY 20187/198 budget. The unexpended funding will be requested to be carried over to FY 2018/19 in the Carryover of FY 2017/18 Uncompleted Projects and First Quarter Budget Adjustment item to be presented to the Board of Directors in September. OCFA has received funding from the CAL FIRE State Augmentation Fund and these funds will be used in this purchase.

Background

Each year, the Fleet Services Manager reviews the vehicles identified for replacement in the Fire Authority's vehicle replacement plan. This evaluation considers the vehicle's mileage, current age and actual years of operation compared to expected years, mechanical condition, and repair history. As part of the review, two crew carrier vehicles have been approved for replacement.

The crew carrier vehicle (CCV) is used to transport up to 10 hand crew personnel to support the Santiago Handcrew. The Santiago Handcrew uses the CCV to transport personnel to emergency incidents, such as brush fires, to the project work and fire line, up paved, improved, and unimproved dirt roads. The CCV is designed to accommodate 10 passengers with storage space for the equipment needed by the crews such as firefighting hand tools, chainsaws, and personal protective equipment. In addition, the CCV also carries rations, water, sleeping bags and firefighter's personal affects.

During the off season the CCV will transport personnel to project work throughout the county on a daily-basis. Personnel will spend extended periods during transport to fires in this vehicle. The CCV serves as the base for all personnel movement and support for the hand crew program.

The units scheduled for replacement are:

Unit #	Year/Make	Mileage
5061	1990 GMC 7000 CCV	107,833
5402	2007 International harvester DT570 CCV	86,760

Once the two crew carrier vehicles listed above are replaced with new vehicles, unit 5061 will be removed from the fleet and sold, and unit 5402 will be moved into relief providing depth for the hand crews when units are out of service for maintenance.

Request for Proposal (RFP) Process

On May 17, 2018, RFP JA2288 was issued requesting proposals for the purchase of two crew carrier vehicles. A non-mandatory pre-proposal meeting was held on May 29, 2018, and representatives from four companies attended. Final proposals were due on June 28, 2018, and one proposal was received. The proposal was evaluated based on the criteria and point structure as defined in the RFP: statement of qualifications (15 pts), references (5 pts), ability to meet the specifications (40 pts), overall responsiveness (5 pts), and proposed costs (35 pts). Upon completion of the proposal evaluation, it was determined that Boise Mobile Equipment's proposal met all minimum mandatory requirements of the RFP and was ranked highly by the evaluation committee. Pursuant to the terms of the RFP, staff requested a Best and Final Offer from Boise Mobile Equipment; however, the price remained the same and no additional price savings were offered. Additional information on the evaluation scoring is provided in Attachment 1.

Recommendation

Based on the results of the RFP, staff is recommending the award of this contract to Boise Mobile Equipment for the purchase of two 2019 BME/Freightliner M2-106 crew carrier vehicles in amount of \$606,664.47.

Attachment(s)

1. Evaluation Scoring Summary
2. Proposal from Boise Mobile Equipment (On file in the Office of the Clerk)

JA2288 – Purchase of Two Crew Carrier Vehicles
Summary of Evaluation Scores and Pricing

Evaluation

An evaluation team consisting of one Fleet Services staff, one Crews and Equipment staff, and one Apparatus Committee Member, evaluated the proposal from Boise Mobile Equipment. The proposal was evaluated based on the criteria and point structure as defined in the RFP: statement of qualifications (15), references (5), ability to meet the specifications (40), overall responsiveness (5), and proposed costs (35). Upon completion of the proposal evaluation, it was determined that the proposal from Boise Mobile Equipment met all the minimum mandatory requirements and was scored highly by the evaluation committee. Final evaluation scores, are shown in the table below:

Evaluation Scoring Summary	Boise Mobile Equipment		
Evaluator #	1	2	3
A. Statement of Qualifications (15)	15	15	13.50
B. References (5)	5	5	5
C. Ability to meet the specifications (40)	36	40	36
D. Overall Responsiveness (5)	4.5	4.5	5
E. Proposed Costs (35)	35	35	35
Total Points (max 100)	95.5	99.5	94.5
Proposal Ranking	1	1	1
Sum of Written Proposal Rankings	3		

JA2288 – Purchase of Two Crew Carrier Vehicles
Summary of Evaluation Scores and Pricing

Proposed Pricing

Item	Description	Unit of Measure	Qty	Unit Price	Ext. Total
1	CREW CARRIER VEHICLE Per REVISED Spec No. 18-02-22 YEAR: 2019 MAKE: Freightliner/BME MODEL: M2-106-CCV	Each	2	\$269,874.00	\$539,748.00
2	Tire Fee per vehicle, non-taxable	Each	2	\$12.25	\$24.50
3	Exact transportation charges, if any, non-taxable	Each	2	\$2,200.00	\$4,400.00
4	Pre-Inspection Trip cost per person	Each	3	\$900.00	\$2,700.00
5	Mid Inspection Trip cost per person	Each	3	\$900.00	\$2,700.00
6	Final Inspection Trip cost per person	Each	3	\$900.00	\$2,700.00
9	Line Item 304: Crew Storage Option Side Storage Compartment for each Seating position	Per Vehicle	2	No Charge	No Charge
10	Line Item 305: Cab to Body Pass Through Camper Style Boot Option	Per Vehicle	2	\$400.00	\$800.00
12	Line Item 307: AM/FM Stereo option for Crew Area	Per Vehicle	2	\$650.00	\$1,300.00
14	Line Item 309: Opticom Option One (1) GTT/Opticom model 76-1000-1039-0 for the emitter and model 76-1000-1155-0 for the kit	Per Vehicle	2	\$4,279.00	\$8,558.00
15	Line Item 78: Horn option to use DOT and air horn on steering wheel.	Per Vehicle	2	No Charge	No Charge
16	Line Item 79: Optional LED Headlamps	Per Vehicle	2	\$500.00	\$1,000.00
<i>*Line items 9-16 are optional items which the department has requested to be included as part of the purchase and build. The department has decided to opt of the optional 5-year extended warranty.</i>					
Sales Tax (7.75%)					\$42,733.97
Total					\$606,664.47

Bid Results**Bidder Details**

Vendor Name	Specialty Fleet Consulting
Address	15504 Joliet Ct. Fontana, CA 92336 United States
Respondee	Craig Weeks
Respondee Title	VP Customer Relations
Phone	208-972-7243 Ext.
Email	craig@bmefire.com
Vendor Type	NONE

Bid Detail

Bid Format	Electronic
Submitted	June 27, 2018 7:46:36 PM (Pacific)
Delivery Method	390 days
Bid Responsive	
Bid Status	Submitted
Confirmation #	146442
Ranking	0
Amount	\$0.00

Respondee Comment

Bid on behalf of Boise Mobile Equipment
BMEfire.com

Buyer Comment**Attachments**

File Title	File Name	File Type
Pricing Page	Pricing Page.pdf	Cost File
Spec Response	Crew Carrier Vehicle Specification Number 18-02-22 (REVISED 6-7-18).xlsx	Response File
Exhibit Forms	Exhibits.pdf	RFP Required Response Forms
BME Specs,Drawing,Turning	Specs,Drawing,Turn.pdf	General Attachment
Extended Warranty	Warranty.pdf	General Attachment

SECTION VII: PROPOSAL REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. All Offerors are expected to provide detailed answers to the following points. The answers provided will be relevant in the evaluation process of the proposal. Additional information, if provided, should be separately identified in the proposal.

Proposal Response Format:

Offerors shall submit a written proposal that presents the Offeror's qualifications and understanding of the services to be provided and the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project. Proposals shall include, at a minimum, the following:

1. **Letter of Transmittal:** Exhibit A
2. **Statement of Qualifications:** Exhibit B
3. **References:** Exhibit C
4. **Response to Vehicle Spec # 18-02-22 Crew Carrier Vehicle:** Exhibit D
5. **Pricing Page:** Exhibit E
6. **Party Participant and Agent Disclosure Forms:** Exhibit F
7. **W-9:** Exhibit G
8. **Offeror's information:** Exhibit H
9. **Certification of Proposal:** Exhibit I

EXHIBIT A: LETTER OF TRANSMITTAL

Letter of Transmittal: The Letter of Transmittal shall be addressed to James Aguila, Assistant Purchasing Agent, OCFA Purchasing Department, and should, at a minimum, contain the following:

- a. Proposer Contact Information: Name, title, telephone, and email of the personnel responsible for the primary communication with the OCFA regarding Proposer's proposal.
- b. An executive summary of the Proposer's understanding of the objectives outlined in the scope of work with a commitment to provide the equipment in accordance with its proposal and the terms and conditions of any contract, which may be awarded pursuant to this RFP.
- c. A statement to the effect that the proposal shall remain valid for not less than one hundred and eighty (180) days from the date proposals are due.

The Letter of Transmittal should be provided on the firm's letterhead and should be signed by the Prime Consultant or in the case of a joint venture or other joint-prime relationship; an officer of each venture partner shall sign on behalf of the proposing firm. Letter must be signed by an individual authorized to bind the Offeror.

Boise Mobile Equipment



5656 W Morris Hill Rd., Boise, ID 83706
208-338-1444

LETTER OF TRANSMITTAL

James Aguila
Assistant Purchasing Agent
OCFA Purchasing Department

June 27, 2018

Boise Mobile Equipment (BME) is a full service custom emergency response vehicle manufacturer that has been in operation in excess of twenty-six years in Boise Idaho. BME is best known for their hundreds of robustly manufactured emergency apparatus for the United States Forest Service and on more than one occasion, the lives of the entire crew have been spared due to the BME body construction when their vehicle was involved in a rollover traffic collision.

BME, although incorporated, operates through the dedication of each employee who puts personal pride into each vehicle they produce and we are excited to offer to the Orange County Fire Authority, our proposal for two (2) **CREW CARRIE VEHICLES** for use in the support of the ground suppression of wildland firefighting.

It is agreed that in the event of a discrepancy between the OCFA and BME specifications, the OCFA specifications will prevail.

It is further agreed that the BME proposal will remain in effect for not less than 180 days from date of submission.

Should you have any questions or require further clarification, please feel free to contact me at any time to discuss.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Craig A. Weeks', is written over the word 'Sincerely,'.

Craig A. Weeks
VP Customer Relations and Apparatus Design
(208) 972-7243
craig@bmeffire.com

EXHIBIT B: STATEMENT OF QUALIFICATIONS

Offerors shall prepare a statement of qualifications that shows the ability, capacity, experience, and skill of the Offeror, their staff, and their employees to provide the equipment requested. The statement of qualifications should include, at a minimum, responses to the following.

1. Provide the firm's detailed information, including number of years in business, location of office(s), and number of employees.
2. Proposer should indicate that it has sufficient licenses, permits, qualifications, and approvals that are required to do business within the State of California. Provide proof.
3. Describe the firm's experience in providing vehicles of similar nature, particularly to public agencies, municipalities, or other governmental agencies and include the number of builds currently in process.
4. Proposals will only be accepted from vehicle builders who design, fabricate, and assemble complete apparatus at their own facilities. Please indicate if your firm complies.
5. The successful company is required to have a delivery and service facility within fifty (50) driving miles of the OCFA Fleet Services repair facility. In addition, this facility is required to have a minimum of five (5) years of experience in the delivery, repair and maintenance of the apparatus with an adequate covered and lit floor area for the inspection and repair of the apparatus. Please provide details on your facility and how you are able to meet this requirement.
6. Provide a list of key staff members who will be working on this project and their specific responsibilities with respect to the scope of work. Information should include their experience as related to the scope of work. Include proof of qualifications.
7. OCFA is requesting the delivery of the vehicles within two hundred (200) days from the purchase order issue date or sooner. What is the estimated number of days required for delivery of the vehicle upon receipt of the purchase order?
8. Provide a detailed description for an optional five (5) year warranty for the proposed apparatus and major assembled components. Please specify those components that are covered, those items where the standard component warranty is extended and also those items that are specifically not covered by the optional five year warranty.
9. Is the warranty a "single-source warranty"? What are the duration periods of the optional "single-source warranty"? Provide the guaranteed response time for resolution of warranty issued after notification from Fleet Services is received.
10. Include any additional information that will assist OCFA in assessing your firm's history of performance and demonstrated ability and expertise in providing the requested equipment.

Boise Mobile Equipment



5656 W Morris Hill Rd., Boise, ID 83706
208-338-1444

STATEMENT OF QUALIFICATIONS

Boise Mobile Equipment (BME) is a full service custom emergency response vehicle manufacturer that has been in operation in excess of twenty-six years from the same location in Boise Idaho. In 2016, BME expanded its operation to a second 50,000 square foot building and is currently expanding operations to a third 50,000 square foot building, all within the Boise area. The expanded operations have increased vehicle production from eighty in 2016 to orders in excess of one hundred fifty in 2018. This has also increased the number of employees to over 150.

BME retains all manufacturer and automobile dealer and salesperson licensing to operate within the State of California.

BME is best known for their hundreds of robustly manufactured emergency apparatus for the United States Forest Service, however in recent years has expanded operations from producing approximately 20% municipal fire apparatus to approximately 50% including but not limited to apparatus for the Counties of Los Angeles, Riverside and San Bernardino and has been awarded the contract for Type-3 wildland apparatus for Cal Fire. Current production orders are in excess of 150.

Other than OCFA has specified a commercially produced chassis cab, BME meets the requirement to design, fabricate and assemble the complete apparatus including but not limited to an electronics upfitting division.

BME has partnered with Performance Truck Repair (PTR) in Azusa, California, approximately 42 miles from the OCFA Fleet Services facility. PTR has been providing service, maintenance, repair and new apparatus delivery service to fire departments throughout Southern California for over ten years. Clients include Los Angeles County Fire Department, the State of California Governor's Office of Emergency Services, the Cities of West Covina, Arcadia, Alhambra, San Gabriel, South Pasadena, El Segundo and more. Ptrcorp.com

BMEs project manager for this project will be myself, Craig Weeks. My experience includes over twenty years with the Los Angeles County Fleet Services Division, ten of those years as the Division Chief. My experience includes but is not limited to the development of new vehicle

Boise Mobile Equipment

specifications and the solicitation and purchasing process and actual project management and vehicle production process.

BME is proposing a production schedule of one hundred fifty (150) days from receipt of the chassis. As BME cannot guarantee the commercial chassis production schedule, the chassis delivery schedule is a contingency.

BME is not proposing a five (5) year warranty option. The chassis and ancillary components will be warranted as provided by their respective manufacturers. BME is proposing at no added expense to OCFA, a ten (10) year materials and workmanship warranty on the body structure and seven (7) year warranty on BME painted surfaces.

Although the warranty is not a single point due to the separate but complete components such as the chassis and fire suppression unit, BME makes it a point to assist our clients in acquiring warranty services on these components and encourages clients to utilize our staff as a point of contact for these services. Furthermore, BME ensures to its clients a warranty response level of 80% within 24 hours or better.

As BME has already constructed vehicles on the same general chassis, we would encourage OCFA to use these vehicles as a reference for quality of construction.

Should you have any questions or require further clarification, please feel free to contact me at any time to discuss.

Sincerely,



Craig A. Weeks

VP Customer Relations and Apparatus Design

(208) 972-7243

specialtyfleet@gmail.com

BMEfire.com

EXHIBIT C: REFERENCES

Describe fully at least four contracts for similar vehicles provided by your firm to public entities, preferably located in Southern California, which were manufactured by the firm's company and are currently in service. It is the Contractors responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. Attach additional pages if needed. OCFA reserves the right to contact each of the references listed for additional information regarding their experience with your company. If similar apparatus are not located in Southern California, inspection of such apparatus may be requested, and if so, shall be provided by the successful offeror for up to four (4) persons at no expense to the OCFA.

Customer Agency Name	USDA Forest Service
Contact Name and Title	Linda Keydeniers, Fleet Manager
E-mail/Telephone number	909-599-1267
Type of Vehicle Supplied: Year/Make/Model/Quantity	Multiple wildland fire apparatus and Crew Carrier Vehicles. On-going in excess of 25 years.
Customer Agency Name	Ventura County Fire Department
Contact Name and Title	Roger Clow, Fleet Manager
E-mail/Telephone number	805-388-4504
Type of Vehicle Supplied: Year/Make/Model/Quantity	2017 International 4400, Crew Carrier Vehicles Two (2) each plus current orders
Customer Agency Name	Orange County Fire Authority
Contact Name and Title	Rick Oborny, Fleet Manager
E-mail/Telephone number	rickoborny@ocfa.org / 714-573-6651
Type of Vehicle Supplied: Year/Make/Model/Quantity	2016/2017 Five (5) paramedic squads One (1) Type 6 Brush Patrol
Customer Agency Name	Redlands Fire Department
Contact Name and Title	Jim Topoleski, Battalion Chief
E-mail/Telephone number	jtopoleski@redlandsfire.org / 909-714-0594
Type of Vehicle Supplied: Year/Make/Model/Quantity	Medium Rescue / Type 3 / Current order for Light Rescue

EXHIBIT D: RESPONSE TO VEHICLE SPECIFICATIONS # 18-02-22 CREW CARRIER VEHICLE

The proposal must include detailed responses to vehicle specification number 18-02-22 CREW CARRIER VEHICLE. A Microsoft Excel file is included with this solicitation to assist vendors in documenting responses to each specification.

Proposals must also include the required drawings related to the specifications: one (1) original, plus three (3) copies of preliminary vehicle drawings (both full size and 8 ½" x 11").

(REVISED) SPECIFICATION NUMBER 18-02-22 Two (2) Crew Carrier Vehicles
RFP JA2288

BID REQUIREMENTS: The following specifications describe a motor vehicle to be used by the Orange County Fire Authority. The vehicle shall be a new current advertised model built by a well-established manufacturer of this type of vehicle. Each proposal shall be accompanied with a detailed description of the vehicle and equipment proposed. The vehicle furnished shall conform to this proposed specification. If the bidder wishes to change from these specifications the bidder shall merely indicate the change, check the paragraph in the column "NO", does not comply, and a detailed description must accompany the proposal on what the bidder is proposing to do or supply.

It is not the OCFA's intent to restrict or limit competition with the specifications, but to provide prospective bidders enough information as to the OCFA's needs.

EXCEPTIONS: Any exceptions or clarifications taken shall be described in the exceptions column for each corresponding line item. No exception to or deviation from this specification will be considered unless specifically noted by the offeror. Any exceptions(s) not taken to these specifications shall be assumed by the OCFA to be included as specified, regardless of the cost to the offeror to comply.

PROPOSER:

BOISE MOBILE EQUIPMENT

**PROPOSED CREW
CARRIER VEHICLE:**

2019 BME/FREIGHTLINER M2-106 CCV

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Materials and Workmanship	1	The design and construction of the apparatus, including all materials and workmanship, shall be of high quality and shall conform to the most recent applicable standards of the following:		X		
	2	• Society of Automotive Engineer's Standards and Recommended Practices		X		
	3	• National Fire Protection Association (NFPA) 1901/1906 - Automotive Fire Apparatus Standards		X		
	4	• Federal Motor Vehicle Safety (FMVSS)		X		
	5	• Environmental Protection Agency (EPA)		X		
	6	• Occupational Safety and Health Administration (OSHA) Standards		X		
	7	• California State Standards (DOT Title 13)		X		
	8	The apparatus provided shall be of the most current design and model year that the manufacturer produces. All materials and components shall be new and of the most current model produced for which replacement parts are readily available. (no exception)		X		
	9	All component parts shall embody the original manufacturer's label plate and part or model number as applicable.		X		
	10	No manufacturer emblems/badges shall be affixed to the vehicle.		X		
	11	All piping, wiring, and tubing shall be neatly installed, mechanically secured where necessary, and protected from mechanical damage with additional wear protection at all abrasion points. The use of plastic ties shall be minimal.		X		
	12	All welding shall be neat and have uniform beads. All welding spatter shall be removed.		X		
	13	Any torch cut or sheered metal shall have ground-smooth cuts on all sides.		X		
	14	All major components including the engine, transmission, radiator, front and rear axles, brakes, steering gear, fuel tank and spare tire holder shall be independently replaceable without cutting, burning or structural alteration of the apparatus. Welding shall not be employed in a manner that will prevent the ready removal of these component parts for inspection, service, or repair.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Technical Data and Drawings	15	Technical data describing the proposed apparatus and all major components shall be submitted. Major components include: body, cab/chassis, engine, transmission, front and rear axles, wheels and tires, brakes, and other specified components.		X		
	16	All offerors shall include the following technical drawings with their proposal:		X		
	17	• Preliminary drawings of proposed OCFA apparatus.		X		
	18	• Turning radius report for the proposed apparatus.		X		
	19	The awarded offeror shall provide the following:		X		
	20	• Detailed drawing(s) of proposed paint and striping layout for approval.		X		
	21	• Detailed drawing(s) of the cab dash, center console and all switch panel's layouts for approval.		X		
	22	• Final "as built" drawings of OCFA apparatus by time of delivery that include all electrical, circuits, air and fuel system plumbing.		X		
	23	• Final "as built" drawings of OCFA apparatus shall include length, width, height, wheelbase, flat ground clearances and angles of approach and departure.		X		
	24	• The apparatus shall be weighed and documentation shall be provided to OCFA. Builder shall provide a spreadsheet of net payload available for each compartment evenly weighted. This will be figuring each seating position filled and fuel tank full.		X		
	25	All drawings (for both proposed and "as built" vehicles) shall be provided in full-size (approximately 34" x 22" for readability and clarity) and 11" x 14".		X		
	26	Engineering, design, and construction of the fire apparatus as specified in these specifications will be under the direct supervision of a licensed mechanical engineer.		X		
	27	Data required from the manufacturer for each major component shall include the make and model.		X		
	28	The manufacturer shall provide total weight certification (GVW and GAW) which includes rated axle capacities with all seat positions filled and fuel tank full.		X		
	29	Manufacturer shall also provide road performance guarantees including: acceleration, top speed, grade-ability, braking, etc. Maximum speed should be set by gear ratio to ensure maximum acceleration and climbing ability.		X		
	30	Center of gravity analysis including tilt analysis, load distribution both left and right including load on each axle.		X		
	31	Materials, type of construction and general drawings showing compartment size, seating arrangements, lighting and controls and instrument panel layout shall be provided.		X		
DMV Registration	32	The manufacturer shall provide the following:		X		
	33	• Complete California Department of Motor Vehicles registration including all taxes and fees.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
DMV Registration (continued)	34	• Certificate of origin.		X		
	35	• Verification of Vehicle Identification Number with California weight certification.		X		
Preparation for Shipment	36	The vehicle, its accessories, spare parts, and tools, shall be packed in such a manner as to prevent loss and ensure safe delivery to the designated point. A detailed list of all loose equipment will be verified by manufacturer and included with delivery paperwork.		X		
Training	37	The manufacturer shall arrange for a factory trained representative to conduct training courses and demonstrate the equipment as follows at the customer's location:		X		
	38	• One (1) day shall be provided in the operation, use and basic maintenance for operators.		X		
	39	• One (1) day shall be provided for maintenance, basic trouble shooting and repair for service technicians.		X		
	40	• Factory representative shall be well versed and familiar with all aspects of the vehicle operations, capabilities and limitations (No exception).		X		
	41	• Manufacturer shall give permission for photo/video recording of any and all training sessions for future reference by the OCFA.		X		
General Requirements - Cab and Chassis	42	Freightliner M-2 106 series two (2) door cab and chassis . Flat dash configuration		X		
	43	GVWR 33,000 lbs.		X		
	44	Frame steel channel type reinforced. Frame Strength should be purchased/ordered to meet the strength needed for a right that goes off road and carries 10 people.		X		
	45	Wheelbase 163" cab to axle		X		
	46	Front bumper: Chrome plated. No front bumper cut outs or modifications for air horns or sirens		X		
	47	Tow Hooks: front and rear.		X		
	48	Front Axle: 12,000 lbs. oil filled front wheel seals and heavy duty shock absorbers. Front taper leaf springs are acceptable		X		
	49	Front Tires 11R 22.5 mud and snow tread		X		
	50	Front Wheels: Aluminum Alcoa brand. Dura-bright sealant applied to aluminum wheels		X		
	51	Mud Flaps: Black with no logos imprinted. Front and rear.		X		
	52	Rear axle and suspension: 21,000 lbs., adjustable air ride with heavy duty shock absorbers. Primax off road certified suspension is preferred		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General Requirements - Cab and Chassis (continued)	53	Rear tire and wheels: 11R 22.5 mud and snow tread with aluminum wheels, Alcoa brand		X		
	54	Full size spare wheel and tire with matching tread and wheel		X		
	55	Air brake system air operated brakes and anti locking braking system with air dryer. Chicago Rawhide Turbo 2000 preferred.		X		
	56	Cruise Control		X		
	57	Power Steering		X		
	58	Vehicle shall be equipped with Highest Capacity Alternator provided by manufacturer. 270 amp alternator is acceptable		X		
	59	Tilt/telescoping steering wheel		X		
	60	Engine Cummins ISL 9, 330 Horsepower with Exhaust brake. Jake Brake, engine brake is preferred		X		
	61	DIFFERENTIAL, LOCKING {Detroit Locker} No-Spin; for Dana Spicer Rear Axle 4:88 ratio or best as per Allison performance scan. No spin differential is preferred due to ease of operation and use in our fleet already		X		Track-Loc proposed, electric switched lock optional w/\$500.00 credit.
	62	4 wheel anti-lock disc brakes, heaviest option available.		X		
	63	Air Conditioning/heater/defroster		X		
	64	AM/FM/single CD Stereo with Aux input with two speakers minimum in cab.		X		
	65	Rubber floor matting in front cab		X		
	66	Cooling system -30 degrees Fahrenheit		X		
	67	Fuel Tank: 60 gallon minimum, larger preferred without decreasing ground clearance		X		60 gallon, 23" round
	68	DEF tank, installed to match fuel tank size with appropriate fill system and gauges		X		
	69	Maximum available GVWR/Payload, front and rear axles to be the heaviest capacity available for vehicle use. 33,000 GVWR axle acceptable		X		
	70	Transmission Allison EVS3000P electronic 5 speed automatic with Transynd fluid installed. (label shall be clearly affixed to dipstick) gear ratios designed for best hill decent and speed control.		X		
	71	Batteries Three (3) group 31 Odyssey batteries installed.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General Requirements - Cab and Chassis (continued)	72	Cab: two door with tilting front hood. Cab doors shall have NFPA interior striping		X		
	73	Cab accessories: Tinted glass, Amber DOT edge of roof clearance lights, dark grey color vinyl floor mat, dual sun visors.		X		
	74	Windshield washer: electric with two speed switch, wash and intermittent. No activation with headlights.		X		
	75	Exterior handrails at each door, NFPA compliant		X		
	76	High output heater defroster with AC with electronic controls.		X		
	77	Grey interior trim		X		
	78	Dual electric horns with switch to change to Air horn. Option to use DOT and air horn on steering wheel. In switched button or dual buttons clearly labeled.		X		
	79	Halogen headlamps. Provide LED pricing as option.		X		
	80	Polished aluminum wheels with lug nut covers (no Top Hat style rear axle covers will be accepted)		X		
	81	Cab Mirrors, two west coast style power remote mirrors		X		
	82	Cab instruments: standard		X		
	83	Daytime running lights/headlamps		X		
	84	Factory batteries shall be replaced with Odyssey 31AGM batteries		X		
	85	Tire pressure monitors and valve stem stabilizers and extensions shall be provided. Cat eye style pressure monitors preferred.		X		
	86	An ember separator/screen shall be built into the air intake system as well as cab filters .039 square inch maximum mesh.		X		
	87	Seating: Front Cab: Individual bucket style air ride seats with three point harness red in color. Seats shall have individual air shut off valves located behind seats and shut offs shall be labeled. Orange seat belts are acceptable		X		
	88	Warning labels: All labels shall be NFPA compliant, seating, weight, data plaque with all fluids and quantities listed. Dimensional data label easily viewed by driver including dimensions, tire pressure, available payload and total weight of loaded vehicle compliant to California DOT.		X		
	89	The exhaust discharge shall terminate under the rear passenger side body. The exhaust pipe shall be cut straight to the pipe with no downward angle and extend no more than 2" past the body and terminate with a polished stainless steel or chrome tip. Exhaust shall have heat shield installed where damage may occur to body and or wiring. Exhaust discharge may be mounted forward of the rear tire.		X		
	90	Air horn: One foot switch installed on drivers side only with clearly fixed label shall be provided. Driver shall have ability to change from OEM to air by dash switch clearly labeled.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General Requirements - Cab and Chassis (continued)	91	Underhood lights: There shall be two tecniq E10 or larger lights mounted under cab hood with on/off switches located near lights.		X		
	92	Air outlet: One female quick connect air outlet shall be installed in passenger side 80 inch long compartment. Quick connect fittings shall have a labeled shutoff located at OEM air tank. Fittings shall be Tomco PT40. One male PT40 fitting shall be installed on wet tank with shut off to allow maintenance air fill by service technicians. Location TBD		X		
	93	All Air, fuel and electrical lines that protrude below chassis frame rails or come close to exhaust shall have fire resistive sleeves installed.		X		
	94	Vendor is to provide and install two (2) Motorola amplified radio speaker with volume control potentiometer in the Crew Compartment. The wiring for the internal amplifier shall run from the speaker to the radio/electronics compartment in the cab. The wiring for the speaker audio shall run from the speaker to the dash in the cab with enough length to interface with OCFA installed 2-way radios.		X		
	95	Right Side Cab Step: The apparatus shall be equipped step area. The step area shall be located on the right side of the commercial chassis and shall be covered with aluminum tread plate and feature a non-slip step surface.		X		
	96	Left Side Cab Step: The apparatus shall be equipped with a chassis fuel tank and step area. The fuel tank and step area shall be located on the left side of the commercial chassis. The fuel tank shall be covered with aluminum tread plate. The step shall feature a non-slip step surface.		X		
	97	Right Side Under Cab Battery Compartment: The apparatus shall be equipped with an aluminum overlay on the battery compartment. All tanks and compartments shall be mounted to maximize ground clearance		X		
General Requirements Crew Body	98	The body module shall be comprised of a welded superstructure framework consisting of vertical and horizontal components fabricated from structural steel tubing. The superstructure framework is intended to protect occupants and the integrity of the emergency escapes, and shall as a minimum include the entire perimeter of crew compartment envelope, the perimeters of the four escape windows, the roof escape, the rear door, and the cab to body pass-through. The vertical framework at the front and rear of the body module shall extend the height of the body from the subframe to the superstructure roof. In addition to the perimeter framework at the front and rear of the body module, the framework shall also include, as a minimum, a third transverse structural member across the roof and extending the height of the body from the superstructure roof to the sub frame, positioned vertically between the two side windows and storage compartments. Offsetting or staggering of the required vertical framework is not acceptable. Fabrication of the structural framework and framework members from formed sheet steel is not acceptable. Sheet aluminum bodies, extruded aluminum bodies, or bodies that are of bolted or riveted body construction shall not be acceptable. The superstructure framework and the body sub frame shall be a unitized design to form a single weldment assembly for structural integrity.		X		
	99	The roof shall be 16 gauge minimum galvaneal A-60 sheet steel. All roof seams shall be continuously welded.		X		
	100	The body shall be completely modular in design, thereby allowing its transfer to a new chassis, without cutting or welding, in the event of an accident or chassis replacement.		X		
	101	The body sub frame shall be fabricated from structural steel tubing and/or channel. The sub frame structural material shall be appropriately sized to withstand the static and dynamic loads and stresses during the apparatus' operation on unimproved road conditions at maximum allowable payload, plus allowing for the industry's standard safety factor. The sub frame design shall be a nested, NOT stacked, sub frame, or similar, to allow for the lowest vertical center of gravity that can be achieved. The longitudinal structural members and the cross members shall be nested and welded to each other. They shall be located such to provide maximum structural stability in the stated operating conditions. The sub frame shall be mounted to the chassis frame rails utilizing spring mounts at the front mounting points and shear plates at the rear mounting points.		X		
	102	All materials utilized in the fabrication of the body shall be of the correct type, alloy, and thickness to withstand the intended usage and provide protection against cracking, corrosion or metal fatigue. All materials utilized shall be of open stock origin, available to all apparatus manufacturers and commonly available through local sources, for the rapid and economical repair or modification of the body. Any use of proprietary parts or materials in the construction of the body shall be unacceptable, due to the potential for delays or difficulties in the event future repairs or service become necessary.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General Requirements Crew Body (continued)	103	The crew carrier body module shall be mounted utilizing spring mounts and shear plate mounts to allow for a degree of independent movement between the body frame and the chassis frame. The body shall be mounted at six (6) mounting points. There shall be four (4) spring mounting points at the forward end of the body. There shall be two (2) shear plate type mounting points at the aft end of the body module. The mounts at the forward end of the body shall be comprised of a two-piece design, fabricated from steel plate, with the upper section welded to the body module sub frame and the lower section bolted to the exterior vertical surface of the chassis frame rails. The upper mount section shall be designed to nest within the lower mount section. The body mount sections shall be aligned and connected by properly sized Grade 8 bolts, equipped with an appropriate tension rating spring, flat washers and a locking nut. Four (4) mounts of this design shall be provided, two (2) on each side of the body. The mounts at the aft end of the body shall be comprised of vertical steel plates minimum that are welded to the body sub frame and bolted to the exterior vertical surface of the chassis frame rails. These mounts shall extend rearward horizontally to incorporate the rear step supports and rear tow eyes	X			BME proposes their spring bolted post and socket design which allows independent movement between the chassis and body.
	104	Two (2) mounts of this design shall be provided, one (1) on each side of the body. The body may be isolated from the chassis frame by using 3/4 inch thick rubber, vulcanized to 1/4 inch I steel plate. The steel plate shall be welded or otherwise permanently affixed to the body frame. All mounting nuts, bolts, and washers required for complete crew carrier body installation shall meet or exceed SAE and industry standards. All of the mounting hardware shall be plated to reduce corrosion. All nuts shall be Stover style lock nuts. A secondary retention system, consisting of four (4) .375" diameter minimum woven aircraft cable loops with bolted clamp connector, shall be installed to prevent the crew carrier body and frame from completely separating from the chassis frame in the event of an accident where the primary system fails. Two (2) cable loops shall be installed at the forward end of the body, one (1) on each side, and two (2) cable loops shall be installed at the aft end of the body, one (1) on each side.		X		
	105	The crew carrier body shall be designed for fire service operations only. Commercially designed bodies intended for use in other vocations or applications are unacceptable in quality, construction, design or durability. The crew carrier body module shall utilize a full welded sub frame, independent of the chassis.		X		
Electrical System	106	All electrical equipment installed by the manufacturer shall conform to current automotive electrical system standards and the requirements of the applicable NFPA apparatus standards. The wiring shall be individually and permanently color and function coded. The installation shall meet SAE Standard J1128 in its latest edition for GXL or SXL temperature rating.		X		
	107	All exposed wiring shall run in loom with a minimum of 280°F (137.8°C) rating. All wiring loom shall be properly supported and attached to frame members along the entire run. At any point where wire or looms must pass through metal, rubber grommets shall be installed to protect the wire from abrasion.		X		
	108	The main low voltage electrical terminal block and circuit breaker panel shall be provided in a location providing easy service access.		X		
	109	The electrical connections shall be made using heat shrink and/or weatherproof connectors. All electrical circuits shall be protected with automatic reset circuit breakers. All circuits shall be function labeled at all ends with label applied below clear heat shrink protection and function coded throughout		X		
	110	Provide one (1) heavy duty, on/off, 12 volt Cole Herse, single throw master battery disconnect switch mounted on the driver side floor area with a face plate. Exact location TBD by OCFA.		X		
	111	Provide one set Julian jumper cable posts, clearly labeled and rubber caps installed. Shall be located near drivers side step area.		X		
	112	One (1) 120 volt 20 amp shore power female three prong inlet with weatherproof Hubble yellow cover shall be installed. Location on drivers side TBD by OCFA.		X		
	113	Wiring between cab and body shall be split using Deutsche type connectors or enclosed in a terminal junction panel allowing body removal with minimal impact on the apparatus electrical system. Connections shall be insulated with heat shrink crimp-type tubing to resist moisture and foreign debris such as grease and road grime. Weather resistant connectors shall be provided throughout the system.		X		
Rear Step/ Bumper	114	Electrical junction or terminal boxes shall be weather resistant and located away from water spray conditions. When required, automatic reset breakers and relays shall be housed in the main body junction panel.		X		
	115	The rear step shall be mounted to the chassis frame rails with two (2) rear bumper supports. The rear step shall be painted with the top surfaces of the rear step which shall feature black Dura-coat. The step shall be mounted 2" higher than that of the body. The rear step shall have a depth of approximately 8.00".		X		
	116	A steel fold down step shall be provided in the center of the bumper to achieve a maximum distance of 21" from the ground to the first step. The step shall rotate up and towards the rear bumper when not in use.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Rear Vertical Railing	117	One (1) knurled type non-slip handrail, approximately 36" in length, shall be vertically installed near rear access door on crew body.		X		
Bulkhead padding	118	Two (2) impact protection pads shall be installed, one (1) each in front of the two (2) front seats directly below the cab to crew compartment pass-through. The pads shall be approximately 16"H x 20"W and provide impact absorption for the occupants seated in the two front seats.		X		
Sliding Body Windows	119	Four (4) side facing; top hinged, swing out style emergency exit windows, with dual horizontally-sliding glass panels and screens shall be installed. Two (2) windows on each side of the body. The windows shall be approximately 54"W x 22"H. The windows shall be clearly marked on the interior of the crew compartment with "EMERGENCY EXIT" labeling. The windows shall have a heavy factory tint.		X		
Front Sliding Body Window	120	The front section of the body shall include a sliding window to allow for open communication between the driver and rear passengers. The slide lock shall be on the driver side and accessible through the opposing slide window in the cab. The chassis cab will have a matching/compatible slide window to allow operators to communicate to the crew area.		X		
Roof Escape Hatch	121	The center roof area of the body shall be reinforced for the installation of a bus style escape hatch. The opening shall be framed with a lip and shall include a weatherproof rubber gasket to prevent water from entering the opening. The door shall flange down around the framed roof opening. It shall be equipped with a stainless steel hinge, an interior latch, and shall include dual gas operated pistons to hold the door in the open position.		X		
Crew Seating	122	The body shall be equipped with eight (8) crew seats. The seat shall be mounted on a pedestal. The seats shall have one (1) armrest provided on the isle side of the seat. A non-retracting 2-point red lap belt shall be provided. Seats shall positioned so all will recline equally.		X		
Seat Belts	123	Seatbelts shall be manually adjustable, non-retractable, push button release lap belts, Federal Motor Vehicle Safety Standards (FMVSS 209) approved. The total belt length shall be 60", having an adjustable side of 49" and a fixed (buckle) side of 11". The fixed side shall be mounted on the aisle side of the seat. The lap belts shall allow the passenger to adjust the belt manually for comfort and personal fit. All seatbelts shall be red in color. A product that meets this requirement is a Beam's Seatbelts Model 1256		X		
Overhead Crew Storage	124	Full length overhead storage both sides as high and deep as practical. Securement webbing shall be provided in not less than 3 sections on each side that is fixed to the shelf with quick release buckles. The buckles shall be attached to the base of the webbing and the webbing shall hang from top of storage area. Easily replaceable 2 inch buckles minimum. These shall be approximately 146"L X 14" H X 26" D.		X		
Crew Storage	125	Approximately 4" deep side storage compartments for each seating position with latching hinged deck lids.		X		
	126	Each seating position shall have the following: • One (1) 12V outlet One 12V USB outlet(consider blue sea dual outlet • One (1) L.E.D. reading light with ON/OFF switch above passenger head• Two (2) Cup holders Large enough to hold 32 OZ Hydro flask or other Large Nalgene bottle. One upholstered armrest on outward side of seating area adjacent Storage area. Armrest shall be covered with same fabric as seats ordered. Approximately 17.5" Wx 61" H x 31" D		X		
Rear Crew Storage Cabinets	127	Closet compartments shall be provided between the crew entry door and rearmost seats and from floor to overhead storage on each side. Compartments shall be as large as practical with three adjustable shelves in each. Each compartment will be secured with webbing similar to overhead storage with 2 inch replaceable buckles foot man loops on the front side of the compartments with retention clips mounted to rear side of each area. Unitstrut adjustable shelf system is required. 17.5" W x 67" H x 31" D with 15" opening.		X		
Crew Compartment Heating and Air	128	One (1) 55,000 BTU air conditioning system shall be provided. Controls shall be mounted in an approved location in the crew compartment. One (1) 35,000 BTU evaporator, with heater core, shall provided and installed. The unit shall be installed near the ceiling, centered on the interior of the forward bulkhead of the crew compartment, between the right and left overhead storage.		X		
	129	The air conditioning unit shall be plumbed to a 10 cubic inch chassis engine-mounted air conditioning compressor. The chassis OEM air conditioning compressor shall not be integrated into the crew compartment air conditioning system.		X		
	130	One (1) 60,000 BTU condenser, remote-mounted condenser shall be mounted on the upper front exterior bulkhead of the crew carrier body. All components of the crew compartment air conditioning system shall be connected with proper fittings and refrigerant hoses. The system shall include manually controlled heat shut off valves to control hot water flow to the rear passenger compartment evaporator.		X		
	131	The following components, or their equivalents, shall be installed: • American Cooling Technologies, Inc. (ACT) Advanced Bus Air Conditioning System, with EZ-3 evaporator, and CS-2 condenser • Seltec air conditioning compressor • Aeroquip EZ Clip fittings and GH-134 refrigerant hoses		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Crew Compartment Heating and Air (continued)	132	A guard shall be provided for the air conditioning condenser mounted on the front of the crew carrier body to protect it from damage. The guard shall be designed in such a manner as to allow for maximum air flow to and around the condenser, and shall be removable for maintenance access. The guard shall be painted to match the color of the crew carrier body.		X		
Corrosion Resistance Treatments	133	Die electric tape shall be used throughout the construction of the module for dissimilar metal contact surfaces. This will include, but not be limited to control panel to frame, engine mounts to frame, and solution injection unit to frame.		X		
	134	All stainless steel screws, which secure the stainless steel panel to the aluminum frame, will be treated with dielectric liquid. The majority of fasteners throughout the system will be stainless steel.		X		
	135	All electrical ground connections to the frame will be treated with dielectric silicone compound. Wire ends will have waterproof and corrosion resistant shrink tube, adhesive lined type terminals and connectors. All electrical plugs in the module will be environmentally sealed Deutsch type. The entire surface of the electric/fuse connection box will be treated with a urethane seal coat, to seal out moisture.		X		
Labels	136	All labels shall comply with applicable NFPA and/or OCFA standards.		X		
Testing	137	Upon completion of the vehicle and prior to delivery, the apparatus shall be electrically tested and the electrical testing, certifications, and test results shall be submitted with delivery documentation per requirements of NFPA 1906.		X		
	138	A complete electrical scan showing max output in useable amps of power produces and available at idle and available maximum power shall be provided prior to build.		X		
	139	An Allison Performance scan shall be provided before apparatus is built.		X		
	140	Vehicle shall be tested for maximum tilt angle with full load inside and full tank of fuel and all other NFPA weight requirements shall be tested and recorded.		X		
Manuals	141	One (1) written copy and one (1) master digital copy of an Operation and Maintenance Manual shall be provided to the OCFA with each unit. This manual shall include detailed instructions in the operation and maintenance of the overall unit.		X		
	142	One (1) additional set of the Operation and Maintenance Manual shall be provided for use by Fleet Services personnel. The content will be finalized with the successful bidder. The manufacturer will give the OCFA approval to make sufficient copies of the File. The File shall be delivered and approved by the OCFA (final editing completed) prior to request for payment.		X		
Dimensions	143	Crew carrier body shall have overall exterior dimensions of 100"W x 90"H x 168"L		X		
	144	Wheelbase 163". All other dimensions will be noted at preconstruction meeting.		X		
Pre-construction/ Inspection Trips	145	A pre construction meeting will be held at builders facility for up to 4 personnel. Transportation and lodging if necessary shall be responsibility of manufacturer.		X		
	146	A mid point construction inspection trip to inspect vehicle in a pre finish state to ensure changes can be made for at least 3 personnel. Transportation and lodging to and from shall be manufacturers responsibility.		X		
	147	A final inspection trip to ensure compliance to build specifications will occur at manufacturer facility for up to 3 personnel. Transportation and lodging to and from shall be manufactures responsibility.		X		
	148	OCFA reserves the right to bring additional personnel at OCFA cost for training and observation.		X		
Warranty	149	Apparatus- 1 year. Warranty shall start when vehicle is put into service by OCFA when all necessary radio equipment and in service items have been installed. Builder will be notified by Fleet Services Manager and that is when agreed warranty starts.		X		
	150	All fabrication and materials shall be warranted by the manufacturer for a period of one (1) year barring accidents, abuse or negligence. Excluded from warranty are all normal wear items and parts subject to routine replacement.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Warranty (continued)	151	Paint, shall have a 10 year warranty that will cover peeling, cracking, delamination checking, chalking and any paint failure caused by defective paint materials		X		7 year base plus 3 year extension against workmanship and peeling
	152	Body and Structural, shall have a 10 year warranty covering parts and labor if used in a normal and reasonable manner.		X		
General requirements-Body	153	Wheel well panel construction shall be same as body and painted to match. Wheel well liners shall be constructed with removable liner secured with stainless steel fasteners.		X		
	154	Rear wheel fenderettes shall be installed at each rear wheel opening. The fenderettes shall be positioned outside of wheel well to cover tire area that extends past body. Fenderettes shall be installed with stainless steel fasteners. Tire and Wheels shall be centered in the wheel well opening.		X		Black rubber
	155	Rub rails: Lower portion of body fore and aft of the wheel well shall be provided with 3" x 1.5" x.125" aluminum C shaped rub rails with end caps. Rub rails shall have white reflective tape placed inside the C channel.		X		
	156	All compartment doors and crew access door shall be provided with drip rail above doors.		X		
	157	All compartment doors shall be provided with locking D ring door latches that can be operated with a gloved hand and locked with #1250 lock cylinder.		X		
	158	Two skid plates shall be installed between spare tire and rear bumper from outside of body edge to frame rail and wrap under and flush to rear bumper, skid plates shall be 3/16" plate coated to prevent corrosion.		X		
	159	The rear of body shall have at least 50% coverage of Chevron striping Scotchlite brand 6" reflective red and green (Diamond grade 983-72-NL and Fluorescent Green 983-23) applied at a 45 degree angle pointing towards center of rear panel. Remaining surface shall be painted.		X		
	160	The entire outside front of the body shall have a 1/8" polished aluminum diamond plate cover. Radiused corners shall be included in design of at least 1.5"		X		Polished stainless steel corner caps
Compartments (passenger)	161	P1 Front compartment adjacent to cab		X		
	162	• Dimension 31.50" W X 43" H X 18" D		X		
	163	• Vertical door, hinged to front side of apparatus		X		
	164	• One (1) adjustable shelf of .125" aluminum, with broken sides to add strength.		X		
	165	P2- Forward of rear axle		X		
	166	• Dimensions 31.50" W X 43" H X 18" D		X		
	167	• Two (2) adjustable shelf of .125" aluminum, with broken sides to add strength.		X		
	168	• Vertical Door , hinged to front side of apparatus		X		
	169	P3- Above rear axle		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Compartments (passenger) (continued)	170	• Dimensions 80" W X 23" H X 18" D		X		
	171	• One (1) adjustable shelf of .125" aluminum, with broken sides to add strength.		X		
	172	• Horizontal Door, hinged to bottom side of opening (drop down) with retention chain on each side of compartment in an easily replaceable manner with rubber coating or cover to prevent rattle or injury.		X		
	173	P4- Behind rear axle		X		
	174	• Dimensions 26W X 20" H X 18" D		X		
	175	• One (1) adjustable shelf of .125" Aluminum, with broken sides to add strength		X		
	176	• Vertical door hinged to front of apparatus		X		
	177	P5- Behind rear axle and behind P4		X		
	178	• Dimensions- 15" W X 15" H X 18" D		X		
	179	• Vertical hinged to front of apparatus		X		
Compartments- (driver)	180	D1- Forward of rear axle		X		
	181	• Dimensions 31.50" W X 43" H X 18" D		X		
	182	• One (1) adjustable shelf of .125" aluminum, with broken sides to add strength.		X		
	183	• Vertical Door, hinged to front side of apparatus		X		
	184	D2- Forward of rear axle		X		
	185	• Dimensions 31.50" W X 43" H X 18" D		X		
	186	• Two (2) adjustable shelf of .125" aluminum, with broken sides to add strength.		X		
	187	• Vertical Door , hinged to front side of apparatus		X		
	188	D3- Above rear axle		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Compartments- (driver) (continued)	189	• Dimensions 80" W X 23" H X 18" D		X		
	190	• One (1) adjustable shelf of .125" aluminum, with broken sides to add strength.		X		
	191	• Horizontal Door, hinged to bottom side of opening (drop down) with retention chain on each side of compartment in an easily replaceable manner with rubber coating or cover to prevent rattle or injury.		X		
	192	D4- Behind rear axle		X		
	193	• Dimensions 26W X 20" H X 18" D		X		
	194	• One (1) adjustable shelf of .125" Aluminum, with broken sides to add strength		X		
	195	• Vertical door hinged to front of apparatus		X		
	196	D5- Behind rear axle and behind D4		X		
	197	• Dimensions- 15" W X 15" H X 18" D		X		
	198	• Vertical hinged to front of apparatus		X		
Compartments minimum	199	All compartments shall be:		X		
	200	• Flush/sweep out design that allows easy cleaning and water drainage. Shall have rear corner floor drains.		X		
	201	• Be water tight and dust proof when doors are closed. Neoprene seals shall be replaceable. Painted with Zolatone 20-11 (Apollo Grey)		X		
	202	• Have stainless steel edge protection along the leading (lower outside) compartment edge.		X		
	203	• Have aluminum drip moldings above ALL doors, secured with screws.		X		
	204	All compartments shall have Amdor "Luma-Bar" led strip lighting that lights when that compartment door opens. Each compartment shall have a minimum of two (2) full height lights mechanically fastened with Amdor aluminum extrusion mounts at the inside corners of the compartment wall (one each side).		X		
	205	Each compartment shall feature a raised floor sufficient enough so the lip of the compartment shall clear frame rail of the body module to allow debris to be removed easily. A hat shaped support shall be placed under floor to improve stability and prevent bowing of the floor.		X		
	206	All compartments shall have ventilation louvers. Approximate 4"x 6" to allow exterior interior air movement.		X		
	207	All compartments shall have adjustable Uni-Strut mounting tracks installed. Two on each side of the compartment both left and right and be sized for maximum adjustability of installed or future shelving.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Compartments minimum (continued)	208	All compartments shall have a heavy duty "door open" Proximity Switch. A "Door Open" light shall illuminate in the cab when a compartment door is not closed.		X		
	209	All shelves/compartment bottoms shall have red color Dri-Deck material installed with proper edge trim based on position in cabinet.		X		
Doors	210	Shall be a pan or lap construction.		X		
	211	Full length polished stainless steel heavy duty hinge rods mounted with stainless steel hardware. Hinges shall bolt to the body.		X		
	212	Door hold open devices (gas struts) shall be provided for all doors. Eberhard DCEZ or OCFA approved equal. Over center door check with positive stop open to prevent contact with other doors or components.		X		
	213	All doors shall have Austin round recessed polished stainless steel slam-tight "D" handles with Eberhard slam latches, keyed to a 1250 key/lock.		X		
	214	Interior compartment doors shall have a minimum 20 gauge, 304 stainless steel door panels with a #4 brushed finish.		X		
	215	All doors shall have 3M Diamond Grade Fluorescent red/yellow reflective chevron material attached to the doors/shelf interior leading edges.		X		
Shelving	216	All shelving shall be aluminum with a 2" flange and be reinforced with appropriate bracing to support loads of 250 lbs.		X		
	217	All shelving shall be fully adjustable throughout the compartment using "Uni-strut" tracking floor to ceiling, two (2) per side.		X		
	218	All shelves/compartment bottoms shall have Dri-Deck material installed.		X		
Cab and Body Striping	219	Cab and Body shall have a Scotchlite white reflective stripe applied horizontally at the lower cab and angle upwards horizontally down the center of the body side. Stripe shall be 4" minimum with 1/4" black border and be applied with compliance to NFPA. Exact location TBD by OCFA. White Stripe shall be applied over black under with 1/4" black reveal. No pinstripe shall be accepted.		X		
Bed Liner	220	All surfaces coated with Liner shall be Dura Cote non slip black. Crew Body area floor and 6" up side walls, rear bumper, rear step, other locations TBD.		X		
Paint	221	PPG white #8259 or equal color match. Cab roof and body roof, any portion above drip rails or location TBD by OCFA.		X		
	222	PPG Red #71666 or equal color match. Lower cab and body. Exact locations TBD by OCFA.		X		
	223	All exposed surfaces shall be thoroughly cleaned and prepared for finish painting. All removable items shall be painted separately. Body shall be masked to prevent overspray. All exterior surface scratches and blemishes shall be filled and sanded along with primed surfaces. Any irregularities shall be prepared prior to application of clear finish coat. underneath body shall be painted job color red.		X		
Auxiliary Lighting	224	One (1) Whelan Model #70COELZR, 3" x 7" LED door light shall be provided and installed at the rear of the apparatus, above the rear door. The light shall be mounted in a cast bezel and shall activate when rear crew door is opened.		X		
	225	Two (2) Tecnique E10, LED ground lights shall be installed under the rear step area, one on each side of the apparatus and shall activate with the above light. Rear door lights. Battery switched.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Auxiliary Lighting (continued)	226	Two (2) Whelen Model #70COELZR, 3" x 7" LED rear scene light shall be provided at the rear of the body, one (1) each side. The lights shall activate with the back-up lights and from a guarded water proof switch on the left rear body panel. The switch shall be recess mounted and have a chrome guard. Rear Scene lights. Power shall be switched to battery. The specified Whelen 3" x 7" lights shall be equipped with chrome plastic flange type light bezel mountings.		X		
	227	Two (2) Tecniq E10, LED ground lights shall be installed under the rear step area, one on each side of the apparatus and shall activate with guarded water proof switch on left rear body panel. Rear Ground lights.		X		
	228	There shall be one Whelen Continuum model S5FFSFF off-road light installed on the apparatus front bumper. The light location shall be discussed at the pre-construction conference.		X		
	229	Four (4) Fire Research Spectra LED Flood and Loading Lights model SPA900-Q65 surface mount light shall be installed. The lights shall be mounted with four (4) screws to a flat surface. The lights shall be 6 3/4" high by 9" wide and have a profile of less than 1 3/4" beyond the mounting surface. Wiring shall extend from a weatherproof strain relief at the rear of the lamp head. Mounted on the upper corners of the crew body both front and back.		X		
	230	Two (2) Tecniq E10, LED ground lights shall be installed, one (1) under the driver and one (1) under the passenger side cab door and automatically activate with the cab door open and rear scene lights/reverse.		X		
	231	Two (2) Tecniq E10, LED ground lights shall be installed under the front body compartments, one on each side of the body just forward of rear axle, the lights shall be wired to the cab door switch, and the switch on the cab console. The lights shall turn on automatically when the cab doors are open and the with the rear scene lights/ reverse		X		
Emergency Lighting/Siren	232	All Emergency Lighting shall be Code 3 (No Exception)		X		
	233	Code 3 Lighting Package		X		
	234	Upper Zone A, 1 each DF58 light bar with cab mounting brackets, with take down, and left and right alley function. No rear traffic arrow.		X		
	235	Lower Zone A, 4 each LXEX1F-R with wide optics mounted on outer grill corners with two steady red		X		
	236	Lower Zone B, 1 each LXEX2F-RR with wide optics mounted mid ship. 1 each LXEX1F-R with wide optics mounted on front hood edges to provide intersection lighting		X		
	237	Upper Zone C, 2 each LXEX1F-R with wide optics. 2 each LXEX2F-AA with wide optics.		X		
	238	Lower Zone C, 2 each LXEX1F-R with wide optics.		X		
	239	Upper Zone D, 2 each LXEX1F-R with wide optics. Mounted in Upper rear corner of crew body		X		
	240	Lower Zone D, 1 each LXEX2F-RR with wide optics mounted mid ship. 1 each LXEX1F-R with wide optics mounted on front hood edges to provide intersection lighting		X		
	241	Model 700 headlight flasher or most current model necessary to provide wig wag light function.		X		
	242	3rd. Brake light- 1 each LEDX1F-R with wide optics. Mounted between narrow stick sides		X		
	243	Rear Directional Traffic Arrow- 1 each NASLTC6SP and 35' cable.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Emergency Lighting/Siren (continued)	244	Exact locations of Emergency Lighting TBD by OCFA.		X		
	245	One Code 3 Z3 siren control head shall be provided with Hi/Low function disabled. The siren shall be connected to two (2) Federal BP200-EF siren speakers mounted in the front grille area, exact location TBD. The bumper or grille may need to be modified, for the mounting of the siren speakers. The siren control head shall be backlit with the headlights on. Siren shall have PA microphone included		X		BP-100 speakers proposed. BP-200s may exceed the siren capabilities.
	246	Position 1 on the slide switch shall light all Amber lights on the rear of the vehicle, including the Traffic Arrow stick which shall default to rapid flash pattern		X		
	247	Position 2 on the slide switch shall activate all of the Amber lights on the rear as well as the front, rear and side facing Red lights.		X		
	248	Position 3 on the slide switch shall activate the light bar steady and flashing Red/White lights, activate the headlight flasher (Wig-Wags), provide power to the siren controller and the Opticom System.		X		
	249	Z3 Auxiliary switches shall control the following:		X		
	250	Left Flood: Switch to activate driver side flood lights		X		
	251	Right Flood: Switch to activate passenger side flood lights		X		
	252	Rear Flood: Switch to activate rear floods		X		
	253	Front Floods: Switch shall activate the 4 TTD white forward facing lights in the main light bar in a steady burn configuration		X		
	254	Left Alley: Switch shall activate the A-TA white lights on the side of the main light bar.		X		
	255	Right Alley: Switch shall activate the A-TA white lights on the side of the main light bar.		X		
	256	Ground Lights: Switch shall activate all under vehicle perimeter lighting possible.		X		
	257	Front Driving light. Shall activate Whelen Off road LED light		X		
	258	Two (2) Linemaster floor switches (labeled) shall be provided on the left side floor of the driver. One for the siren and one to control the air horn (exact location TBD by OCFA).		X		
	259	One (1) Ecco model 830N Back up alarm shall be provided and will be mounted facing the ground. Alarm shall be mounted to allow easily replaced and prevent damage.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Cab Center Console	260	A custom fabricated electrical console and enclosure shall be located between the driver's and the officer's seating positions and shall include rocker control switches and removable panels. It shall include cab mounted electrical switching devices and equipment as required. The exact design and layout of this console shall be subject to the chassis design, available space, and cab seating provisions Interior console between seats. Interior radio mounting area (underneath with removable floor) and custom storage box (on top) with lift lid, cup holders (2 on front of box at top with a slot in center for batter storage), pen and pencil storage (on lower front and top sides 3x3), file and binder slots (3 - 3" slots, tapered up) and latched. Same as last one built. Pictures provide upon request. To be discussed at pre-con. USB CHARGING PORT Four (4) USB charging port(s) shall be installed in the cab of the truck for the fire departments accessory devices. The USB charging port shall have two (2) USB connections and shall have a 5 volt, 3.1A output with built in circuit protection. Consider blue sea model.		X		
	261	A cable chase shall be provided from the rear of the center console map box and extend to the back wall of the cab. The chase shall be fabricated out of aluminum or steel and be powder coated to center console and map box.		X		
Cable Chases	262	A second chase shall be provided from the batteries mounted in the service body and extend to the back wall inside the cab. The chase shall be large enough to enclose all battery cables and any associated wiring with room for future expansion. The chase shall be weather tight on both ends. Final location and design TBD by OCFA.		X		
	263	Provide one (1) Xantrex Freedom HF1800 12VDC to 120VAC power inverter and 40 amp battery charger. Install one (1) remote display model 808-8040-00, Install all in passenger side forward compartment. It shall be bolted on to allow maintenance or replacement. All electrical wires passing through the compartment shall run in flexible split convoluted loom. Any wire pass through holes in the compartment shall be sealed with rubber grommets. Two (2) outlets shall be installed in the cab console and two outlets shall be installed in the crew compartment and two outlets in installed compartment for occasional use on exterior of vehicle.		X		
Additional Electrical	264	The alternators, batteries, starting devices, ignition, multiplex system junction box and nodes shall all be of a moisture resistance type, have removable hinged lids, accessibly mounted and suitably protected against, heat, cold and dust. The exact location TBD at the pre-construction meeting.		X		
	265	The vehicle shall be pre-wired with battery power (4ga), battery ground (4ga), battery switched power (16ga) and ran to the radio/electronics equipment compartment.		X		
	266	Two (2) red 2-gauge battery power/charge lines shall be provided and installed as follows:		X		
	267	Each cable shall terminate to one (1) Cooper Bussman circuit breaker model MRCB187F-150. Circuit breaker shall be installed in close proximity to each battery. Each line shall then be connected to the positive (+) terminal extension lug of the following:		X		
	268	Vehicle chassis batteries, isolated radio battery		X		
	269	Each cable shall be clearly labeled as follows with durable, permanent labeling:		X		
	270	VEH-1, RADIO		X		
	271	All cables shall be routed from the batteries to the back wall inside the cab, where they will be terminated. Both cables shall terminate to individual Transit Safety model S240-7000R 3/8" red studs		X		
	272	One (1) black 2-gauge ground cable shall be provided to the back wall inside the cab and shall originate from the same location as the chassis battery ground. The ground cable shall terminate to one (1) Transit Safety model S240-7000 3/8" black stud.		X		
	273	The battery charger shall be connected to (receive power from) the duplex electrical outlet (described elsewhere) located near the battery charger using a builder supplied 3-prong male pig-tail and not be hard-wired.		X		
	274	Each of the two charger outputs shall have a manual trip/reset breaker, Cooper Bussman model MRCB 187-080, installed within a foot of each battery and be easily viewable.		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Additional Electrical (continued)	275	A minimum of 4-gauge red cables or what is required by the charger manufacturer (whichever is greater) shall be run from each output of the charger to the positive (+) terminal extension lug of each battery. The ground cable shall be routed along the same path as the battery charge cables and terminate at the chassis battery ground. The ground cable shall be clearly labeled at each end with a durable, permanent label.		X		
	276	Builder shall provide printed identification at each end of all "non-function coded" cabling and wiring as described. Clear polyethylene heat shrink tubing shall be provided over ALL labeling for durability.		X		
	277	Two (2) Blue Sea automatic charge relays model ML-ACR with rocker switch model 2146 shall be installed in close proximity to the communication batteries in the service body. Relays shall be installed per the manufacturer's requirements and will be mounted so they are serviceable and viewable from outside the compartment. Control wires shall be run into the cab through the manufacturer supplied wire chase and will be coiled with a minimum of eight feet (8') of spare wire at the base of the back wall of the cab (exact location TBD by OCFA).		X		
	278	One (1) Blue Sea 3 bank DC voltage gauge model 1830, shall be installed in the cab (exact location TBD by OCFA).		X		
	279	Four (4) Blue Sea part # 1011, 12-volt power outlet ports shall be provided, two (2) cab mounted and two (2) compartment mounted (exact locations TBD by OCFA). Each outlet shall be rated at 20 amps and have a manual reset circuit breaker installed at the port. The breakers shall be a Mechanical Products part # MP1680-037-200-OK4. Each outlet shall be clearly identified as a "12-Volt 20 amp" outlet with a permanent ID tag. All outlets shall be powered "HOT" .		X		
	280	Cab Switches- mounted in easy reach of the driver and sufficient size to hold all switches listed. The panel shall be hinged or completely removable with sufficient slack in the wiring to allow the panel to be opened for easy servicing. The locations and configuration of all switches and control modules TBD during Pre-Con or Mid Inspection.		X		
	281	An open door warning system that is incorporated with the parking brake circuit shall be provided and operate as follows:		X		
	282	One light warning device shall indicate if any door or compartment is open.		X		
	283	One light warning device shall indicate if crew compartment is open.		X		
	284	The warning devices shall be one red and one amber LED Truck-Lite model/series 33 (set on a rapid flash pattern) mounted in an overhead housing in plain view of the driver and passenger. Each shall be labeled to compartment and one to crew door.		X		
FMVSS/D.O.T. lighting	285	All vehicle lighting components shall be LED. Brake/tail, rear turn signal and back-up lights shall be Code 3, in a triple stack chrome housing model 65STK3. (Brake, turn. Reverse and light mounts are included in the emergency lighting package above).		X		
	286	Lights to be mounted from top to bottom:		X		
	287	Two (2) 65STR (stop/tail)		X		
	288	Two (2) 65STA (turn)		X		
	289	Two (2) 65RV (reverse)		X		
	290	Reverse lights and designated rear facing ground lights shall activate with weatherproof switch on exterior of vehicle mounting location TBD, and labeled "Work Lights"		X		
	291	All DOT clearance lights on body shall be Trucklite model 33 lights installed with enough wiring loop to easily remove and replace.		X		
	292	All reflectors both red and amber shall be mechanically fastened		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
FMVSS/D.O.T. lighting (continued)	293	Dual chrome LED license plate lights and a pre-drilled chrome mounting plate shall be provided. Location TBD by OCFA		X		
Compartment Lighting	294	There shall be ten (10) compartment(s) with two (2) Amdor Alumabar H2O LED compartment light strips. The light strips shall be attached vertically along each side of the door framing. There shall be two (2) light strips per compartment. Opening the compartment door shall automatically turn the compartment lighting on. The lights shall all turn off with the battery switch.		X		
Interior Dome Lights	295	Five (5) Whelen 6" Round Super-LED® model # 60CREGCS shall be provided. The steady burn 12v interior light shall incorporate six red and six clear Super-LEDs and a clear non-optic translucent hard coated polycarbonate lens for maximum output. The interior dome lights shall be provided with battery switched power. One light shall be placed overhead between the driver and passenger seats and one light over each rear crew seating position in center of body. All red/white lights shall activated from their respective light mounted switch. All rear white crew lights shall also activate from a common switch above the left rear crew seat. Lights shall default to red when doors are opened or switch is activated. When door is closed the lights shall be powered by individual switch to each color.		X		
Back Up Camera	296	A Federal Signal model #CAMSET70-NTSC4B or approved equal back up camera with 7" monitor shall be provided. It shall operate automatically when the chassis transmission is shifted into reverse.		X		
Completed Vehicle	297	The completed vehicle shall not exceed dimensions above and will be defined in all drawings		X		
	298	• Angle of approach shall be 27 degrees.		X		
	299	• Angle of departure shall be 27 degrees.		X		
Completed Vehicle (continued)	300	• Vehicle shall be designed to provide maximum break over angle. Angle shall be defined upon delivery. Least amount of low hanging parts as possible including fuel and air tanks		X		
Options	301	Provide optional pricing on the following items. Pricing shall be provided in Exhibit E: Pricing Page		X		
Cab Seating Option	302	Cab seating- front seats, as described in requirements cab and chassis Replace stock seating option with Valor crew seating with armrests. Inside armrests, red color seatbelts. Crew Seat Non-SCBA 18" R-Back, Fixed Seat Cushion, air ride.		X		
Crew Seating Option	303	Seating- crew seats, Provide price option for eight (8) Valor crew seat with black cloth cover with outside arm rests. Equal recline. Black VALORTEchXD Anti-microbial Upholstery. Crew Seat Non-SCBA 18" R-Back, Fixed Seat Cushion. Other seats shall be considered.		X		
Crew Storage Option	304	Approximately 4" deep side storage compartments for each seating position shall be priced with flexible webbing locking cover to secure large soft items such as small backpack or duffel rather than hard locking cover. Webbing shall match overhead type and be secure with easily replaceable 2 inch buckles.		X		
Cab to Body Pass Through	305	In place of rear sliding glass windows on body and cab install a full pass-through camper style boot that is easily replaced/maintained. This shall be the size of the cab rear window. It shall be dust and weather tight with no leaks and allow for body flex while underway.		X		
Sliding Body Windows Option	306	Eight (8) side facing; top hinged, swing out style emergency exit windows, with dual horizontally-sliding glass panels and screens shall be installed. Four (4) windows on each side of the body. The windows shall be clearly marked on the interior of the crew compartment with "EMERGENCY EXIT" labeling. The windows shall have a heavy factory tint.		X		
Crew Stereo Option	307	Provide an additional AM/FM stereo wired to four (4) 6x9 speakers with aux input within the crew area. This AM/FM stereo shall be separate from Cab stereo and speakers. Stereo shall be mounted near front right crew seat area and provide sufficient amperage to included speakers for clear sound.		X		
Warranty Option	308	Provide a detailed description for a five (5) year warranty for the cab/chassis and major assembled components, to include a bumper to bumper (all components/systems).		X		

SECTION	LINE ITEM	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Opticom Option	309	One (1) GTT/Opticom model 76-1000-1039-0 for the emitter and model 76-1000-1155-0 for the kit, shall be installed. The led traffic pre-emption emitter shall be located on the roof, centered on a mount, raised above the rear of the light bar. The Opticom shall be controlled by the last position on the Unitrol control head and also by the vehicle shifter position, placing the shifter in Park shall cancel all power to the Opticom System, even while all other emergency lights are activated. No individual cab switch for the emitter circuit shall be provided. The traffic emitter shall be installed as outlined in the installation instructions and shall include one (1) interior mounted led indicator lamp and a 1 amp in-line fuse with operation label. The exact mounting locations TBD by OCFA.		X		Disabled to utilize park brake circuit.
Loose items	310	Two (2) Zico model AC-32-W aluminum wheel chocks with wildland adapter. Location TBD on rear of truck. Protective layer of tread plate shall be installed near mounting base.		X		
	311	Provide one 2A10BC Fire extinguisher. Mounting TBD		X		
	312	DOT Triangle Kit		X		
	313	One 12 ton bottle Jack with associated handles, clearly labeled and mounted.		X		
	314	One lug wrench to remove either front or rear tire, clearly labeled and mounted.		X		
	315	All other components necessary to change tire and lower tire from storage area. Securely mounted and identified location TBD		X		

Boise Mobile Equipment

One (1)

Commercial Crew Carrier Vehicle, Single Axle

Y__N__

FREIGHTLINER CHASSIS CREW CARRIER VEHICLE SPECIFICATIONS

Orange County Fire Authority

One (1)

Certificate, Weight/Tilt Angle, NFPA (BME)

Y__N__

DETERMINATION OF APPARATUS WEIGHT

Prior to any metal being cut, Boise Mobile Equipment, Inc shall submit estimated

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"in-service" weight analysis required by applicable NFPA standards. This Excel computer weight analysis shall break down all major components of the apparatus and shall show the impact on percentage-of-load on the front and rear axles, total weight, and weight on each tire set.

The analysis shall evenly distribute the NFPA required minimum payload allowance or estimated equipment payload as provided by the purchaser into the specified compartments. The allowance for personnel, hose loads, water and foam fluids, and required NFPA equipment shall be outlined individually in the analysis and placed on the apparatus in its specific intended position.

Prior to the build, Boise Mobile Equipment shall provide an excel spreadsheet of net payload available for each compartment evenly weighted. This will be figuring the weight with all of the seating positions filled and the fuel tank full of fuel.

CENTER-OF-GRAVITY ANALYSIS

Boise Mobile Equipment, Inc shall perform and provide to the customer an estimated center of gravity calculation as required by the applicable section of NFPA standards. This calculation shall include tilt angles, the estimated right to left load distribution, and load on each axle, including all specified major components.

One (1)

Performance Testing, Electrical, 12 Volt (BME)

Y__N__

12 VOLT ELECTRICAL TESTING

The completed fire apparatus shall undergo a complete 12 volt electrical load and performance testing per applicable sections of NFPA standards with inspection and test sheets included in delivery documentation.

Electrical Scan. This test shall be performed and recorded with the specified apparatus, not the generic stock vehicle. A copy of the test showing idle and max output in useable amps of power produced and available and another two categories of power used at idle and available maximum power potentially used.

Prior to build

One (1)

Test Results, Vehicle (BME)

Y__N__

TEST RESULTS

Boise Mobile Equipment Inc. shall provide results of the apparatus testing and shall certify the following:

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The weight of the completed apparatus, when loaded to its estimated in service weight, does not exceed the GVWR and GAWR of the chassis.

The complete unit, when loaded to its estimated in service weight, meets the weight distribution and vehicle stability requirements, as defined in the current NFPA guidelines.

The unit meets all required federal standards pertaining to the manufacturer and completion of the apparatus and a label tag has been affixed to the apparatus by the manufacturer stating same.

Boise Mobile Equipment Inc. shall provide all testing results, including engine, speed, acceleration, road ability, braking, and auxiliary braking to the Purchaser at the time of delivery.

Boise Mobile Equipment shall provide to the purchaser, before the apparatus is built, a Allison Performance Scan.

One (1)

Warranty, General Provisions, 1 Year (BME)

Y___N___

GENERAL WARRANTY PROVISIONS

All materials and workmanship herein specified, including all equipment furnished, shall be guaranteed for a period of one (1) year after the acceptance date of the apparatus, unless otherwise noted, with the exception of any normal maintenance services or adjustments which shall be required. Under this warranty, Boise Mobile Equipment shall be responsible for the costs of repairs to the apparatus that have been caused by defective workmanship or materials during this period.

This warranty shall not apply to the following:

- Any component parts or trade accessories such as chassis, engines, tires, pumps, valves, signaling devices, batteries, electric lights, bulbs, alternators, and all other installed equipment and accessories, in as much as they are usually warranted separately by their respective manufacturers, or are subject to normal wear and tear.
- Failures resulting from the apparatus being operated in a manner or for a purpose not recommended by the apparatus manufacturer.
- Loss of time or use of the apparatus, inconvenience or other incidental expenses.

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- Any apparatus which has been repaired or altered outside of the apparatus manufacturer's factory in any way that affects its stability, or which has been subject to misuse, negligence, or accident.
- The apparatus continues to be owned by Boise Mobile Equipment and shall be repaired by Boise Mobile Equipment if the apparatus fails or breaks down in any way from the factory to Orange County Fire Authority. Boise Mobile Equipment is responsible for the delivery of the apparatus to the Orange County Fire Shop in Irvine and will be until the apparatus has been inspected and accepted by the Fleet Manager.
- At that time, the invoice is signed off and a payment process will begin and the apparatus changes ownership from Boise Mobile Equipment to Orange County Fire Authority.
- The warranty shall start when the apparatus is placed in service by the Fire Shop, after necessary radio equipment and in service items have been installed. At that time Orange County Fire Authority will contact Boise Mobile Equipment and advise them the vehicle is ready to be put in service. That is when the one (1) year warranty goes into effect.

DISCLAIMER

NO WARRANTIES ARE GIVEN BEYOND THOSE DESCRIBED HEREIN. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. THE COMPANY SPECIFICALLY DISCLAIMS WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OTHER REPRESENTATIONS TO THE USER/PURCHASER AND ALL OTHER OBLIGATIONS OR LIABILITIES. FURTHER, THE COMPANY EXCLUDES LIABILITY FOR CONSEQUENTIAL AND INCIDENTAL DAMAGES, ON THE PART OF THE COMPANY OR SELLER. No person is authorized to give any other warranties or to assume any liabilities on the Company's behalf unless made or assumed in

Boise Mobile Equipment

writing by the seller; and no other person is authorized to give any warranties or to assume any liabilities on the seller's behalf unless made or assumed in writing by the seller.

OBTAINING SERVICE

Return the vehicle to any Boise Mobile Equipment, Inc dealer/authorized service center; Return the vehicle to Boise Mobile Equipment Inc. or contact Boise Mobile Equipment Inc. Boise Mobile Equipment Inc. shall be solely responsible for determining the extent of repair under the terms of the warranty. Transportation costs shall be the responsibility of the purchaser.

One (1) **Material and Workmanship Rqmts (BME)**

Y__N__

MATERIAL AND WORKMANSHIP

All equipment provided shall be guaranteed to be new and of current manufacture, and unless specified otherwise, shall meet all requirements of these specifications and prevailing NFPA documents and be in condition at time of delivery for use as specified for this type of apparatus.

All workmanship shall be of the highest quality and accomplished in a professional manner so as to insure a functional apparatus with a high quality aesthetic appearance.

The construction shall be rugged and ample safety factors shall be provided to carry the loads specified to meet both on and off road requirements.

The apparatus shall be designed and the equipment mounted with due consideration to the distribution of load between the front and rear axles, so all specified equipment, with a full complement of personnel, can be carried without damage to the apparatus.

One (1) **Warranty, Body & Structural, 10 Yrs (BME)**

Y__N__

BODY AND STRUCTURAL WARRANTY

Boise Mobile Equipment shall warrant each new apparatus body, if used in a normal and reasonable manner, against structural defects caused by defects in material, design or workmanship for a period of ten (10) years, covering parts & labor to the original purchaser which shall start on day of acceptance.

This warranty shall not apply to:

- Normal maintenance services or adjustments

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- To any vehicle which will have been repaired or altered outside of our factory in any way so as, in the judgment of BME, to affect it's stability, nor which has been subject to misuse, negligence, or accident, nor to any vehicle made by us which will have been operated to a speed exceeding the factory rated speed, or loaded beyond the factory rated load capacity.
- Commercial chassis and associated equipment furnished with chassis, signaling devices, generators, batteries, or other trade accessories as they are usually warranted separately by their respective manufacturers.
- Shipping costs of parts or apparatus for purposes of repair or replacement of parts. This warranty is in lieu of all other warranties, expressed or implied. All other representations as to the original purchaser and all other obligations or liabilities, including for incidental or consequential damage on the company's behalf unless made in writing by the company.

One (1)

Warranty, Paint, 7 yrs (BME) + 3 year Extended

Y__N__

PAINT WARRANTY

Boise Mobile Equipment, Inc shall provide a seven (7) year paint warranty which shall cover peeling and/or de-lamination of the top coat and other layers of paint, cracking or checking, loss of gloss caused by cracking, checking or chalking, and any paint failure caused by defective paint materials covered by the paint manufacturer's material warranty.

One (1)

3 year extended warranty.

Warranty, Chassis, General (BME)

Y__N__

CHASSIS WARRANTY

The specified chassis shall be provided with the chassis manufacturer's warranty. The exact provisions of this warranty shall be supplied with the completed apparatus documentation.

Two (2)

Manuals, Apparatus Complete (BME)

Y__N__

APPARATUS OPERATION MANUAL(S)

Boise Mobile Equipment shall provide two (2) printed apparatus operational manual(s).

One (1)

Manuals, Electrical, As Built Wiring Diagram; 2 sets

Y__N__

AS BUILT WIRING DIAGRAMS

Two (2) complete sets of "as built" wiring schematics shall be provided. The diagrams shall be in a notebook type binder, or on a compact disk (CD).

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Electrical schematics shall reflect exact point to point wiring of vehicle (no generic schematics) and shall include wire function, color, and number description. Provide two (2) per truck. A wire index page shall be included in the schematic.

One (1)

Pre-Construction Meeting, At Factory, Costs BME (BME)

Y__N__

PRE-CONSTRUCTION MEETING

A pre-construction meeting shall be conducted at Boise Mobile Equipment Inc. in Boise Idaho for four (4) customer representatives. The transportation and accommodations for this meeting shall be the responsibility of Boise Mobile Equipment Inc.

One (1)

Inspection Trip, Mid Point, BME Paid (BME)

Y__N__

MID-POINT INSPECTION TRIP

The purchaser shall conduct an inspection trip to Boise Mobile Equipment to inspect the vehicle at mid-point of construction for compliance to specification requirements. Transportation to and from this meeting shall be the responsibility of Boise Mobile Equipment for three (3) representatives.

One (1)

Inspection Trip, Final, BME Paid (BME)

Y__N__

FINAL INSPECTION TRIP

The purchaser shall conduct a final inspection trip to Boise Mobile Equipment to inspect the completed vehicle for compliance to specification requirements. Transportation to and from this meeting shall be the responsibility of Boise Mobile Equipment for three (3) representatives of the purchaser.

One (1)

F-L M2 106, 330 HP, 2 Door, Single Axle, 33,000#

Y__N__

CHASSIS SPECIFICATIONS

One (1) 2019 Freightliner M-2 106 Series two (2) door cab and chassis

GVWR: 33,000 lbs

Frame: steel channel type, reinforced

Wheelbase: 163"

Cab to Axle: "

Front Bumper: chrome plated

Tow Hooks: front

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Front Axle: 12,000 lbs, oil filled front wheel seals, front shocks

Front Suspension: 12,000 lbs taper leaf

Front Tires: 11R 22.5, Goodyear G182

Front Wheels: aluminum disc wheels

Mud Flaps: black mud flaps

Rear Axle: 21,000 lbs locking

Rear Suspension: Primaax 23,000 lbs

Rear Tire Tread: 11R 22.5, Goodyear G182

Rear Wheels: four (4) aluminum disc wheels; Polished and coated

Air Brake System: equipped with air-operated brakes and an anti-lock braking system (ABS), air dryer, heated moisture ejectors

Engine: Cummins L-9, 330 horsepower diesel

- Jacobs compression brake
- Auxiliary A/C compressor mounting pad

Engine Block Heater: Cummins approved 120-volt coolant heater, with an exterior mounted straight blade receptacle

Cooling System: -30 degrees Fahrenheit

Exhaust System: horizontally mounted right side

Fuel Tank: 60-gallon

Fuel Filter: heated fuel/water with dash mounted alarm, indicator light

Transmission: Allison EVS3000P, electronic 5-speed automatic

Steering: power

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Batteries: three (3) 31 heavy-duty 12-volt batteries installed with a 950 cold cranking amp rating (replace with Odyssey)

Alternator: 270-amp

Cab: two door, with tilting fiberglass front hood assembly

Cab accessories and features shall include:

- 1) Tinted glass in all windows
- 2) Amber DOT edge of roof clearance/marker lights
- 3) Gray interior trim with cloth upholstery
- 4) Grey vinyl floor mat
- 5) Dual sun visors
- 6) Electric windshield washer
- 7) Electric windshield wipers with two speed switch with wash and intermittent feature. The wipers automatically activate the headlights
- 8) Exterior handrails at each cab door
- 9) High output heater and defroster system with electronic controls
- 10) Dual electric horns
- 11) Halogen headlights
- 12) Front turn signal lamps
- 13) Rear cab window (slider if available)

Cab Paint: single color

Climate Control: heat and air conditioning

Cab Mirrors: Two (2) bright finish West Coast style power remote mirrors

Cab Instruments: standard

Drivers Seat: individual NFPA bucket style seat with air suspension and three (3) point safety harness (**USSC Valor option??**)

Passenger Seat: Individual NFPA bucket style with air suspension seat and three (3) point safety harness (**USSC Valor option??**)

Printed Manuals: one (1) printed chassis operation manual

Cab Accessories: AM/FM stereo radio, CD player, two radio speakers, antenna
Label, Seating Number, 2, Cab

One (1)

Y__N__

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CAB SEATING AND WEIGHT ALLOWANCE

A warning label shall be installed in the cab to indicate seating positions for two (2) people. A weight allowance of 250 pounds shall be calculated for each person.

SEAT BELT WARNING LABEL

A warning label, stating: "DANGER- Personnel Must Be Seated And Seat Belts Must Be Fastened While Vehicle Is In Motion Or DEATH OR SERIOUS INJURY MAY RESULT" shall be provided in the apparatus cab interior. This label shall be located so that it is visible from all seating positions.

One (1)

Label, Seating Number, 8, Body

Y__N__

PERSONNEL SEATING AND WEIGHT ALLOWANCE

A warning label shall be installed in the body to indicate seating positions for 8 people. A weight allowance of 250 pounds shall be calculated for each person.

One (1)

Label, Vehicle Rating

Y__N__

WEIGHT RATING

The weight rating of the axle, suspension components, wheels and tires shall all exceed the curb weight rating of the vehicle. The maximum loaded weight of the vehicle shall be at least tenpercent (10%) less than the total gross vehicle weight rating (GVWR) of the vehicle.

This shall also be in accordance with California Vehicle Code 2010, Section 35002, subparagraph B1.

One (1)

Label, Data, Fluid Levels

Y__N__

DATA PLAQUE

A data plaque shall be provided and installed on the inside of driver's door. The data plaque shall contain the required information based on the applicable components for the apparatus:

- Engine oil
- Engine coolant
- Chassis transmission fluid
- Drive axle lubricant
- Power steering fluid
- Pump, generator, or other component lubrications
- Other NFPA applicable fluid levels or data as required
- Paint manufacturer, type, and color number
- Tire Speed Ratings

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One (1)	<p>Location shall be in the driver's compartment or on driver's door.</p> <p>Label, Data, Height x Width x Length, Weight</p> <p><u>DIMENSION DATA LABEL</u></p> <p>The cab dash area shall have an apparatus dimension label installed. The label shall be highly visible, indicating the overall height, length, width and weight of the vehicle.</p> <ul style="list-style-type: none"> There shall be a travel clearance-warning label located in the chassis cab. The travel clearance warning label shall be located (overhead) in easy view of the driver. The travel clearance warning label shall include the following information: <ul style="list-style-type: none"> Overall travel clearance height in feet and inches Overall travel clearance length in feet and inches. Overall travel clearance width in feet and inches. Tire pressure requirements for all tires. Total rated weight of the loaded apparatus. Total available payload for the apparatus. 	Y__N__
One (1)	<p>Label, Data, "No Ride" Rear Step</p> <p><u>WARNING LABEL -- NO RIDING ON REAR</u></p> <p>A warning label stating: "NO RIDING ON REAR OF APPARATUS" shall be installed on rear of the apparatus. The label shall be applied to the vehicle at the rear step area. The label shall warn personnel that riding in or on these areas, while the vehicle is in motion, are prohibited.</p>	Y__N__
One (1)	<p>Label, Data, Vehicle, Final Stage Certification</p> <p><u>VEHICLE FINAL STAGE MANUFACTURER LABEL</u></p> <p>A final stage manufacturer label shall be installed by the fire apparatus body manufacturer in compliance with applicable motor vehicle standards.</p>	Y__N__
One (1)	<p>Label, Flammable Liquids or Dangerous Materials</p> <p><u>FLAMMABLE LIQUID OR HAZARDOUS MATERIAL WARNING LABELS</u></p> <p>The final stage manufacturer shall install applicable flammable liquid or</p>	Y__N__

Boise Mobile Equipment

One (1)	<p>hazardous material labels on the vehicle where applicable. (Does not include the vehicle fuel tank, fire pump, equipment, or other applicable fuel supply tanks)</p> <p>Label, Ember Separator</p> <p><u>AIR FILTER EMBER PROTECTION SCREEN WARNING LABEL</u></p>	Y__N__
One (1)	<p>A warning label, stating: "This apparatus is equipped with an air filter ember protection screen; routine inspection is required," shall be provided and installed in the apparatus cab interior.</p> <p>Plaque, BME (1)</p> <p><u>MANUFACTURER LOGO</u></p>	Y__N__
One (1)	<p>The apparatus shall include a Boise Mobile Equipment logo plaque which shall be affixed at the rear of the apparatus.</p> <p>Frame Overhang, Cutoff, Shorten AF Dimension</p> <p><u>REAR FRAME RAIL LENGTH</u></p>	Y__N__
One (1)	<p>The rear frame rails shall be shortened by the final stage manufacturer to accommodate the length of the apparatus body.</p> <p>Tow Plates, Front, Painted</p> <p><u>FRONT TOW PLATES</u></p>	Y__N__
One (1)	<p>Two (2) painted bolt-on tow plates shall be installed at the front of the chassis.</p> <p>Tow Plates, BME, Rear, Painted</p> <p><u>REAR TOW PLATES</u></p>	Y__N__
One (1)	<p>Two (2) painted bolt-on tow plates constructed of 3/4" steel shall be fastened directly to the rear chassis frame rails and facing out above the rear step. The tow plates shall be equipped with 3" inside diameter holes.</p> <p>The tow plates shall be trimmed on the body with stainless steel bezels.</p> <p>Air Horn, (2) Grover 24, Bumper Mounted</p> <p><u>AIR HORN</u></p>	Y__N__
	<p>Provide and install two (2) chrome, air, "Grover 24" "Stuttertone" horns. Mounted under the center of the front bumper. Air horns shall be controlled from the foot switch mounted on the floor, at the officer's seat, driver's seat, and at the steering wheel. Driver shall have the ability to change from OEM electronic horn to air horn by way of a dash switch.</p> <p>Provide the electric/air selector horn switch.</p> <p>Provide and install an identified maintenance disable switch for the air horns and sirens.</p>	

Boise Mobile Equipment

One (1)	Air Horn, Control, Driver, Single Foot Switch <u>AIR HORN FOOT SWITCH</u>	Y__N__
One (1)	<p>One (1) foot switch shall be provided and installed. The foot switch shall be located on the driver's side of the floor and shall activate the air horn system.</p> Wheel Cover, Hub/Lug, Install Only, Single Axle <u>SUPPLIED HUB AND LUG NUT COVERS</u>	Y__N__
One (1)	<p>The supplied wheel trim shall be installed on the front and single rear axles.</p> Exhaust, Horizontal, Special, Modification <u>EXHAUST MODIFICATION</u>	Y__N__
One (1)	<p>The underside of the apparatus shall be provided with a heat shield. The heat shield shall be installed under the body in the areas where the exhaust system is routed. The exhaust shall then be modified to accommodate the customer's request.</p> Mud Flaps, Rear Wheels, Black <u>REAR MUD FLAPS</u>	Y__N__
One (1)	<p>The apparatus shall have black mud flaps installed behind the rear wheels that will meet the current D.O.T. requirements. The mudflaps shall be free of logo's.</p> Cab Step, Air Tank Cover, Alum T/P, RH <u>RIGHT SIDE CAB STEP</u>	Y__N__
One (1)	<p>The apparatus shall be equipped with a chassis fuel tank and step area. The fuel tank and step area shall be located on the right side of the commercial chassis and shall be covered with aluminum tread plate and feature a non-slip step surface.</p> Cab Step, Fuel Tank Cover, Alum T/P, LH <u>LEFT SIDE CAB STEP</u>	Y__N__
One (1)	<p>The apparatus shall be equipped with a chassis fuel tank and step area. The fuel tank and step area shall be located on the left side of the commercial chassis. The fuel tank shall be covered with aluminum tread plate. The step shall feature a non-slip step surface.</p> Battery Comp, Under Body, LH Side <u>RIGHT SIDE UNDER CAB BATTERY COMPARTMENT</u>	Y__N__
One (1)	<p>The apparatus shall be equipped with an aluminum overlay on the battery compartment.</p> Cab Trim, Door, Reflective NFPA, 2 Door <u>CAB DOOR REFLECTIVE PANELS</u>	Y__N__
	<p>The cab doors shall include reflective white trim installed inside each door. This</p>	

Boise Mobile Equipment

One (1)	trim shall be approximately 5" in height and as long as the door is wide. NO--Seats, All, Chassis Mfgr Supplied	Y__N__
One (1)	Battery Jump Start Posts, Quick Discnts, LH step <u>BATTERY JUMP START SYSTEM</u>	Y__N__
One (1)	The apparatus shall offer provisions for connecting jumper cables. The installation shall be directly wired to the 12 volt chassis batteries. The jumper posts shall be solid brass, with color coded red and black rubber insulators and covers. The terminals shall be located near the driver's step area. An identification label shall be installed. Air Outlet, RH, Compartment <u>AUXILIARY AIR OUTLET</u>	Y__N__
Two (2)	One (1) female quick connect air outlet shall be provided and installed in the passenger side 80"W x 17"H x 18"D compartment. The quick connect fitting shall have a shutoff located at the OEM air tanks. The fittings shall be CP-1 type fittings. Underhood Light, Tecniq E10 <u>UNDERHOOD LIGHTS</u>	Y__N__
One (1)	There shall be two (2) TecNiq E10 lights mounted under the cab hood. There shall be an on/off switch located near each of the lights. Batteries, Replacement, 12V, Group 31, (3) Odyssey <u>BATTERY REPLACEMENT</u>	Y__N__
Two (2)	The battery system provided by the chassis manufacturer shall be repalced with three (3) Odyssey batteries. The batteries shall be Group 31 with 1950 CCA. The batteries shall be maintenance free. Blue Sea ACR w/Switch <u>BATTERY AUTOMATIC CHARGING RELAY</u>	Y__N__
One (1)	Provide and install two (2) Blue Sea ML-ACR battery relay/Isolator kit with #2146 three position rocker switch. Ember Separator, Screen, Installation, Fresh Air Cab <u>EMBER SEPARATOR -- FRESH AIR INTAKE TO CAB</u>	Y__N__
One (1)	The cabin air filter shall be protected by an ember guard with a maximum mesh opening of 0.039 inches. Label, Ember Separator, Fresh Air <u>EMBER SEPARATOR WARNING LABEL</u>	Y__N__

Boise Mobile Equipment

- One (1) A final stage manufacturer shall install an applicable warning label for cleaning the NFPA required ember separator screen.
Rear Skid Plate (Crew Carrier) Y__N__
REAR SKID PLATE
- One (1) Two (2) skid plates shall be installed on the rear underside of the body between the spare tire and the rear bumper. The skid plates shall span from each outside body edge to the frame rail, and wrap under and flush to the rear bumper. The skid plates shall be fabricated from 3/16" minimum steel plate and shall be coated to avoid corrosion.
Protective Sleeve, Air, Fuel, Elec Lines, Fire Resistant Sleeves Y__N__
AIR, FUEL, ELECTRICAL LINE PROTECTION
- One (1) All air lines, fuel lines and electrical harnesses below the chassis frame rails shall be protected with fire resistive sleeves.
Tire Pressure Monitoring System, Real Wheels Y__N__
TIRE PRESSURE INDICATOR SYSTEM
- One (1) There shall be a tire pressure indicator at each tire's valve stem on the vehicle that shall indicate if there is insufficient pressure in the specific tire.
Valve Stem Extensions / Stabilizer, Alcoa, #2227 Y__N__
VALVE STEM AND STABILIZERS
- One (1) There shall be six (6) valve stem extensions with stabilizers provided and installed on the apparatus. They shall be Alcoa #2227 for dual wheels.
Body Construction, General Design and Scope, Crew Carrier Y__N__
DESIGN AND SCOPE OF CREW CARRIER BODY
- The body shall be designed and constructed of commonly available structural components for ease of repair and maintenance. The body shall be of a modular design with the body structure independent of the chassis frame rails. The body module shall be mounted to the chassis frame rails utilizing a unique double spring mounting system for flexibility and durability over the lifetime of the apparatus. The fabrication of the body shall be of welded construction to withstand the rigors of fire service use.
- The body skeleton and compartment framework shall be designed of tubular members for increased strength and stress resistance. There shall be no sheet metal or extrusions utilized in the foundation or structural components of the body module due to their critical role in assuring lifetime durability, functionality and usability.

Boise Mobile Equipment

Provide upholstered head bump protection pads at the crew entry/egress interior door header opening and any potential head impact area.

One (1)

Body Sub-structure Steel, Crew Carrier

Y__N__

BODY FRAMEWORK

The entire body framework shall be fabricated from steel tubing. The body framework shall be a completely welded unit, forming a connected, stable frame for strength, longevity and providing the skeleton of the body module. The internal upright members of the framework shall act as support for the top layer of the body module. The external upright members shall act as an exoskeleton providing form and support for compartments while acting as the external surfaces of the module. The framework shall define the compartment openings and provide a rigid mounting location for all compartments and doors.

The foundation cross-members shall be placed perpendicular to the chassis frame rails in the wheel well area extending the full width of the body and shall be constructed of 3 inch high x 2 inch wide x .250 inch tubing. The foundation members parallel to the chassis frame rails shall be constructed of 3 inch square x .250 inch tubing and shall connect the foundation cross members and extend the full length of the body.

All tank support cross members shall be placed to support the water tank as per the tank manufacture's recommendation. These supports shall be constructed of 3 inch high x 2 inch wide x .250 inch steel tubing. The tank support angles shall be constructed of 4 inch x 4 inch x .250 inch thick angles and shall be placed at the tank sides parallel to the chassis frame rails to provide lateral support for the tank and protection from debris from the wheels.

The internal upright supports for top layer components shall be placed to provide support for all components located on the top layer of the body module and shall be constructed of steel tubing measuring 2 inch square x .250 inch wall thickness. All front to rear connecting members shall be 3 inches high x 2 inches wide x .125 inch wall thickness and shall be placed in between the interior upright support members to provide rigidity, stability and support to all top layer components. All gussets shall be constructed of 2 inches high x 3 inches wide x .250 inch thick plate which shall be placed on the top and bottom of the foundation cross members where they intersect with the exterior members.

One (1)

Frame Mounting, Steel Body, Crew Carrier

Y__N__

BODY MOUNTING SYSTEM

The mounting assembly shall be designed to isolate and protect the body module from vibration and twisting stresses imparted by the flexing of the chassis frame

Boise Mobile Equipment

rails. The body module shall employ spring loaded body mounting assemblies. Each two piece mounting assembly shall be designed to positively position the body on the frame rails while allowing lateral and forward or aft movement. Mounting assemblies shall be placed forward and rearward of the rear axle as necessary to provide a strong and stable mounting of the body module

Each mounting assembly shall consist of a "male" upper mounting bracket and a "female" lower mounting bracket. The upper mounting brackets shall be fabricated from .25 inch thickness steel plate, with .250 inch painted steel lower mounting brackets. The upper mounting brackets shall be welded directly to the foundation connecting members. The lower mounting brackets shall be bolted to the exterior side facing surface of the chassis frame rails.

The mounting brackets shall be aligned and connected by two (2) 5/8 inch diameter grade 8 bolts equipped with compression springs. The springs shall be of the appropriate tension rating for the weight requirements of the body module. The mounting assembly shall be designed to completely eliminate sheering forces on the mounting bolts.

The foundation connecting members shall be placed on top of the chassis frame rails for added strength and stability. The foundation members shall be isolated from the steel chassis frame rails by .25 inch thickness steel plates which have .5 inch thick 80 durometer rubber pads vulcanized to the bottom surface of each plate. The steel plates shall be welded to the bottom of the foundation, doubling as additional gussets at foundation cross member joints.

Cable safety straps front and rear shall be added to prevent body/chassis separation in the event of a roll-over accident.

One (1)

Compartment Constrc, Steel, Sweep-Out Floors

COMPARTMENT FLOOR, SWEEP OUT STYLE

Y__N__

Each compartment shall feature a raised floor sufficient enough so the lip of the compartment shall clear the frame rail of the body module to allow debris to be removed easily from the compartment. A hat shaped support shall be placed under the floor to improve stability and prevent bowing of the floor with use and age.

One (1)

Cmpt Dim, Driver, 31.50"W x 43"H x 18"D, DFF #1

DRIVERS SIDE COMPARTMENT DFF #1

Y__N__

One compartment shall be provided on the driver's side forward most corner of the apparatus body. The hinged side of the door shall be located toward the front of the body. Approximate compartment dimensions: 31.50" wide x 43" high x 18" deep.

Boise Mobile Equipment

Two (2)	Ventilation, Fixed Louvers, Body <u>COMPARTMENT VENTILATION LOUVERS</u>	Y__N__
	<p>The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.</p>	
One (1)	Cmpt Floor Drains, Corners, Each <u>COMPARTMENT FLOOR DRAIN</u>	Y__N__
	<p>The compartment shall be provided with rear corner floor drains to the underside of the body.</p>	
One (1)	Compt, Sill Plate, Polished Stainless Steel, Each <u>COMPARTMENT SILL PLATE</u>	Y__N__
	<p>The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.</p>	
One (1)	Adj tracks, Uni-Strut <u>ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING</u>	Y__N__
	<p>Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.</p>	
One (1)	Shelf, Adjustable, Alum 1/8" (1 Shelf per Compartment) <u>ADJUSTABLE SHELF</u>	Y__N__
	<p>There shall be one (1) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.</p>	
One (1)	Dri-Dek, Grating, Per Cmpt Shelf <u>COMPARTMENT SHELF GRATING</u>	Y__N__
	<p>The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. The color of the Dri-Dek shall be red.</p>	
One (1)	Stripe, Shelves, Reflective, 2"	Y__N__
	<p>The compartment shelf and or shelves shall have a red and white 3M Diamond Grade reflective stripe applied horizontally on the front edge. The stripe shall be a 2" minimum in width.</p>	

Boise Mobile Equipment

- One (1) **Dri-Dek, Grating, Per Cmpt Surface** Y__N__
COMPARTMENT GRATING
- The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.
- One (1) **Cmpt Dim, Driver, 31.50"W x 43"H x 18"D, DFF #2** Y__N__
DRIVERS SIDE COMPARTMENT DFF #2
- One compartment shall be provided directly behind the compartment located at the forward most corner of the apparatus body, and directly forward of the rear wheels. The hinged side of the door shall be located toward the rear of the body. Approximate compartment dimensions: 31.50" wide x 43" high x 18" deep.
- Two (2) **Ventilation, Fixed Louvers, Body** Y__N__
COMPARTMENT VENTILATION LOUVERS
- The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.
- One (1) **Cmpt Floor Drains, Corners, Each** Y__N__
COMPARTMENT FLOOR DRAIN
- The compartment shall be provided with rear corner floor drains to the underside of the body.
- One (1) **Compt, Sill Plate, Polished Stainless Steel, Each** Y__N__
COMPARTMENT SILL PLATE
- The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.
- One (1) **Adj tracks, Uni-Strut** Y__N__
ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING
- Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.
- Two (2) **Shelf, Adjustable, Alum 1/8", (2 or More per Compartment)** Y__N__
ADJUSTABLE SHELVES
- There shall be two (2) adjustable shelves installed; and the shelves shall be constructed of .125" thick smooth aluminum plate and be mounted in the

Boise Mobile Equipment

specified compartment with double bolt aluminum shelf brackets. Each shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

Two (2) **Dri-Dek, Grating, Per Cmpt Shelf** Y__N__
COMPARTMENT SHELF GRATING

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. The color of the Dri-Dek shall be red.

Two (2) **Stripe, Shelves, Reflective, 2"** Y__N__
 The compartment shelf and or shelves shall have a red and white 3M Diamond Grade reflective stripe applied horizontally on the front edge. The stripe shall be a 2" minimum in width.

One (1) **Dri-Dek, Grating, Per Cmpt Surface** Y__N__
COMPARTMENT GRATING

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

One (1) **Cmpt Dim, Driver, 80"W x 23"H x 18"D, DCU** Y__N__
DRIVER'S SIDE COMPARTMENT DCU

One compartment shall be provided directly behind the compartment forward of the rear wheels on the drivers side of the body. This compartment shall have a horizontally hinged, lift up door. Approximate compartment dimensions: 80" wide x 23" high x 18" deep.

Two (2) **Ventilation, Fixed Louvers, Body** Y__N__
COMPARTMENT VENTILATION LOUVERS

The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.

One (1) **Cmpt Floor Drains, Corners, Each** Y__N__
COMPARTMENT FLOOR DRAIN

The compartment shall be provided with rear corner floor drains to the underside of the body.

One (1) **Compt, Sill Plate, Polished Stainless Steel, Each** Y__N__
COMPARTMENT SILL PLATE

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

Boise Mobile Equipment

One (1)	Adj tracks, Uni-Strut <u>ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING</u>	Y__N__
	Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.	
One (1)	Dri-Dek, Grating, Per Cmpt Surface <u>COMPARTMENT GRATING</u>	Y__N__
	The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.	
One (1)	Cmpt Dim, Driver, 46"W x 20"H x 18"D, DRL <u>DRIVER'S SIDE COMPARTMENT DRL</u>	Y__N__
	One compartment shall be provided directly behind the rear wheel well on the driver's side of the body. This compartment shall be used to store fuel cans and drip torches. The compartment door shall be vertically hinged, with the hinged side of the door toward the front of the body. Approximate compartment dimensions: 46" wide x 20" high x 18" deep.	
Two (2)	Ventilation, Fixed Louvers, Body <u>COMPARTMENT VENTILATION LOUVERS</u>	Y__N__
	The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.	
One (1)	Cmpt Floor Drains, Corners, Each <u>COMPARTMENT FLOOR DRAIN</u>	Y__N__
	The compartment shall be provided with rear corner floor drains to the underside of the body.	
One (1)	Compt, Sill Plate, Polished Stainless Steel, Each <u>COMPARTMENT SILL PLATE</u>	Y__N__
	The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.	
One (1)	Adj tracks, Uni-Strut <u>ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING</u>	Y__N__

Boise Mobile Equipment

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

One (1) **Dri-Dek, Grating, Per Cmpt Surface**
COMPARTMENT GRATING

Y__N__

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

One (1) **Cmpt Dim, Driver, 15"W x 15"H x 18"D, DRL2**
COMPARTMENT DRL#2

Y__N__

One compartment shall be provided on the driver's side of the apparatus body directly behind the fuel can and drip torch compartment. This compartment shall have a vertically hinged door, with the hinged side of the door toward the rear of the body. Approximate compartment dimensions: 15" wide x 15" high x 18" deep.

Two (2) **Ventilation, Fixed Louvers, Body**
COMPARTMENT VENTILATION LOUVERS

Y__N__

The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.

One (1) **Cmpt Floor Drains, Corners, Each**
COMPARTMENT FLOOR DRAIN

Y__N__

The compartment shall be provided with rear corner floor drains to the underside of the body.

One (1) **Compt, Sill Plate, Polished Stainless Steel, Each**
COMPARTMENT SILL PLATE

Y__N__

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

One (1) **Adj tracks, Uni-Strut**
ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING

Y__N__

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

Boise Mobile Equipment

One (1)	Shelf, Adjustable, Alum 1/8" (1 Shelf per Compartment) <u>ADJUSTABLE SHELF</u>	Y__N__
	There shall be one (1) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.	
One (1)	Dri-Dek, Grating, Per Cmpt Shelf <u>COMPARTMENT SHELF GRATING</u>	Y__N__
	The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. The color of the Dri-Dek shall be red.	
One (1)	Stripe, Shelves, Reflective, 2" The compartment shelf and or shelves shall have a red and white 3M Diamond Grade reflective stripe applied horizontally on the front edge. The stripe shall be a 2" minimum in width.	Y__N__
One (1)	Dri-Dek, Grating, Per Cmpt Surface <u>COMPARTMENT GRATING</u>	Y__N__
	The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.	
One (1)	Cmpt Dim, Passenger, 31.50"W x 43"H x 18"D, PFF #1 <u>PASSENGER'S SIDE COMPARTMENT PFF #1</u>	Y__N__
	One compartment shall be provided on the passenger's side forward most corner of the apparatus body. The hinged side of the door shall be located toward the front of the body Approximate compartment dimensions: 31.50" wide x 43" high x 18" deep.	
Two (2)	Ventilation, Fixed Louvers, Body <u>COMPARTMENT VENTILATION LOUVERS</u>	Y__N__
	The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.	
One (1)	Cmpt Floor Drains, Corners, Each <u>COMPARTMENT FLOOR DRAIN</u>	Y__N__
	The compartment shall be provided with rear corner floor drains to the underside of the body.	
One (1)	Compt, Sill Plate, Polished Stainless Steel, Each	Y__N__

Boise Mobile Equipment

COMPARTMENT SILL PLATE

One (1) The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.
Adj tracks, Uni-Strut Y__N__

ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING

One (1) Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.
Shelf, Adjustable, Alum 1/8" (1 Shelf per Compartment) Y__N__

ADJUSTABLE SHELF

One (1) There shall be one (1) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.
Dri-Dek, Grating, Per Cmpt Shelf Y__N__

COMPARTMENT SHELF GRATING

One (1) The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. The color of the Dri-Dek shall be red.
Stripe, Shelves, Reflective, 2" Y__N__

The compartment shelf and or shelves shall have a red and white 3M Diamond Grade reflective stripe applied horizontally on the front edge. The stripe shall be a 2" minimum in width.

One (1) **Dri-Dek, Grating, Per Cmpt Surface** Y__N__
COMPARTMENT GRATING

One (1) The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.
Cmpt Dim, Passenger, 31.50"W x 43"H x 18"D, PFF #2 Y__N__
PASSENGER'S SIDE COMPARTMENT PFF #2

One compartment shall be provided directly behind the compartment located at the forward most corner of the apparatus body, and directly forward of the rear

Boise Mobile Equipment

Two (2)	wheels. The hinged side of the door shall be located toward the rear of the body. Approximate compartment dimensions: 31.50" wide x 43" high x 18" deep. Ventilation, Fixed Louvers, Body <u>COMPARTMENT VENTILATION LOUVERS</u>	Y__N__
One (1)	The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement. Cmpt Floor Drains, Corners, Each <u>COMPARTMENT FLOOR DRAIN</u>	Y__N__
One (1)	The compartment shall be provided with rear corner floor drains to the underside of the body. Compt, Sill Plate, Polished Stainless Steel, Each <u>COMPARTMENT SILL PLATE</u>	Y__N__
One (1)	The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed. Adj tracks, Uni-Strut <u>ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING</u>	Y__N__
Two (2)	Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior. Shelf, Adjustable, Alum 1/8", (2 or More per Compartment) <u>ADJUSTABLE SHELVES</u>	Y__N__
Two (2)	There shall be two (2) adjustable shelves installed; and the shelves shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. Each shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement. Dri-Dek, Grating, Per Cmpt Shelf <u>COMPARTMENT SHELF GRATING</u>	Y__N__
Two (2)	The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. The color of the Dri-Dek shall be red. Stripe, Shelves, Reflective, 2"	Y__N__

Boise Mobile Equipment

- The compartment shelf and or shelves shall have a red and white 3M Diamond Grade reflective stripe applied horizontally on the front edge. The stripe shall be a 2" minimum in width.
- One (1) **Dri-Dek, Grating, Per Cmpt Surface** Y__N__
COMPARTMENT GRATING
- The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.
- One (1) **Cmpt Dim, Passenger, 80"W x 23"H x 18"D, PCU** Y__N__
PASSENGER'S SIDE COMPARTMENT PCU
- One compartment shall be provided directly behind the compartment forward of the rear wheels on the passengers side of the body. This compartment shall have a horizontally hinged drop down door. Approximate compartment dimensions: 80" wide x 23" high x 18" deep.
- Two (2) **Ventilation, Fixed Louvers, Body** Y__N__
COMPARTMENT VENTILATION LOUVERS
- The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement.
- One (1) **Cmpt Floor Drains, Corners, Each** Y__N__
COMPARTMENT FLOOR DRAIN
- The compartment shall be provided with rear corner floor drains to the underside of the body.
- One (1) **Compt, Sill Plate, Polished Stainless Steel, Each** Y__N__
COMPARTMENT SILL PLATE
- The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.
- One (1) **Adj tracks, Uni-Strut** Y__N__
ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING
- Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.
- One (1) **Shelf, Adjustable, Alum 1/8" (1 Shelf per Compartment)** Y__N__
ADJUSTABLE SHELF

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One (1)	There shall be one (1) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.	Y__N__
	Dri-Dek, Grating, Per Cmpnt Shelf <u>COMPARTMENT SHELF GRATING</u>	
One (1)	The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. The color of the Dri-Dek shall be red.	Y__N__
	Stripe, Shelves, Reflective, 2" The compartment shelf and or shelves shall have a red and white 3M Diamond Grade reflective stripe applied horizontally on the front edge. The stripe shall be a 2" minimum in width.	
One (1)	Dri-Dek, Grating, Per Cmpnt Surface <u>COMPARTMENT GRATING</u>	Y__N__
One (1)	The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant. Cmpnt Dim, Passenger, 46"W x 20"H x 18"D, PRL <u>PASSENGER'S SIDE COMPARTMENT PRL</u>	Y__N__
Two (2)	One compartment shall be provided on the passenger's side of the body directly behind the rear wheels. This compartment shall be accessible through two (2) vertically hinged double doors, with the D-ring latch installed on the primary door, located towards the front of the body. The secondary door shall have a slam type finger pull latch installed on the inside of the door. Approximate compartment dimensions: 46" wide x 20" high x 18" deep. Ventilation, Fixed Louvers, Body <u>COMPARTMENT VENTILATION LOUVERS</u>	Y__N__
One (1)	The specified compartments shall be provided with ventilation louvers. These units shall be approximately 4" to 6" in size to allow exterior air or interior air movement. Cmpnt Floor Drains, Corners, Each <u>COMPARTMENT FLOOR DRAIN</u>	Y__N__
One (1)	The compartment shall be provided with rear corner floor drains to the underside of the body. Compt, Sill Plate, Polished Stainless Steel, Each	Y__N__

Boise Mobile Equipment

COMPARTMENT SILL PLATE

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

One (1)

Adj tracks, Uni-Strut

Y__N__

ADJUSTABLE TRACKING -- COMPARTMENT EQUIPMENT MOUNTING

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

One (1)

Dri-Dek, Grating, Per Cmpt Surface

Y__N__

COMPARTMENT GRATING

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

One (1)

Cmpt Dim, Passenger, 15"W x 15"H x 18"D, PRL2

Y__N__

COMPARTMENT PRL#2

One compartment shall be provided on the passenger's side of the apparatus body directly behind the fuel can and drip torch compartment. This compartment shall have a vertically hinged door, with the hinged side of the door toward the rear of the body. Approximate compartment dimensions: 15" wide x 15" high x 18" deep.

One (1)

Wheel Well Panel Constr, Galv Steel Body, Pntd

Y__N__

WHEEL WELL PANEL CONSTRUCTION

The outer wheel well panel shall be galvanized steel of the same gauge as compartment construction and an integral part of the overall body design. The exterior wheel well area shall be painted to match the body.

One (1)

Wheel Well Inner Liners, Body, Plastic, 22.5" rims, S/A

Y__N__

WHEEL WELL LINERS

Wheel well liners designed to protect the body from impact resulting from road debris thrown by the tires shall be installed. The removable liners shall be constructed from UHMW material to encompass the entire inner wheel well area. The liners shall be secured with stainless steel threaded fasteners.

One (1)

Fenderettes, Body, Rear, Rubber, 22.5" rims (2) Single Axle

Y__N__

REAR WHEEL FENDERETTES

Black radius rubber fenderettes shall be installed at each rear wheel opening. The

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fenderettes shall be positioned outside of the wheel well panel to cover the tire area that extends past the body. The fenderettes shall be secured with stainless steel threaded fasteners.

One (1)

Scuff Guards, Rubrail

RUB RAILS

Y__N__

The sides of the lower body area fore and aft of the wheel well area shall be provided with 3" x 1.5" x .125" aluminum "C" shaped rub rails, with end caps.

One (1)

Protective Surface, Alum T/P, Entire Front

FRONT OF BODY -- PROTECTIVE SURFACE

Y__N__

The entire front of the apparatus body shall include a protective surface, constructed of aluminum tread plate material.

The front and rear corners of the body shall have polished stainless protecting the corners of the body, full length. Width shall be approx. 1 1/2" x 1 1/2".

One (1)

Rear Body Panels, Prepped for Chevron Striping

REAR BODY PANELS

Y__N__

The rear tail panels of the apparatus body shall be unpainted, to accommodate chevron striping.

One (1)

Drip Rails

ANODIZED ALUMINUM DRIP RAIL

Y__N__

All enclosed compartment doors shall be provided with an anodized aluminum drip rail above the doors.

One (1)

Doors, Hinged, Alum Painted, Single, Specs (6)

ALUMINUM – COMPARTMENT DOOR, HINGED OVERLAP

Y__N__

Six (6) single, vertically hinged doors shall be provided and shall be fabricated of aluminum. The frame of the door shall be constructed of 1.75" x 1.75" x .125" aluminum tubing to prevent corrosion and provide structural support. The spacing created by the frame tubing shall be filled with Styrofoam for added support, dent resistance, insulation and noise reduction. The exterior surface shall be .125" aluminum for durability. The interior surface shall be .080" aluminum. There shall be no mechanical fasteners, such as bolt heads or rivets on the inside or outside of the doors.

The exterior of the door shall overlap the opening of the compartment. A .75" lip shall be constructed around the opening of the compartment and the exterior of the door. A rubber seal shall be installed on the .75" lip on both the compartment and the door to provide for a double seal against water and dust. A rain gutter shall be mounted above the door creating a third layer of water protection.

Boise Mobile Equipment

The door shall be designed utilizing a D-ring style latch system. A 6" stainless steel D-ring latch, large enough to accommodate a gloved hand, shall be mounted on the exterior of the door. A stainless steel bezel shall be installed to house and protect the D-ring locking mechanism. The easily serviced bezel shall be mounted utilizing stainless steel screws. The D-ring locking mechanism shall be a double catch design. The first catch shall engage to secure the door in the event of improper closure. The second catch shall seal the door from water and other elements once the door has been properly closed.

The door shall be mounted using a stainless steel piano style hinge and a .250" diameter hinge pin for stability. The vertical hinge shall be mounted to the body frame with threaded inserts and stainless steel screws to preserve functionality and ease of maintenance in the event of damage.

Gas struts shall be utilized to hold the door in the open position and to prevent the door from slamming during closing. The gas struts shall be mounted directly to the door with a stainless steel bracket assembly for stability and ease of maintenance. The gas struts shall be mounted to the interior of the compartment with a fully adjustable assembly.

A polished stainless steel scuff plate shall be installed on the bottom of the compartment opening to prevent damage and wear to the paint and finish of the body.

The exterior of the compartment doors and the door frames shall be painted to match the body in quality and tone. The interior surface shall not be painted, it shall be sanded utilizing a dual orbital technique.

One (1)

Door Locks, Key Type, Hinged, Each
LOCKING D-RING DOOR LATCHES

Y__N__

The compartment door shall have locking D-Ring door latches.

One (1)

Doors, Hinged, Alum Painted, Double-Door, (1)
ALUMINUM – COMPARTMENT DOOR, HINGED OVERLAP

Y__N__

Double, vertically hinged doors shall be fabricated of aluminum. Each door shall feature exterior surfaces which overlaps the opening of the compartment. The exterior surface shall be .125" aluminum for durability and damage resistance. The interior surface shall be .080" aluminum for structural support and overall appealing appearance of the compartment. The frame of the doors shall be constructed of 1.75" x 1.75" x .125" aluminum tubing to prevent corrosion and provide structural support. The spacing created by the frame tubing shall be filled

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with Styrofoam for added support and dent resistance, temperature insulation, and noise reduction.

A .75" lip shall be constructed around the opening of the compartment and the exterior of the door. A rubber seal shall be installed on the .75" lip of both the compartment and the door to provide for a double seal against water and dust. A rain gutter shall be mounted above the latch type door for an added third layer of water protection.

The doors shall be designed utilizing a D-ring latch system. A large, to accommodate a gloved hand, 6 inch stainless steel D-ring latch shall be mounted on the exterior of the door to allow the door to seal and fasten in the closed position. A stainless steel bezel shall be installed to house and protect the D-ring locking mechanism. The easily serviced bezel shall be mounted utilizing stainless steel screws for added stability of the mechanism and ease of maintenance in the event of damage. The D-ring locking mechanism shall be of a double catch design. The first catch shall engage to secure the door in the event of improper closure. The second catch will seal the door to water and other elements once the doors has been properly closed.

The doors shall be mounted with a stainless steel hinges with .25" diameter hinge pin for stability. The vertical hinges shall be mounted to the body frame with threaded inserts and stainless steel screws to preserve functionality with use or age and ease of maintenance in the event of damage.

Gas struts shall be utilized to hold the door in the open position and to prevent the door from slamming during closing. The gas struts are mounted directly to the door with a stainless steel bracket assembly for stability and ease of maintenance. The gas struts shall be mounted to the interior of the compartment with fully adjustable assembly for ease of adjustment and maintenance while increasing stability.

A polished stainless steel scuff guard shall be installed on the bottom of the compartment opening to prevent damage and wear to the paint and finish of the body module due to the removal and storage to equipment in the compartment.

The exterior of the compartment doors and the door jams shall be painted to match the body in quality and tone. The interior of the door shall not be painted due to lack of exposure and inherent resistance to corrosion. The interior of the door shall be sanded utilizing a dual orbital technique. The sanding shall provide for a smooth, regular, scratch free surface on the interior of the door. The exterior skin to door frame joining shall be painted to provide a moisture proof seal.

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One (1) **Door Locks, Key Type, Hinged, Each** Y__N__
LOCKING D-RING DOOR LATCHES

One (1) The compartment door shall have locking D-Ring door latches. Y__N__
Doors, Hinged, Alum Painted, Drop Down, (2)
ALUMINUM – COMPARTMENT DOORS, DROP DOWN HINGED
OVERLAP

Two (2), horizontally hinged drop down doors shall be fabricated from aluminum. The doors shall feature exterior surfaces which overlap the opening of the compartments. The exterior surface shall be .125" aluminum for durability and damage resistance. The interior surface shall be .080" aluminum for structural support and overall appealing appearance of the compartment. The frame of the doors shall be constructed of 1.75" x 1.75" x .125" aluminum tubing to prevent corrosion and provide structural support. The spacing created by the frame tubing shall be filled with Styrofoam for added support and dent resistance, temperature insulation, and noise reduction.

A .75" lip shall be constructed around the opening of the compartments and the exterior of the doors. A rubber seal shall be installed on the .75" lip of both the compartment and the door to provide for a double seal against water and dust. A rain gutter shall be mounted above the doors for an added third layer of water protection.

The doors shall be designed utilizing a D-ring latch system. A large, to accommodate a gloved hand, 6 inch stainless steel D-ring latch shall be mounted on the exterior of the doors to allow the doors to seal and fasten in the closed position. A stainless steel bezel shall be installed to house and protect the D-ring latching mechanism. The easily serviced bezel shall be mounted utilizing stainless steel screws for added stability of the mechanism and ease of maintenance in the event of damage. The D-ring locking mechanism shall be of a double catch design. The first catch shall engage to secure the door in the event of improper closure. The second catch will seal the door to water and other elements once the door has been properly closed.

The doors shall be mounted with a stainless steel hinge with a .250" diameter hinge pin for stability. The horizontal hinges shall be mounted to the body frame with threaded inserts and stainless steel screws.

Stainless steel cables shall be utilized to hold the doors in the open position. The cables shall be mounted directly to the doors with a stainless steel bracket assembly for stability and ease of maintenance. The cables shall be mounted to the

Boise Mobile Equipment

interior of the compartments with fully adjustable assembly for ease of adjustment and maintenance while increasing stability.

The exterior of the compartment doors and the door jams shall be painted to match the body in quality and tone. The interior of the doors shall not be painted due to lack of exposure and inherent resistance to corrosion. The interior of the doors shall be sanded utilizing a dual orbital technique. The sanding shall provide for a smooth, regular, scratch free surface on the interior of the doors. The exterior skin to door frame joining shall be painted to provide a moisture proof seal.

One (1)

Door Locks, Key Type, Hinged, Each
LOCKING D-RING DOOR LATCHES

Y__N__

One (1)

The compartment door shall have locking D-Ring door latches.
Rear Bumper and Step Assembly, Steel, Crew Carrier
REAR STEP

Y__N__

The rear step shall be mounted to the chassis frame rails with two (2) rear bumper supports. The rear step shall be painted with the top surfaces of the rear step which shall feature black Dura-coat. The step shall be mounted 2" higher than that of the body. The rear step shall have a depth of approximately 8.00".

A steel fold down step shall be provided in the center of the bumper to achieve a maximum distance of 24" from the ground to the first step. The step shall rotate up and towards the rear bumper when not in use. The step shall store flush when in the stowed position.

One (1)

Handrails, Rear Step, Vertical, 36"(1)
REAR VERTICAL RAILING

Y__N__

One (1) knurled non-slip handrail, approximately 36" in length, shall be vertically installed on the passenger side beaver tail.

One (1)

Bulkhead Padding
BULKHEAD PADDING

Y__N__

Two (2) impact protection pads shall be installed, one (1) each in front of the two (2) front seats directly below the cab to crew compartment pass-through. The pads shall be approximately 16"H x 20"W and provide impact absorption for the occupants seated in the two front seats.

One (1)

Seats, Crew, Kustom Fit, (8), Seat Belts, w/Pedestal
CREW SEATING

Y__N__

The body shall be equipped with eight (8) Kustom Fit brand crew seats. The seat shall be mounted on a pedestal and shall be covered in vinyl. The seats shall have

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one (1) armrest provided on the isle side of the seat. A non-retracting 2-point red lap belt shall be provided.

One (1) Seats shall positioned so all will recline equally.

Interior Crew Area Storage

CREW STORAGE

Y__N__

Crew body storage shall be as follows;

Full length overhead storage both sides as high and deep as practical. Securement webbing shall be provided in not less than 3 sections on each side that is fixed to the shelf with quick release buckles to the roof.

Approximately 4" deep side storage compartments for each seating position with latching hinged deck lids.

Large flush mount cup holders shall be provided at each seating position storage area.

One (1) **Crew Compartment Rear Storage**

CREW REAR STORAGE CABINETS

Y__N__

Closet compartments shall be provided between the crew entry door and rearmost seats and from floor to overhead storage on each side. Compartments shall be as large as practical with three adjustable shelves in each.

One (1) **Heating and Air Conditioning Unit, Interior (Crew Carrier)**

CREW COMPARTMENT HEATING AND AIR CONDITIONER UNIT

Y__N__

One (1) 55,000 BTU air conditioning system shall be provided. Controls shall be mounted in an approved location in the crew compartment. One (1) 35,000 BTU evaporator, with heater core, shall provided and installed. The unit shall be installed near the ceiling, centered on the interior of the forward bulkhead of the crew compartment, between the right and left overhead storage.

The air conditioning unit shall be plumbed to a 10 cubic inch chassis engine-mounted air conditioning compressor. The chassis OEM air conditioning compressor shall not be integrated into the crew compartment air conditioning system.

One (1) 60,000 BTU condenser, remote-mounted condenser shall be mounted on the upper front exterior bulkhead of the crew carrier body. All components of the crew compartment air conditioning system shall be connected with proper fittings

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and refrigerant hoses. The system shall include manually controlled heat shut off valves to control hot water flow to the rear passenger compartment evaporator.

One (1)

Entry Door, Hinged Rear, Alum, (1) Painted

Y___N___

ENTRY DOOR -- REAR OF BODY

Access to the interior body shall be through a single opening rear door. The box pan shall be constructed approximately 1-1/2" deep and shall fully enclose the door latching assembly.

The door shall be installed on full length stainless steel piano hinge with a stainless steel pin. The latch assembly and hinge shall comply to automotive type standards, with inside and outside handle, and an exterior tumbler and key locking device. Four (4) keys shall be provided with the door latch per apparatus. A chrome plated grab handle shall be installed on the inside of the side door panel to assist in closing. The door shall be painted the color of the body.

There shall be a heavy duty stop provided on the outside of the door that latches into another mounted to the body.

One (1)

Window, Rear Entry Door, 18" x 24" Sliding

Y___N___

SLIDING REAR ENTRY DOOR WINDOW

The rear entry door shall be equipped with a sliding window approximately 18" wide x 24" high. The window shall be mounted in the upper half of the crew compartment rear access door.

One (1)

Windows, Body, Sliding, 22"H x 54"W, (4), Crew Carrier

Y___N___

SLIDING BODY WINDOW

Four (4) side facing; top hinged, swing out style emergency exit windows, with dual horizontally-sliding glass panels and screens shall be installed. Two (2) windows on each side of the body. The windows shall be approximately 54"W x 22"H. The windows shall be clearly marked on the interior of the crew compartment with "EMERGENCY EXIT" labeling. The windows shall have a heavy factory tint.

One (1)

Windows, Body, Front Sliding, Crew Carrier

Y___N___

FRONT SLIDING BODY WINDOW

The front section of the body shall include a sliding window to allow for open communication between the driver and rear passengers. The slide lock shall be on the driver side and accessible through the opposing slide window in the cab.

One (1)

Escape Hatch, Bus Style

Y___N___

ROOF ESCAPE HATCH

The center roof area of the body shall be reinforced for the installation of a bus

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style escape hatch. The opening shall be framed with a lip and shall include a weatherproof rubber gasket to prevent water from entering the opening. The door shall flange down around the framed roof opening. It shall be equipped with a stainless steel hinge, an interior latch, and shall include dual gas operated pistons to hold the door in the open position.

One (1)

Electrical, 12V, Base Wiring Specs, Crew Carrier (NFPA 1906)

Y__N__

12 VOLT ELECTRICAL SPECIFICATIONS

The following describes the low voltage electrical system on the apparatus including all panels, electrical components, switches and relays, wiring harnesses and other electrical components. The apparatus manufacturer shall conform to the latest Federal DOT standards, current automotive electrical system standards and the applicable requirements of the NFPA 1906.

Wiring shall be stranded copper or copper alloy conductors of a gauge rated to carry 125 percent of the maximum current for which the circuit is protected. Voltage drops shall not exceed 10 percent in all wiring from the power source to the using device. The wiring and wiring harness and insulation shall be in conformance to applicable SAE and NFPA standards. The wiring harness shall conform to SAE J-1128 with GXL temperature properties. Exposed wiring shall be run in a loom with a 290 degree Fahrenheit rating. Wiring looms shall be properly supported and attached to body members. Electrical conductors shall be constructed in accordance with applicable SAE standards, except when good engineering practice requires special construction.

All wiring connections and terminations shall provide positive mechanical and electrical connections and be installed in accordance with the device manufacturer's instructions. When wiring passes through metal panels, electrical connections shall be with mechanical type fasteners and rubber/plastic grommets

Wiring between cab and body shall be split using Deutsche type connectors or enclosed in a terminal junction panel allowing body removal with minimal impact on the apparatus electrical system. Connections shall be insulated with heat shrink crimp-type tubing to resist moisture and foreign debris such as grease and road grime. Weather resistant connectors shall be provided throughout the system.

Electrical junction or terminal boxes shall be weather resistant and located away from water spray conditions. When required, automatic reset breakers and relays shall be housed in the main body junction panel.

There shall be no exposed electrical cabling, harnesses, or terminal connections located in compartments, unless enclosed in an electrical junction box or covered

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with a removable electrical panel. Wiring shall be secured in place and protected against heat, liquid contaminants and damage and shall be uniquely identified at least every six inches (6") by color coding or permanent marking with a circuit function code and identified on a reference chart or electrical wiring schematic per requirements of applicable NFPA 1906 standards.

Low voltage protective devices shall be provided for the electrical circuits. The devices shall be accessible and located in required terminal connection locations or weather resistant enclosures. Over current protection devices shall be automatic reset type suitable for electrical equipment and meet SAE standards. All electrical equipment, switches, relays, terminals, and connectors shall have a direct current rating of 125 percent of maximum current for which the circuit is protected. Electro-magnetic interference suppression shall be provided in the system as required in applicable SAE standards.

The electrical system shall include the following:

Electrical terminals in weather exposed areas shall have a non-conductive grease or spray applied. All terminal plugs located outside of the cab or body shall be treated with a corrosion preventative compound.

All electrical wiring shall be placed in a protective loom or be harnessed.

Exposed connections shall be protected by heat shrink material and sealed connectors.

Large fender washers shall be used when fastening equipment to the underside of the cab roof and all holes made in the roof shall be caulked with silicone.

Electrical components installed in exposed areas shall be mounted in a manner that will not allow moisture to accumulate inside.

A service loop shall be provided behind an electrical appliance to allow them to be pulled away from mounting area for inspection and service work.

All lights in a weather exposed area that have their sockets shall have corrosion preventative compound added to the socket terminal area.

Warning lights shall be switched in the chassis cab with labeled rocker type switches located in an accessible location. Individual rocker switches shall be provided only for warning lights provided exceeding the minimum level of warning lights in either the stationary or moving modes. All electrical equipment switches shall be appropriately identified as to their function and mounted on a switch panel mounted in the cab convenient to the operator. For easy nighttime

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operation, an integral indicator light shall be provided to indicate when a circuit is energized.

Wiring, chassis, color coded and continuously numbered.

All circuits to be protected by the circuit breakers. All switches, relays, circuit breakers and electrical components shall have permanent identification at the component or immediate vicinity. All solenoids to be Trombetta brand, Clearly I.D. with bright, red plastic tags and white lettering, all plugs that need to be disconnected during any welding processes.

Wiring shall be **color-coded** and the number printed every three (3) inches with the **circuit function** over each conductor's entire length. ID shall be **heat applied**. Subcontractor wiring looms to be identified to what and how they are connected to and follow all SAE-J-578, SAE J-1292 and SAE J-1127 recommendations.

All connections shall be made with proper crimps on terminals, which mechanically secure them to conductors (staked, not squeezed). Wiring shall be thoroughly secured in place with rubber coated P clamps and suitably protected against heat, oil and physical damage.

Insulation and wiring shall be in accordance with SAE J-598, J-858, J1128, Low Tension Primary Cable, type SXL or GXL, and wired to SAE J-1292, Automobile, Truck, Truck tractor, Trailer and Motor Coach Wiring, for such loading at the potential employed. LED devices shall follow SAE J-889 and J-845 for all optical warning devices for emergency vehicles. **Voltage drops** in all wiring from the power source to the using device shall not exceed 10 percent. Overall covering of conductors shall be 280° F (143° C) minimum flame retardant, moisture resistant loom or braid.

Upon completion of the vehicle and prior to delivery, the apparatus shall be electrically tested and the electrical testing, certifications, and test results shall be submitted with delivery documentation per requirements of NFPA 1906.

One (1)

Electrical Harness, Medium Rescue / Crew Carrier

Y__N__

ELECTRICAL WIRING HARNESS

The electrical system shall be divided into separate harnesses. The individual harnesses shall be connected to the electrical box with Deutsch type quick connectors. The wiring and appliances shall be protected by automatic reset type circuit breakers. The electrical power to all apparatus lighting and accessories shall be supplied by an ignition activated solenoid.

One (1)

Electrical Console, Cab, BME, Custom Fab, Cmplft w/elec eqmt

Y__N__

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CUSTOM FABRICATED CONSOLE

A custom fabricated electrical console and enclosure shall be located between the driver's and the officer's seating positions and shall include rocker control switches and removable panels. It shall include cab mounted electrical switching devices and equipment as required. The exact design and layout of this console shall be subject to the chassis design, available space, and cab seating provisions.

BOOK BOX

Interior console between seats. Interior radio mounting area (underneath with removable floor) and custom storage box (on top) with lift lid, cup holders (2 on front of box at top with a slot in center for batter storage), pen and pencil storage (on lower front and top sides 3x3), file and binder slots (3 - 3" slots, tapered up) and latched. Same as last one built. Pictures provide upon request. **To be**

Four (4)

discussed at pre-con.
USB Charging Port, Kussmaul, Dual (Specify Quantity)
USB CHARGING PORT

Y__N__

Four (4) USB charging port(s) shall be installed in the cab of the truck for the fire departments accessory devices. The USB charging port shall have two (2) USB connections and shall have a 5 volt, 3.1A output.

One (1)

Battery Switch, Master Disconnect, CH2484-16
BATTERY SWITCH - MASTER DISCONNECT

Y__N__

A battery cutoff switch shall be provided in the cab to the left of the driver's seat, within easy reach of the driver. The switch shall be a Cole Hersee brand, Model #M-2484-16 with a Model #82065 switch plate Off/On label. The switch shall be rated for 175 amps continuous duty and 800 amps at intermittent duty.

One (1)

Battery, master switch. ON/OFF. Shuts off everything, except 4 ways, flash light charger, cab map lights and power points.

Battery, Pilot Light, Cab Dash
BATTERY ON INDICATOR LIGHT

Y__N__

One (1) "Battery On" indicator light, with a green lens, shall be provided on the dashboard in the cab interior within view of the driver's seating position. This light shall illuminate anytime the battery switch is turned to the "ON" position.

One (1)

Xantrex Inverter/Battery Charger
POWER INVERTER/BATTERY CHARGER

Y__N__

Provide one (1) Xantrex Freedom HF1800 12VDC to 120VAC power inverter and 40 amp battery charger. Install in passenger side foward compartment.

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Six (6) 15amp GFCI duplex outlets shall be supplied by the inverter as follows;

- Two (2) in the cab
- Two (2) in the crew compartment
- Two (2) on the outside of the body with exterior weather covers

A Blue Sea #1830 three bank volt meter shall be provided in a customer approved location.

One (1)

Shore Power, Inlet, 120V, 20 amp

120 VOLT SHORE POWER RECEPTACLE

Y__N__

A 120 volt 20 amp, shore power female three prong straight blade inlet with weatherproof cover shall be provided. The location of the inlet will be determined at pre-construction meeting.

One (1)

Clearance Lgts, LED, DOT, Type 3, w/Reflectors

REAR UPPER MARKER, CLEARANCE LIGHTS, AND REFLECTORS

Y__N__

Two (2) Weldon brand, Model #9186-1500-10 red LED marker lights, with stainless steel guards, shall be provided at the rear of the body. The lights shall be located in the upper outboard corners of the body, one (1) each side, facing to the rear of the apparatus.

Three (3) Weldon brand, Model #9186-1500-10 red LED marker lights, with stainless steel guards, shall be provided at the rear of the body, below the rear hose bed horizontal exit threshold.

Two (2) Weldon brand, Model #9186-1500-10 red LED marker lights, with stainless steel guards, shall be provided on the vertical surfaces of the rear step, one each side of the body, facing to the sides of the apparatus.

Two (2) self-adhesive red reflectors, one (1) each side of the body, shall be provided on the lower rear corners of the compartment doors behind the rear wheel wells, facing to the sides of the apparatus.

Two (2) self-adhesive red reflectors, one (1) each side of the body, shall be provided on the lower outboard corners of the body, above the rear step, facing to the rear of the apparatus.

Two (2) self-adhesive amber reflectors, one (1) each side of the body, shall be provided on the forward lower corners of the compartment doors forward of the rear wheel wells, facing to the sides of the apparatus.

Two (2)

License Plate , chrome, LED Lgt, Rear

Y__N__

Boise Mobile Equipment

LICENSE PLATE BRACKET

Two (2) license plate LED light shall be provided at the rear of the apparatus on either side of pre-drilled and threaded license plate mounting.

One (1)

Tail/Turn/Back-up Assy, Code 3, LED, 4" x 6" (2)

Y__N__

STOP/TAIL/TURN/BACK-UP LIGHT ASSEMBLIES

Two (2) Code-3 triple stack stop/tail/turn/back-up LED light assemblies shall be equipped and installed as follows;

- 65STR 4"x6" stop/tail light
- 65STA 4"x6" turn light
- 65RV reverse
- 65STK3 chrome bezel

One (1)

Third Brake Light

Y__N__

THIRD BRAKE LIGHT

One (1) Code-3 LEX red light shall be installed on the rear of the body between the traffic advisor modules and shall function as a third brake light.

One (1)

Dome Light, Red/Clear LED, Crew Carrier (5)

Y__N__

INTERIOR DOME LIGHTS

Five (5) Whelen 6" Round Super-LED® model # 60CREGCS shall be provided. The steady burn 12v interior light shall incorporate six red and six clear Super-LEDs and a clear non-optic translucent hard coated polycarbonate lens for maximum output. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses. The conformal coated PC board and foam in place gasket shall provide additional protection against environmental elements. The 60CREGCS includes Hi/Low intensity mode standards and On/Off dual switch function. The solid state interior light shall be vibration resistant. The 60CREGCS will contain a 6" unterminated pigtail with dedicated courtesy dome light circuit. The interior light is covered by a five year factory warranty.

The interior dome lights shall be provided with battery switched power. One light shall be placed overhead between the driver and passenger seats and one light in the ceiling between each rear crew seating position. All red/white lights shall activate from their respective light mounted switch. The cab interior white shall also activate with the factory door courtesy dome light switch and all rear white crew lights shall also activate from a common switch above the left rear crew seat.

One (1)

Light, Whelen, 12V, Continuum, S5FFSFF

Y__N__

WHELEN CONTINUUM

Boise Mobile Equipment

	There shall be one Whelen Continuum model S5FFSFF off-roadlight installed on the apparatus cab. The light location shall be discussed at the pre-construction conference.	
One (1)	Ground Lights, Cab 2 Door, LED, Tecniq E10, (2) <u>CAB DOOR -- GROUND LIGHTS</u>	Y__N__
One (1)	Two (2) Tecniq E10, LED ground lights shall be installed, one (1) under the driver and one (1) under the passenger side cab door and automatically activate with the cab door open and rear scene lights. Ground Lights, Front of Body, Tecniq E10, LED, Pair <u>GROUND LIGHTS - FRONT BODY</u>	Y__N__
One (1)	Two (2) Tecniq E10, LED ground lights shall be installed under the front body compartments, one on each side of the body, the lights shall be wired to the cab door switch, and the switch on the cab console. The lights shall turn on automatically when the cab doors are open and the with the rear scene lights. Ground Lights, Under Rear Step, Tecniq E10, LED, (2) <u>GROUND LIGHTS - UNDER REAR STEP</u>	Y__N__
One (1)	Two (2) Tecniq E10, LED ground lights shall be installed under the rear step area, one on each side of the apparatus and shall activate with the rear scene lights. Scene Light, Whelen, LED, 3"x 7" (1) <u>SCENE LIGHT</u>	Y__N__
One (1)	One (1) Whelen Model #70COELZR, 3" x 7" LED scene light shall be provided and installed at the rear of the apparatus, above the rear door. The light shall be mounted in a cast bezel and shall activate with the back-up lights and from a guarded water proof switch on the left rear body panel. Scene Light, Whelen, LED, 3"x 7" (2) <u>SCENE LIGHT</u>	Y__N__
	Two (2) Whelen Model #70COELZR, 3" x 7" LED scene light shall be provided at the rear of the body, one (1) each side. The lights shall activate with the back-up lights and from a guarded water proof switch on the left rear body panel. The switch shall be recess mounted and have a chrome guard.	
Three (3)	Power shall be switched battery. Bezels, Whelen, 3" x 7", Chrome Plastic	Y__N__
One (1)	The specified Whelen 3" x 7" lights shall be equipped with chrome plastic flange type light bezel mountings. Scene Lights, FRC, Spectra 900, SPA900-Q65 (4) <u>LED SURFACE MOUNT FLOOD AND LOADING LIGHT</u>	Y__N__

Boise Mobile Equipment

Four (4) Fire Research Spectra LED Flood and Loading Lights model SPA900-Q65 surface mount light shall be installed. The lights shall be mounted with four (4) screws to a flat surface. The lights shall be 6 3/4" high by 9" wide and have a profile of less than 1 3/4" beyond the mounting surface. Wiring shall extend from a weatherproof strain relief at the rear of the lamphead.

The lights shall have twenty-four (24) white LEDs. They shall operate at 12/24 volts DC, draw 6/3 amps and generate 4600 lumens of light. The lenses shall redirect the light along the vehicle and out onto the working area. The lamphead housings shall be aluminum with a chrome colored bezel.

Ten (10) **Location of lights shall be:**
Cmpt Lights, Amdor, LED, (Specify Number of Compartments) Y__N__
COMPARTMENT LIGHTING

There shall be ten (10) compartment(s) with two (2) Amdor Lumabar, LED compartment light strips. The light strips shall be attached vertically along each side of the door framing. There shall be two (2) light strips per compartment.

Opening the compartment door shall automatically turn the compartment lighting on.

One (1) The lights shall all turn off with the battery switch.
Cmpt Light Door Switch, Magnetic Y__N__
COMPARTMENT LIGHT / DOOR AJAR SWITCHES

Each compartment including the rear entry door shall have a magnetic switch and box relay for lighting and door ajar warning.

One (1) **Door Open Light, Flashing LED, One Red and One Amber** Y__N__
DOOR OPEN WARNING LIGHT

The cab shall have a two (2) Trucklite Model 33 LED lights with clear lenses.

One (1) red for compartment door ajar and one (1) amber for the crew door ajar warning. They shall be located in the cab between the driver and the passenger, overhead if possible. To be discussed at the pre-con.

They shall be hooked up to each compartment switch and rear entry door. They will go off anytime a compartment or door is open and the vehicle has the brakes released. Both shall be clearly labeled.

One (1) **Installed Radio Pre-Wire** Y__N__

Boise Mobile Equipment

RADIO PRE-WIRE

The vehicle shall be pre-wired with battery power (4ga), battery ground (4ga), battery switched power (16ga) and ran to the radio/electronics equipment compartment.

Four (4)

Motorola, Speaker, Crew Area

Y__N__

CREW COMPARTMENT RADIO SPEAKER

Vender is to provide and install two (2) Motorola amplified radio speaker with volume control potentiometer in the Crew Compartment. The wiring for the internal amplifier shall run from the speaker to the radio/electronics compartment in the cab. The wiring for the speaker audio shall run from the speaker to the dash in the cab with enough length to interface with VCFD installed 2-way radio.

An additional two (2) 7"x9" stereo speakers with volume control are to be installed in customer identified locations in the crew compartment and wired to the vehicle stereo.

One (1)

12 Volt Power and Ground, 150amp, Cab

Y__N__

12 VOLT POWER SOURCE

Two (2) 12 volt power 2 gauge red cables shall be connected through 150 amp Cooper Bussman MRCB197F-150 circuit breakers, one to the chassis batteries and one to the isolated battery and one (1) 2 gauge black ground cable connection shall be installed in the rear of the cab. Each cable shall terminate at a color coordinated Transit Safety S230-7000 3/8" stud.

One (1)

12 Volt Power and Ground Stud, 50amp, Cab Console

Y__N__

12 VOLT ACCESSORY CIRCUIT-CAB CONSOLE

One (1) dedicated circuit; 12 volt, 50 Amp, 4 gauge power and ground on 3/8 stud with a manual reset circuit braker at the isolated battery shall be provided in the cab console. The circuit shall be for future installation of radios or accessories.

A 16 gauge ignition wire shall also be provided to the same location.

Four (4)

12V Power Outlet, 20 Amp, Console

Y__N__

12 VOLT POWER SOURCE

There shall be four (4) 12 volt plug-in utility power connection(s) rated at 20 amps provided and installed in the cab console.

One (1)

USB Charging Port, Kussmaul, Dual (Specify Quantity)

Y__N__

USB CHARGING PORT

Boise Mobile Equipment

- One (1) USB charging port(s) shall be installed at each crew seat location at storage compartment height. The USB charging port shall have two (2) USB connections and shall have a 5 volt, 3.1A output.
- One (1) **Back Up Alarm, Wildland** Y__N__
BACK UP ALARM
- One (1) Truck Lite back up alarm shall be provided at the rear of the apparatus. The back up alarm shall be wired to the reverse circuit of the transmission, and shall provide an audible alarm to the rear of the apparatus when reverse gear is selected. The alarm shall have a volume of 87 to 112 db while in operation.
- One (1) **Back Up Camera, Federal Signal, 1 Camera, CAMSET 70-NTSC4B** Y__N__
BACK UP CAMERA SYSTEM
- A Federal Signal model #CAMSET70-NTSC4B back up camera with 7" monitor shall be provided. It shall operate automatically when the chassis transmission is shifted into reverse.
- One (1) **Headlight, Flasher , Wig Wag** Y__N__
HEADLIGHT FLASHER
- A Code-3 Model 700 wig wag flasher shall be installed to alternately flash the headlights in code 3 operation. Function shall disable with the parking brake application.
- One (1) **Siren, Electronic, Code 3, Z3** Y__N__
ELECTRONIC SIREN
- One (1) Code 3, Z3 siren shall be provided. The siren control shall be mounted in the cab dash, in the top left blank area. The siren shall have a noise canceling PA microphone installed. All emergency lighting and auxiliary lighting shall be terminated and controlled by the integrated slide or auxiliary switches of the siren/controller.
- One (1) **Speakers, F-S BP100-F, (2)100 Watt** Y__N__
SPEAKERS
- Two (2) Federal Signal Model #BP100-F speakers shall be installed. The 100 watt speakers shall include a stainless steel "Electronic F" grille and mounting hardware.
- One (1) **Speakers, F-S TS100, DynaMax, (2) 100 Watt** Y__N__
SPEAKER
- Two (2) Federal Signal Model #TS100 speakers shall be installed.
- One (1) **Lightbar, Code 3, LED Defender, 58"** Y__N__
ZONE A -- UPPER FRONT -- LIGHTBAR

Boise Mobile Equipment

One (1) Code 3 Defender Model DF58ANFPA1 light bar shall be installed. The LED light bar shall be 58" in length and shall include (12) LED modules.

- Four (4) red/white corner modules to double as alley lights
- Four (4) red/white forward modules to double as take down lights
- Four (4) red modules with two to be steady red

One (1)

Traffic Emitter, Opticom, Roof Mounted

Y__N__

ZONE A -- UPPER -- TRAFFIC LIGHT CONTROL

One (1) GTT/Opticom Model # 76-1000-1039-0 traffic light emitter system and model #76-1000-1155-0 for the kit shall be installed. The traffic pre-emption emitter shall be mounted on the cab roof, center mounted, raised up behind the lightbar.

The opticom shall be controlled by the last position on the control head and also by the vehicle shifter position. When the shifter is placed in park the power to the opticom will be canceled.

One (1)

Warning Lights, Code 3, Lower Front, (4) LED-X Single

Y__N__

ZONE A -- LOWER FRONT WARNING LIGHTS

Four (4) Code 3 Model LED-X single steady Red lights shall be installed on the lower outer forward facing corners. The lights shall be equipped with a clear lens and aluminum bezel.

One (1)

Warning Lights, Code 3, Intersection, (2) LED-X Double

Y__N__

ZONE B AND D -- LOWER CAB INTERSECTION LIGHTS

Two (2) Code 3 Model LED-X wide Red lights shall be installed. The lights shall be equipped with a clear lens and aluminum bezel.

One (1)

Warning Lights, Code 3, Lower Mid Body, (2) LED-X

Y__N__

ZONE B AND D -- LOWER MID-BODY WARNING LIGHTS

Two (2) Code 3 Model LED-X wide double stack Red lights shall be installed. The lights shall be equipped with a clear lens and aluminum bezel.

One (1)

Warning Lights, Code 3, Upper Side Front, (2) LED-X

Y__N__

ZONE B AND D -- UPPER SIDE FRONT WARNING LIGHTS

Two (2) Code 3 Model LED-X wide Red lights shall be installed. The lights shall be equipped with a clear lens and aluminum bezel.

One (1)

Warning Lights, Code 3, Upper Side Rear, (2) LED-X

Y__N__

ZONE B AND D -- UPPER SIDE REAR WARNING LIGHTS

Two (2) Code 3 Model LED-X wide Red lights shall be installed. The lights shall be equipped with a clear lens and aluminum bezel.

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One (1) **Warning Lights, Code 3, Upper Rear, LED-X** Y__N__
ZONE C -- UPPER REAR WARNING LIGHTS

Two (2) Code 3 Model LED-X wide double stack Amber lights shall and two (2) single red lights shall be installed. The lights shall be equipped with a clear lens and aluminum bezel.

One (1) **Warning Lights, Code 3, Lower Rear, (2) LED-X** Y__N__
ZONE C -- LOWER REAR WARNING LIGHTS

Two (2) Code 3 Model LED-X wide Red lights shall be installed. The lights shall be equipped with a clear lens and aluminum bezel.

One (1) **Traffic Arrow Light, Code 3, #NASLTC6SP NarrowStik, 24"-24" Split** Y__N__
REAR TRAFFIC ADVISOR

One (1) Code-3 MASLTC6SP NarrowStik split traffic advisor with 35' cable shall be installed on the rear of the apparatus above the crew door.

Each 24" housing shall be equipped with three (3) amber light modules. Light functions shall be controlled by the Z3 siren controller.

One (1) **Paint, Wildland, >102"CA Body, Single Axle, 2 Color** Y__N__
BODY PAINTING SPECIFICATIONS

All exposed steel surfaces shall be thoroughly cleaned and prepared for finish painting.

All removable items, such as brackets and compartment doors, shall be removed and painted separately to insure finish paint behind them after they are reinstalled.

The apparatus body shall be masked as needed to prevent the painting of unwanted areas and overspray damage. Due to its modular design, the apparatus body shall be completely finish painted prior to its installation on the chassis.

All exterior surface scratches and blemishes shall be filled with body putty and sanded down, along with all primed surfaces.

The complete apparatus body shall be cleaned, blown free of dust; washed with thinner; and wiped with tack cloths. A non-sanding primer shall be applied and when dry, the apparatus body shall be sprayed with three (3) coats of finish paint. All loose body components shall be treated in the same manner.

Any irregularity in any painted surface shall be repaired prior to the application of the finish paint coats.

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The apparatus body shall be painted to match the color of the chassis cab exterior. The chassis cab shall not be repainted.

Paint shall be department white and red. Specific color strips will be provided at the pre construction conference.

A black paint 1/4" strip shall separate the two colors.

The underneath of the body shall be painted job color.

One (1)

Cmpt Pntg, Zolatone, Grey, Cmpts

Y__N__

INTERIOR COMPARTMENT FINISH

The compartment interiors shall be sealed for leaks and the inside surface areas cleaned and prepped, then finish painted with Zolatone #20-11 (Apollo Gray).

One (1)

Duracote Stepping Surfaces

Y__N__

STEPPING SURFACE FINISH

All BME stepping surfaces including the rear step, bumper and crew body floor and 6" up the walls shall be coated with non-skid black Duracote finish unless specified otherwise.

One (1)

Stripe, Single Reflective, 6" (POA)

Y__N__

CAB AND BODY STRIPING

The cab and body shall have a Scotchlite white reflective stripe applied horizontally at the lower cab and angle upwards and horizontally down the center of the body side. The stripe shall be a 6" minimum in width with 1/4" black bottom border and be applied in accordance with NFPA standards and OCFA approved layout.

Stripe front bumper and wrap around.

One (1)

Stripe, Reflective, SCOTCHLITE Chevron, 50% Rear

Y__N__

CHEVRON STRIPING

The outer rear panels of the body shall have Scotchlite brand 6" wide reflective red and green (Diamond grade Red is 983-72-NL and Fluorescent green 983-23) striping installed over 50% of available area. The Chevron style stripe shall be applied at a 45-degree angle, pointing towards the center upper portion of the rear panel.

One (1)

Wheel Chocks, Zico, Aluminum, Large, AC-32-W, (2)

Y__N__

WHEEL CHOCKS

Boise Mobile Equipment

- One (1) Two (2) Zico Model AC-32-W, aluminum wheel chocks, with wildland adapter shall be provided on the apparatus.
Wheel Chock, Zico, Mounting Brackets (2)
WHEEL CHOCK MOUNTING BRACKETS Y__N__
- One (1) Two (2) Zico wheel chock mounting brackets shall be provided. The mounting location shall be determined at the pre-construction meeting.
Extinguisher, Dry Chem, 5# ABC, w/mntg
5# DRY CHEMICAL FIRE EXTINGUISHER Y__N__
- One (1) One (1) 5# ABC dry chemical fire extinguisher and mounting bracket shall be provided on the apparatus. The extinguisher shall have a pressure gauge and shall be filled with a dry chemical extinguishing agent.
- One (1) The extinguisher shall be mounted in front of the book box on the floor of the cab. Exact location to be determined at the preconstruction meeting.
Spare Tire Storage
SPARE TIRE STORAGE Y__N__
- A spare tire storage system shall be mounted below the rear of the crew carrier body. The spare tire and wheel shall be suspended on a cable carrier from the underside of the crew carrier body. The cable shall be routed over a pulley assembly mounted to a body subframe crossmember. The cable shall be tightened to stow the spare tire and loosened to retrieve the spare tire with a removable crank handle. A ratchet and pawl assembly shall be provided on the exterior of the rear facing body panel, below the rear crew entry door, to maintain tension on the cable.
- One (1) The spare tire storage system shall have an additional safety chain and ratchet with removable set pin securing the tire in place. The chain and ratchet shall be capable of supporting the weight and maintaining the spare tire in place should the ratchet and pawl system become damaged or unlocked during travel.
Jack, Northern Hyd, 1442, 12T, Hyd bottle
HYDRAULIC JACK Y__N__
- One (1) One (1) hydraulic jack shall be provided. The jack shall be designed for lifting capacity of twelve (12) tons.
Lug Wrench
LUG WRENCH Y__N__
- There shall be one (1) lug wrench provided and shipped loose with the completed apparatus.

Boise Mobile Equipment

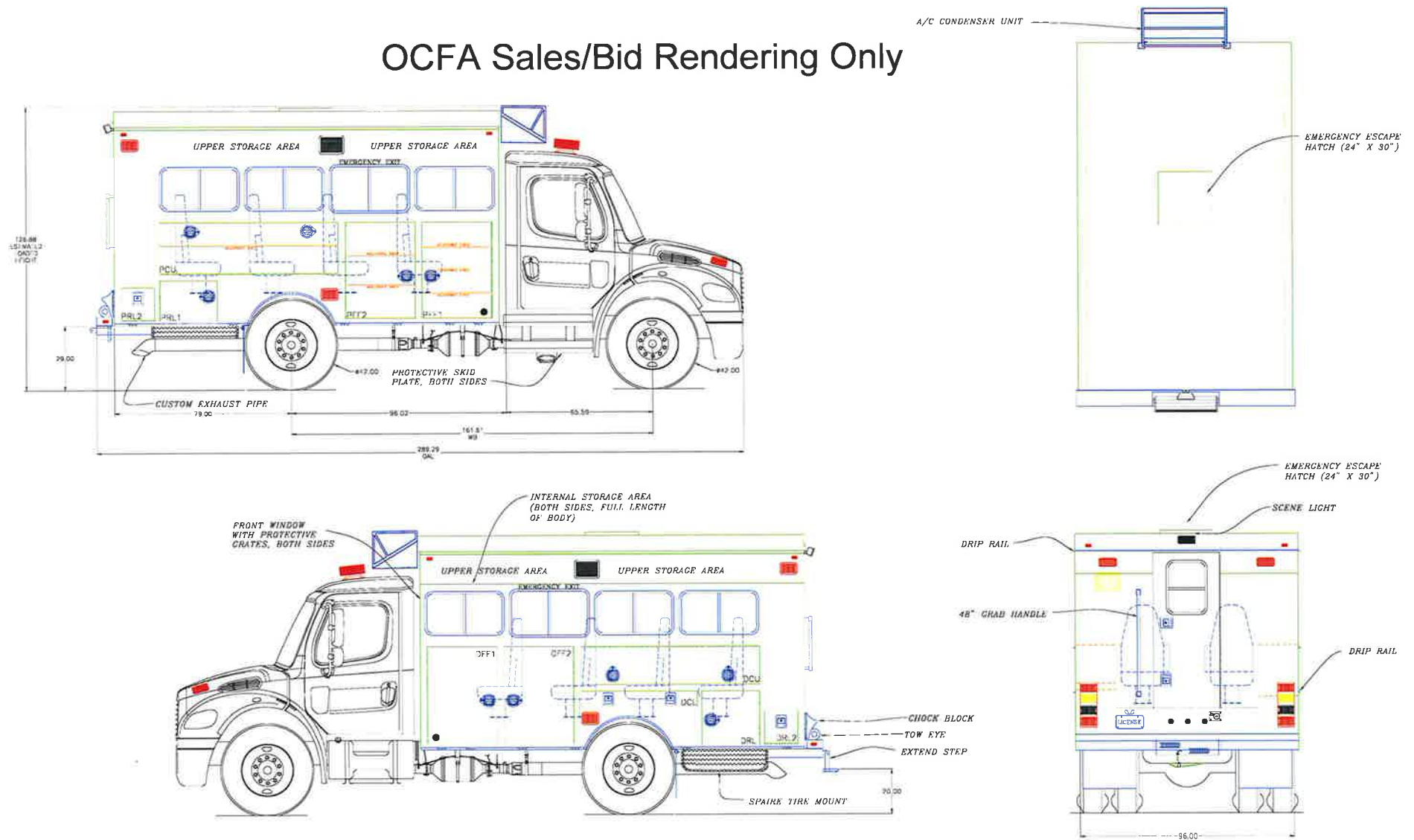
Deliveries are to be made between 9:00 A.M. and 3:00 P.M.

Unless directed otherwise, BME will license/register vehicle as exempt per the address above, and put our county vehicle number on registration. The county vehicle number will be provided by the Fleet Manager upon request.

All units shall be cleaned (inside and out) and free of any material at the time of delivery that may limit the ability of OCFA personnel to properly inspect all surfaces for deficiencies.

All materials identified and required in spec including manuals and other data shall be supplied at time of delivery, prior to acceptance.

OCFA Sales/Bid Rendering Only



NOTES:
DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION. THE INDICATED WEIGHT IS GIVEN AS A CALCULATED LOAD-BEARING DIMENSION. THE ACTUAL HEIGHT OF THE UNIT AS SHIPPED FROM THE FACTORY MAY VARY. MINOR DETAILS NOT SHOWN. WHERE THERE MAY BE NONCONFORMITY BETWEEN THE ILLUSTRATION AND THE SALES ORDER, THE ORIGINAL SALES ORDER AND AN APPROVED SALES CHANGES WILL PREVAIL.

DRIVER'S STORAGE COMPARTS					PASSENGER'S STORAGE COMPARTS				
PLATE	WGT	H.CUB	D.CUB	CAPACITY	PLATE	WGT	H.CUB	D.CUB	CAPACITY
PH11	31.50	43.00	16.00	12.94 CU. FT.	PH11	31.50	43.00	16.00	12.94 CU. FT.
PH12	31.50	43.00	16.00	12.94 CU. FT.	PH12	31.50	43.00	16.00	12.94 CU. FT.
DCU	80.00	1.750	6.00	2.59 CU. FT.	DCU	80.00	23.00	18.00	11.00 CU. FT.
DR1	24.00	26.00	1.00	1.78 CU. FT.	DR1	24.00	18.00	15.00	4.33 CU. FT.
DR12	15.00	15.00	6.00	2.08 CU. FT.					
TOTAL:				48.90 CU. FT.	TOTAL:				48.53 CU. FT.

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Prepared by:
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TURNING RADIUS



Turning radius graphic and data provided strictly for comparisons between model configurations. Weather, road surfaces, and tire treads affect the results. It is strongly suggested that actual vehicles be measured before constructing any roads/driveways using this information. For specific figures regarding your configuration, please contact your CAE representative.

	Dimensions	Tolerance
Wall to Wall Diameter (ft)	48.0	+/- 3.0
Curb to Curb Diameter (ft)	45.5	+/- 3.0
Turning Radius (ft)	22.3	+/- 1.5

VEHICLE SPECIFICATIONS SUMMARY - TURNING RADIUS

Model M2106
 Cab Size (829) 106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
 Wheelbase (545) 4150MM (163 INCH) WHEELBASE
 Front Tires (093) GOODYEAR G182 RSD 11R22.5 14 PLY RADIAL FRONT TIRES
 Width (in) 10.8
 Front Axle (400) DETROIT DA-F-12.0-3 12,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
 Kingpin Intersection (in) 71.5
 Bumper (556) THREE-PIECE 14 INCH CHROMED STEEL BUMPER WITH COLLAPSIBLE ENDS
 Width (in) 93.5
 Bumper Miter to Front Axle (in) 29.458
 Primary Steering Location (003) LH PRIMARY STEERING LOCATION
 Steering Gear (536) TRW THP-60 POWER STEERING
 Dual Steering Gear NONE
 Ram NONE
 Rear Axle (420) RS-21-160 21,000# R-SERIES SINGLE REAR AXLE
 Axle Spacing (624) NO AXLE SPACING

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.





EXTENDED COVERAGE



WESTERN STAR
EXTENDED COVERAGE

TRUCK COVERAGE 4 (TC4)

NOTES:

NOTE 1: There are four (4) different Truck Coverages. Each TC package builds on the previous package (i.e. TC2 includes TC1; TC3 includes TC 1 & 2; TC4 includes TC 1, 2 & 3). Towing Coverage and Axle Coverage are stand-alone coverages that would need to be added separately. ParkSmart Coverage is only available in combination with one (1) of the TC products or Climate Control in the same time and distance.

NOTE 2: Truck Coverage 4 is not an extension of the standard new vehicle warranty. For detailed information about specific components or components contained in each extended coverage system group, please email ASPHelp@daimler.com.

WHAT IS TRUCK COVERAGE?

Truck Coverage is the extended service coverage that progressively combines chassis components into increasingly more comprehensive packages. The least comprehensive package is Truck Coverage 1 (TC1), while the most comprehensive coverage is TC4. Those familiar with our engine coverage products will appreciate the ease of selling value with these progressive packages. Truck Coverage is designed with the customer in mind, and coverages are grouped as they are typically purchased today. Truck Coverage 4 (TC4) is the Extended Service Coverage that combines several chassis components into one product. TC4 is the most comprehensive Extended Service Coverage offered and is the only TC to include Detroit Assurance Extended Coverage.

WHERE DID THIS PRODUCT ORIGINATE?

Truck Coverage came from an Aftermarket Service Products (ASP) initiative to make chassis coverage easier to understand and sell. This product structure was designed to emulate our Engine Coverage (EW1-EW4). www.aftermarketproducts.com

Truck Coverage 4 Inclusions:

Truck Coverage 4 is a unique and distinctive product that provides extended coverage for specific, factory-installed components including:

- Starter
- Alternator
- ATS/Emissions

Select components* of the following systems:

- | | | |
|--------------------------|---------------------|------------------------|
| • Steering | • Air Intake System | • Fuel System |
| • Cab/Hood | • Electrical | • Instruments |
| • Wiring | • Accessories | • and Gauges |
| • Cooling System | • Exhaust System | • Hydraulic Systems |
| • Climate Control (HVAC) | • Supplemental | • General Accessories |
| • Suspension | • Info Devices | • Drive Shafts |
| • Charging System | • Instruments | • Charge Air Cooler |
| • Cranking System | • Braking System | • Transfer Case Mounts |
| • Ignition System | • Lighting System | |

*May not include the component itself.

(Example: Transfer Case Mounting is included while the Transfer Case itself is excluded.)

Truck Coverage 4 Exclusions:

- | | | |
|------------------------|--------------|----------------|
| • Parksmart | • Tires | • Axle Seals |
| • Batteries | • Paint | • Transmission |
| • Appliances | • Brightwork | • Clutch |
| • Personal Electronics | • Engine | • Towing |
| • Transfer Case | • Axles | |

Only covers specific, factory-installed components.

For a detailed list of exclusions, please refer to the Truck Coverage 4 exclusions list posted on the ASP website www.aftermarketproducts.com.



EXTENDED COVERAGE



WESTERN STAR
EXTENDED COVERAGE

DETROIT ASSURANCE EXTENDED SERVICE COVERAGE

INCLUDED WITHIN TC4
TRUCK EXTENDED COVERAGE

NOTES:

Truck Coverage 4 with Detroit Assurance is not an extension of standard new vehicle base warranty. For detailed information about specific components or components contained in each extended coverage system group, please email ASPHelp@daimler.com.

WHY IS DETROIT ASSURANCE DESCRIBED DIFFERENTLY THAN THE OTHER FOUR TRUCK COVERAGE SYSTEMS?

The Detroit Assurance system has unique aspects and more variables than other comparable systems. Therefore, more details are required to describe the coverage.

Detroit Assurance System Inclusions:

This product provides extended coverage for specific factory-installed components* including:

- Radar Sensor
- Camera
- VRDU Controller

*May not include the component itself.

(Example: Axle system parts are included while the Axle itself is excluded.)

Detroit Assurance does **not** include connecting components to the vehicle or mating systems.

Detroit Assurance System Exclusions:

Does not cover:

- Damage caused by towing, transit by transporter, tie straps, tie downs, wraps.
- Camera remounts due to damage to the windshield or windshield replacement are not covered.
- Replacement cameras not installed using the service template voids all extended coverage for Detroit Assurance.
- Damage due to accident, neglect or abuse in which the components are damaged and repaired must be done to OE specifications. Any reinstall performed otherwise will be void of Extended Coverage.
- Detroit Assurance components that are moved, modified or altered outside of the OE specification voids all extended coverage.
- Extended Coverage does not cover progressive damage to involved vehicles, persons or property caused by a vehicle equipped with Detroit Assurance.
- Detroit Assurance is a collision mitigation system. Extended Coverage does not cover mitigation damage of any kind.
- Detroit Assurance system resets due to driver abuse, intentional demonstration or otherwise is not covered under this coverage. Resets are not covered under Extended Coverage.
- This product only covers specific factory installed components.
- For a detailed list of exclusions, please refer to the Detroit Assurance exclusions list posted on the ASP website www.aftermarketserviceproducts.com.
- Failure to read or distribute this information does not provide exemption from compliance with the information contained herein.

Please see the product matrix on the next page for coverage comparisons.



TRUCK COVERAGE COMPARISONS

TC1 (Base)	TC2	TC3	TC4 (Premium)
FRONT SUSPENSION	FRONT SUSPENSION	FRONT SUSPENSION	FRONT SUSPENSION
REAR SUSPENSION	REAR SUSPENSION	REAR SUSPENSION	REAR SUSPENSION
AIR INTAKE SYSTEM	AIR INTAKE SYSTEM	AIR INTAKE SYSTEM	AIR INTAKE SYSTEM
IGNITION SYSTEM	IGNITION SYSTEM	IGNITION SYSTEM	IGNITION SYSTEM
CHARGING SYSTEM	CHARGING SYSTEM	CHARGING SYSTEM	CHARGING SYSTEM
CRANKING SYSTEM	CRANKING SYSTEM	CRANKING SYSTEM	CRANKING SYSTEM
CHARGE AIR COOLER	CHARGE AIR COOLER	CHARGE AIR COOLER	CHARGE AIR COOLER
CLIMATE CONTROL	CLIMATE CONTROL	CLIMATE CONTROL	CLIMATE CONTROL
COOLING	COOLING	COOLING	COOLING
DRIVE SHAFTS	DRIVE SHAFTS	DRIVE SHAFTS	DRIVE SHAFTS
BRAKING SYSTEM	BRAKING SYSTEM	BRAKING SYSTEM	BRAKING SYSTEM
WIRING	WIRING	WIRING	WIRING
FUEL SYSTEM	FUEL SYSTEM	FUEL SYSTEM	FUEL SYSTEM
STEERING	STEERING	STEERING	STEERING
EXHAUST SYSTEM	EXHAUST SYSTEM	EXHAUST SYSTEM	EXHAUST SYSTEM
ATS/EMISSIONS	ATS/EMISSIONS	ATS/EMISSIONS	ATS/EMISSIONS
SUPPLEMENTAL INFO DEVICES	SUPPLEMENTAL INFO DEVICES	SUPPLEMENTAL INFO DEVICES	SUPPLEMENTAL INFO DEVICES
CAB & HOOD	CAB & HOOD	CAB & HOOD	CAB & HOOD
INSTRUMENTS & GAUGES	INSTRUMENTS & GAUGES	INSTRUMENTS & GAUGES	INSTRUMENTS & GAUGES
TRANSFER CASE MOUNTS	TRANSFER CASE MOUNTS	TRANSFER CASE MOUNTS	TRANSFER CASE MOUNTS

Cummins Protection Plan I For 2017 Products

Coverage

This Extended Coverage Plan (Plan) is available to be purchased for all eligible Cummins Engines used in automotive applications marketed for use in the United States* and Canada under the trademark "Cummins", "Cummins ReCon®" or "Cummins Westport". This Plan covers failures of the following Engine components which result, under normal use and service, from defects in Cummins material or factory workmanship (Covered Failure):

Fail Code	Covered Component	Fail Code	Covered Component
QC	Air Compressor Assembly	SN	Flywheel
EACD	Ambient Air Pressure Sensor	BG	Front Gear Cover Assembly
SW	Brake Assembly	FI	Fuel Injectors
BC	Camshaft Assembly	EARB	Fuel Rail Pressure Sensors
ELCB	Camshaft Positions Sensor	FH	Fuel Pump
BV	Camshaft Valve	ETRB	Fuel Temperature Sensor
BN	Connecting Rod Assembly	INCO/ INIM	Intake Manifold
ETCB	Coolant Temperature Sensor	EABB	Intake Manifold Pressure Sensor
EACC	Crankcase Breather Sensor	EEBT	Intake Manifold Pressure/Temperature Sensor
BS	Crankshaft Assembly	ETIB	Intake Manifold Temperature Sensor
BK	Cylinder Block Assembly	BL	Liner Group
CH	Cylinder Head Assembly	LC	Oil Cooler Assembly
EQPE	ECM Calibration	LN	Oil Pan
IRCL	EGR Cooler	EAOB	Oil Pressure/Temperature Sensor
EADB	EGR Differential Pressure Sensor	LP	Oil Pump Assembly
IRVN	EGR Mixer	BP	Piston Group
ETEB	EGR Temperature Sensor	BR	Piston Ring Group
IRVG or IRCG	EGR Tube Bellows	RA	Rocker Assembly
IRVB	EGR Valve Assembly	INTD or NCTB	Throttle Plate Actuator
EI	Electronic Control Module	TH	Turbo Assembly
EX	Engine Harness	ELTS	Turbocharger Speed Sensor
ELEB	Engine Position Sensor	KP	Water Pump
EAEB	Exhaust Pressure Sensor		
This plan covers ECM Calibrations only and does not cover adjustable features/parameters, SC or DO options.			

Cummins Responsibilities

Cummins will pay for all parts and labor needed to repair the damage to the Engine resulting from a Covered Failure.

Cummins will pay for the lubricating oil, antifreeze, diesel exhaust fluid, filter elements and other maintenance items that are not reusable due to a Covered Failure.

Cummins will pay reasonable labor costs for Engine removal and reinstallation when necessary to repair a Covered Failure.

Owner Responsibilities

Owner is responsible for the operation and maintenance of the Engine as specified in the applicable Cummins Operation and Maintenance Manual. Owner is also responsible for providing proof that all recommended maintenance has been performed.

Before the expiration of this Plan, Owner must notify a Cummins distributor, authorized dealer or other repair location approved by Cummins of any Covered Failure and make the Engine available for repair by such facility. Owner is also responsible for delivering the Engine to the repair facility.

Service locations are listed on the Cummins Worldwide Service Locator at cummins.com.

Owner is responsible for all towing and/or travel expenses incurred as a result of a Covered Failure.

Owner is responsible for the cost of lubrication oil, antifreeze, filter elements, belts, hoses and other maintenance items provided during covered repairs unless such items are not reusable due to the Covered Failure.

Owner is responsible for the communicating expenses, meals, lodging and similar costs incurred as a result of a Covered Failure.

Owner is responsible for non-Engine repairs, "downtime" expenses, cargo damage, fines, all applicable taxes, all business costs and other losses resulting from a Covered Failure.

Owner is responsible for the cost to investigate complaints unless the failure is caused by a defect in Cummins material or factory workmanship.

Limitations

Engines with an emissions certification listed below must be operated using only diesel fuel having no more than the corresponding maximum sulfur content. Failure to use the specified fuel as listed in the Cummins Fuel Bulletin #3379001 Table 1 (Cummins Inc. Required Diesel Fuel Specifications) can damage the Engine and aftertreatment system within a short period of time. This damage could cause the Engine to become inoperable and failures attributable to the use of incorrect fuels will be denied Warranty Coverage. Fuel specifications also need to comply with local fuel regulations (EN590 for Europe and ASTM D975 for North America) for Warranty eligibility.

Maximum sulfur levels by emissions certification level as listed on the Engine's dataplate are:

EPA 2007/2010/2013/2017	max. 15 parts per million
EPA Tier 4 Interim / Final	max. 15 parts per million
EU Stage IIIB 2011	max. 15 parts per million
Euro 4/5	max. 50 parts per million
Euro 6	max. 10 parts per million

Cummins is not responsible for failures or damage resulting from what Cummins determines to be abuse or neglect, including, but not limited to: operation without adequate coolants or lubricants; overfueling; overspeeding; lack of maintenance of lubricating, cooling or intake systems; improper storage, starting, warm-up, run-in or shutdown practices; unauthorized modifications of the Engine. Cummins is also not responsible for failures caused by incorrect oil or fuel or by water, diesel exhaust fluid, dirt or other contaminants in the fuel, oil or diesel exhaust fluid.

This Plan does not apply to accessories supplied by Cummins which bear the name of another company. Such non-Warranted accessories include, but are not limited to: alternators, starters, fans, air conditioning compressors, clutches, filters, transmissions, torque converters, steering pumps, non-Cummins fan drives, Engine compression brakes and exhaust brakes.

Cummins branded alternators and starters are not covered by this Plan.

Aftertreatment component failures are not covered by this Plan.

Failures resulting in excessive oil consumption are not covered by this Plan.

Low Fuel Pressure Regulator covered component applies to the ISL G and ISX12 G Engines only.

Parts used to repair a Covered Failure may be new Cummins parts, Cummins approved rebuilt parts or repaired parts. Cummins is not responsible for failures resulting from the use of parts not approved by Cummins.

A new Cummins or Cummins approved rebuilt part used to repair a Covered Failure under this Plan assumes the identity of the part it replaced and is entitled to the remaining Coverage hereunder. This Plan is transferable to subsequent Owners of the Engine by notifying a Cummins Distributor within 90 days of the transfer of ownership.

This Plan does not duplicate other Coverages applicable to the Engine.

Fees paid for this Plan are not refundable.

Coverage purchase must be documented on a Cummins Assurance Plan Certificate. The Certificate must be signed and dated by the customer.

CUMMINS DOES NOT COVER WEAR OR WEAROUT OF COVERED PARTS.

CUMMINS IS NOT RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

EXCEPT FOR THE PUBLISHED CUMMINS WARRANTIES, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, OR OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

* United States includes American Samoa, the Commonwealth of Northern Mariana Islands, Guam, Puerto Rico and the U.S. Virgin Islands.

Coverage I.D.: HD1

Aftertreatment Coverage

Extended Coverage: Aftertreatment Coverage 2017 Products

Available on ISB/B6.7, ISL9/L9, ISX12/X12 and ISX15/X15 2017 engines in the United States and Canada.

Only 2017 engines* are eligible to purchase 2017 Extended Coverage programs.
(*ISX12 engines are eligible for EPA 2017 coverage)

Protection to ensure against major repair costs, no matter where your business takes you. Aftertreatment Coverage includes:

- Registered parts and labor
- Components not supplied by Cummins are not covered under this Plan.
- Covers all these components including mounting hardware and gaskets:
- Complete Aftertreatment System (DPF and SCR System)
 - NOx & NH3 Sensor Probe
 - DPF Temperature Sensor (Module & Probe)
 - Aftertreatment Temperature Sensor Connector
 - Decomposition Tube
 - Aftertreatment Diesel Exhaust Fluid Dosing Valve
 - Aftertreatment Fuel Pressure Sensor Body
 - Aftertreatment Wiring Pigtail
 - Aftertreatment Differential Pressure Sensor Body
 - Catalytic Converter Particulate Filter
 - SCR/DPF Temperature Sensor Interface Module Mounting Hardware
 - Aftertreatment Fuel Return Line
 - NOx & NH3 Sensor Module
 - SCR Temperature Sensor (Module & Probe)
 - Aftertreatment Diesel Exhaust Fluid Dosing Unit
 - Aftertreatment Selective Catalyst Reduction (SCR) Catalyst
 - Aftertreatment Differential Pressure Sensor Body Mounting Hardware
 - Aftertreatment Fuel Pressure Sensor O-Ring
 - Ammonia Sensor
 - Aftertreatment Differential Pressure Sensor Bracket
 - Aftertreatment Injector (Heavy Duty only)
 - Aftertreatment Fuel Supply Line

Protection Plan 1 of greater or equal duration must be purchased to be eligible for aftertreatment coverage.

Aftertreatment Coverage & Pricing – 2017 Products

ISX12/X12 - 2017 Products



ORANGE COUNTY FIRE AUTHORITY

RFP JA2267 – DOZER TRANSPORT TRACTORS

ADDENDUM ONE

June 7, 2018

Thank you to all who attended the non-mandatory pre-proposal meeting held on May 29, 2018. A list of those who attended the meeting is provided as an attachment to this addendum.

This addendum is issued to provide clarification and response to the questions submitted during the pre-proposal meeting.

Please note that as a result of the amount of questions and clarifications discussed during the pre-proposal meeting, and the changes provided in this addendum, the Q&A deadline will be extended through 5pm, Thursday, June 14, 2018, to allow for any final questions to be submitted via PlanetBids.

In addition, the due date for RFP JA2288 will be extended until **Thursday, June 28, 2018 at 11:00 a.m.** to allow prospective bidders time to review the addendum and make changes to their proposal if necessary.

Thank you for your interest in doing business with the OCFA.

Regards,

A handwritten signature in black ink, appearing to read "James Aguila".

James Aguila | Assistant Purchasing Agent
jamesaguila@ocfa.org | (714) 573-6647

Clarifications to questions discussed during the pre-proposal conference:

1. **Line Item 44 - Frame:** *Frame Strength should be purchased/ordered to meet the strength needed for a right that goes off road and carries 10 people.*
2. **Line Item 46 – Front bumper:** *No front bumper cut outs or modifications for air horns or sirens*
3. **Line Item 48 – Front Axle:** *Front taper leaf springs are acceptable*
4. **Line Item 50 – Front Wheels:** *Dura-bright sealant applied to aluminum wheels*
5. **Line Item 52 – Rear axle & suspension:** *Primax off road certified suspension is preferred*
6. **Line Item 58 – Alternator:** *Minimum 270 amp alternator is acceptable*
7. **Line Item 60 – Engine:** *Jake Brake, engine brake is preferred*
8. **Line Item 61 – Differential:** *No spin differential is preferred due to ease of operation and use in our fleet already*
9. **Line Item 69 – GVWR/Payload:** *33,000 GVWR axle acceptable*

- 10. **Line Item 78 – Horn:** *option to use DOT and air horn on steering wheel. In switched button or dual buttons clearly labeled.*
- 11. **Line Item 79 – Headlamps:** *provide LED pricing as option.*
- 12. **Line Item 87 – Seating:** *Orange seat belts are acceptable*
- 13. **Line Item 89 – Exhaust Discharge:** *Exhaust discharge may be mounted forward of the rear tire*
- 14. **Line Item 90 – Air Horn:** *One foot switch is wanted on driver side only. Clearly labeled for air horn only.*
- 15. **Line Item 98 – Body:** *Body construction of aluminum is acceptable as an alternative pricing option but proof of compliance to our specification and Federal Roll over protection must be provided. If it is unable to comply with documentation of crash testing it will not be considered.*

Revised Vehicle Specification and Revised Pricing Page to be uploaded with Proposal.

Thank you for your interest in doing business with OCFA.

Best Regards,



James Aguila
Assistant Purchasing Agent

IMPORTANT: If submitting a hard copy paper proposal, Please sign below and return this document with your proposal as confirmation of receipt of Addendum 1.

Company Name: _____ Boise Mobile Equipment _____

Representative Name (print): _____ Craig Weeks _____

Representative signature: _____  _____

EXHIBIT E: PRICING PAGE (REVISED 6-7-18)

The Orange County Fire Authority (OCFA) reserves the right to select the appropriate equipment for the Authority based on any combination of price, immediate availability, design, utility services, repair support or other features that are deemed to be in the best interest of the Authority. All factors will be considered in the selection process.

In a separate sealed envelope, please provide *one original copy* of itemized pricing for the dozer transport vehicle, as configured, including training, warranty and other costs. Reference to the pricing should not be included in any of the other submittals. The pricing should include the total price proposed to provide all the deliverables requested by the OCFA, and offered by your company, in this RFP. Check your calculations before submitting your proposal; OCFA will not be responsible for miscalculations.

PRICING FOR HEAVY DUTY SERVICE TRUCK PER SPEC 01-38-18

Item	Description	Unit of Measure	Qty	Unit Price	Ext. Total
1	CREW CARRIER VEHICLE	Each	2	\$ 269,874.00	\$ 539,748.00
	Per REVISED Spec No. 18-02-22				
	YEAR: <u>2019</u>				
	MAKE: <u>Freightliner/BME</u>				
	MODEL: <u>M2-106/CCV</u>				
Sales Tax (7.75%)					\$ 41,830.47
Subtotal					\$ 581,578.47
2	Tire Fee per vehicle, non-taxable	Each	2	\$ 12.25	\$ 24.50
3	Exact transportation charges, if any, non-taxable	Each	2	\$ 2,200.00	\$ 2,400.00
4	Pre-Inspection Trip cost per person	Each	3	\$ 900.00	\$ 2,700.00
5	Mid Inspection Trip cost per person	Each	3	\$ 900.00	\$ 2,700.00
6	Final Inspection Trip cost per person	Each	3	\$ 900.00	\$ 2,700.00
Total					\$ 592,102.97

OPTIONAL PRICING OPTIONS AS REQUESTED IN SPECIFICATION 18-02-22

7	Line Item 302: Cab Seating Option Valor Cab Seating w/ Armrests	Per Vehicle Heated seats - Add \$900.00 per seat	2	\$ 2,100.00	\$ 4,200.00
8	Line Item 303: Crew Seating Option Valor Crew Seat	Per Vehicle Heated seats - Add \$900.00 per seat	2	\$ 6,000.00	\$ 12,000.00
9	Line Item 304: Crew Storage Option Side Storage Compartment for each Seating position	Per Vehicle	2	\$ N/C	\$ 0.00
10	Line Item 305: Cab to Body Pass Through Camper Style Boot Option	Per Vehicle	2	\$ 400.00	\$ 800.00
11	Line Item 306: Sliding Body Windows Option Swing Out Style Emergency Exit Windows	Per Vehicle	2	\$ Not Offered	\$
12	Line Item 307: AM/FM Stereo option for Crew Area	Per Vehicle	2	\$ 650.00	\$ 1,300.00
13	Line Item 308: Optional five (5) year warranty for the cab/chassis and major assembled components, to include a bumper to bumper (all components/systems)	Per Vehicle	2	Chassis 1,800.00 \$ Engine/Exhaust 2,800.00	3,600.00 \$ 5,600.00
14	Line Item 309: Opticom Option One (1) GTT/Opticom model 76-1000-1039-0 for the emitter and model 76-1000-1155-0 for the kit	Per Vehicle	2	\$ 4,279.00	\$ 8,558.00
15	Line Item 78 – Horn: option to use DOT and air horn on steering wheel. In switched button or dual buttons clearly labeled	Per Vehicle	2	\$ N/C	\$ N/C
16	Line Item 79: Optional LED headlamps	Per Vehicle	2	\$ 500.00	\$ 1,000.00
17	Line Item 98 – Body: Alternative Aluminum Body Construction	Per Vehicle	2	\$ Not offered	\$

Single Source 5-Year Warranty: Provide a description of warranty coverage options for the Crew Carrier Vehicles acquired under this contract. Describe proposed warranty in detail, including coverage, exclusions, and limitations. (Attach additional pages as necessary):

BME will directly manage all BME

specific warranty items and assist with coordinating chassis and component warranties for the duration of the warranty period.

Extended chassis, engine and exhaust warranty proposed is 5 years 100,000 miles (coverages attached)

GOVERNMENT / CO-OPERATIVE CONTRACT: Is your pricing based on a Government or Co-operative contract? YES _____ NO X

If yes, please provide details of which agency and contract the pricing is based on:

"PIGGYBACK" CLAUSE. Offeror shall indicate below if they will extend the same prices, terms, and conditions of the proposal to other public agencies. Offeror's response to this question will not be considered in award of contract. When the Offeror extends the prices, terms, and conditions of this proposal to other public agencies, the contract shall be between Offeror and the other agencies, and the Orange County Fire Authority shall bear no responsibility or liability for the contracts. Yes X No _____

PAYMENT TERMS: Subsequent to delivery and acceptance of delivery, the supplier must submit an invoice for payment. Invoices can be sent electronically to: ap@ocfa.org or mailed to:

Orange County Fire Authority
Attention: Accounts Payable
PO Box 53008
Irvine, CA 92619

Invoices shall include the Company's Federal Tax ID#, Purchase Order #, quantity & description of the product delivered, the delivery location, date of delivery and price. Payment shall be made within thirty (30) days after receipt of accurate invoice. Invoices are to be submitted in arrears for goods provided. OCFA will endeavor to honor any "prompt payment discounts" when appropriately earned. Payment discounts must be clearly indicated in the bid submission. Payment discount periods shall be computed from the date of receipt of the material/service or correct invoice, whichever is later, to the date OCFA's warrant is mailed.

PRICE CHANGES: Contract pricing shall remain fixed for one (1) year from the issuance of the initial Purchase Order. Price changes after the first year purchase shall be negotiated, but shall not exceed the most recent available 12-month period for the Producer Price Index (PPI) for Heavy Duty Truck MFG, Series ID PCU336120336120. Vendors must provide verifiable documentation from the manufacturer for any price changes in excess of the PPI. Any such requests must include dated manufacturer list prices at the time that the proposal was submitted and dated manufacturer lists prices at the time the increase was requested. OCFA's determination will be final.

TERM OF OFFER - It is understood and agreed that this offer may not be withdrawn for a period of one hundred eighty days (180) from the Proposal Submittal Deadline, and at no time in case of successful Offeror.

EXHIBIT F: PARTY AND PARTICIPANT DISCLOSURE FORMS

Campaign Contributions Disclosure: In conformance with the statutory requirements of the State of California Government Code Section 84308, part of the Political Reform Act and Title 2, California Code of Regulations 18438 through 18438.8, regarding campaign contributions to members of appointed Boards of Directors, Offeror is required to complete the attached Party and Participant Disclosure Forms and submit as part of the proposal, **if applicable**.

Offeror is required to submit only one copy of the completed form(s) as part of its proposal. This/these form(s) should be included in the original RFP. The Offeror and subcontractors must complete the form entitled "Party Disclosure Form". Lobbyists or agents representing the Offeror in this procurement must complete the form entitled "Participant Disclosure Form". Reporting of campaign contributions is a requirement from the proposed submittal date up and until the OCFA Board of Directors takes action.

**ORANGE COUNTY FIRE AUTHORITY
BOARD OF DIRECTORS**

Ed Sachs, Chair
City of Mission Viejo

David Harrington, Director
City of Aliso Viejo

Rob Johnson, Director
City of Cypress

Michele Steggell, Director
City of La Palma

Laurie Davies, Director
City of Laguna Niguel

Leah Basile, Director
City of Lake Forest

Craig Green, Director
City of Placentia

Tim Brown, Director
City of San Clemente

Juan Villegas, Director
City of Santa Ana

David John Shawver, Director
City of Stanton

Vince Rossini
City of Villa Park

Gene Hernandez, Director
City of Yorba Linda

Todd Spitzer, Director
County of Orange

Joseph Muller, Vice Chair
City of Dana Point

Elizabeth Swift, Director
City of Buena Park

Melissa Fox, Director
City of Irvine

Don Sedgwick, Director
City of Laguna Hills

Noel Hatch, Director
City of Laguna Woods

Shelley Hasselbrink, Director
City of Los Alamitos

Carol Gamble, Director
City of Rancho Santa Margarita

Sergio Farias, Director
City of San Juan Capistrano

Ellery Deaton
City of Seal Beach

Al Murray, Director
City of Tustin

Tri Ta, Director
City of Westminster

Lisa Bartlett, Director
County of Orange

ORANGE COUNTY FIRE AUTHORITY – PARTY DISCLOSURE

The attached Party Disclosure Form must be completed and submitted by the Offeror and subcontractors with the proposal by all firms subject to the campaign contribution disclosure requirements stated in Section VI this solicitation.

It is anticipated that a recommendation for award of this contract will be presented to the Board of Directors of the OCFA for approval. (Please see next page for definitions of these terms.)

IMPORTANT NOTICE**Basic Provisions of Government Code Section 84308**

- A. If you are an applicant for, or the subject of, any contract award, you are prohibited from making a campaign contribution of more than \$250 to any board member or his or her alternate. This prohibition begins on the date the solicitation is initiated, and the prohibition ends three months after a final decision is rendered by the Board of Directors. In addition, no board member or alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any board member or his or her alternate during the 12-month period preceding the contract award.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual board member or his/or her alternate during the 12 months preceding the decision on the contract award or proceeding, that board member or alternate must disqualify himself or herself from the decision. However, disqualification is not required if the board member or alternate returns the campaign contribution within 30 days from the time the director knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Party Disclosure Form should be completed and filed with your proposal, or with the first written document you file or submit after the proceeding commences.

A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements¹ for use, including all entitlements for land use, all contracts² (other than competitively bid, labor or personal employment contracts), and all franchises.

- E. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents."
- F. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding

must also be included as part of the aggregation. Campaign contributions made to different directors or their alternates are not aggregated.

G. A list of the members and alternates of the Board of Directors is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8 as it relates to contract awards.

¹ Entitlement for the purposes of this form refers to contract award.

² All Contracts for the purposes of this form refer to the contract award of this specific solicitation.

PARTY DISCLOSURE FORM

Party's Name: Boise Mobile Equipment / Craig Weeks

Party's Address: 5656 W. Morris Hill Rd.
Boise, ID 83706

Party's Telephone: 208-972-7243

Solicitation Title and Number: RFP No. JA2288 - Crew Carrier Vehicle

Based on the party disclosure information provided, are you or your firm subject to party disclosures?

No ☒ If no, check the box and sign below. Yes ☐ If yes, check the box, sign below and complete the form.

Date: June 27, 2018


Signature of Party and/or Agent

To be completed only if campaign contributions have been made in the preceding twelve (12) months. Attach additional copies if needed.

Board Member(s) to whom you and/or your agent made campaign contributions and dates of contribution(s) in the preceding 12 months:

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

EXHIBIT G: IRS FORM W9

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Boise Mobile Equipment

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
6656 W. Morris Hill Rd.

6 City, state, and ZIP code
Boise, ID 83706

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 [] [] [] - [] [] - [] [] [] []
 or
Employer identification number
 8 2 - 0 4 3 4 6 0 9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ June 27, 2018

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1088 (home mortgage interest), 1088-E (student loan interest), 1088-I (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

EXHIBIT H: OFFEROR'S INFORMATION

Please complete and/or provide all requested information. If the proposal is submitted by a corporation, please provide an additional attachment that states the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign. If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint venture parties. If the respondent is a sole proprietorship or another entity that does business under a fictitious name, the proposal shall be in the real name of the respondent with a designation following showing "DBA (the fictitious name)," provided however, that no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The undersigned, as respondent, declares that all documents regarding this proposal have been examined and accepted and that, if awarded, will enter into a contract with the Orange County Fire Authority.

FIRM'S LEGAL NAME: Boise Mobile Equipment Inc.

FIRM PARENT OR OWNERSHIP: Chad Moffat

ADDRESS: 5656 W. Morris Hill Rd., Boise, ID 83706

FIRM TELEPHONE #: 208-338-1444 **FIRM FAX #:** _____

FIRM'S TAX I.D. NUMBER: 82-0434609 **INCORPORATED:** YES ☒ NO ☐

LEGAL FORM OF COMPANY: (partnership, corporation, joint venture): Corporation

LENGTH OF TIME YOUR FIRM HAS BEEN IN BUSINESS: 28 years

LENGTH OF TIME AT CURRENT LOCATION: 28 years

NUMBER OF EMPLOYEES: 160 **NUMBER OF CURRENT CLIENTS:** 30

Management person responsible for direct contact with the Orange County Fire Authority and service required for this Request for Proposal (RFP).

NAME: Craig Weeks **TITLE:** VP Customer Relations

TELEPHONE #: 208-972-7243 **E-MAIL:** craig@bmefire.com

Person responsible for the day-to-day servicing of the account.

NAME: Same **TITLE:** Same

TELEPHONE #: _____ **E-MAIL:** _____

EXHIBIT I: CERTIFICATION OF PROPOSAL

In responding to RFP JA2271 – Heavy Duty Service Truck, the undersigned Offeror(s) agrees to provide the vehicles to OCFA per the specifications. Offeror further agrees to the terms and conditions specified herein and the following terms and conditions that are a part of this proposal and any resulting contract. Where Offeror wishes to propose alternatives to the Authority's contractual requirements, these should be thoroughly explained. While exceptions will be considered, OCFA reserves the right to determine that an offer is non-responsive based upon any exceptions taken. OCFA's governing body reserves the right to deny any material exceptions to the contract. If no contractual exceptions are noted, Offeror will be deemed to have accepted the terms and conditions as set forth.

- A. The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to legally bind the Offeror to the Contract. Signature below verifies that the Offeror has read, understands, and agrees to the conditions contained herein and on all of the attachments and agenda.
- B. The submission of the offer did not involve collusion or other anti-competitive practices.
- C. The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
- D. The Offeror has submitted the Party, Participant (Agent) Disclosure Form if applicable.
- E. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
- F. The Offeror complies fully with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion.

Independent Price Determination:

I certify that this offer is made without prior understanding, arrangement, agreement, or connection with any corporation, firm or person submitting an offer for the same services, and is in all respects fair and without collusion or fraud. I certify that I have not entered into any arrangement or agreement with any Orange County Fire Authority public officer. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this offer and certify that I am authorized to sign this agreement for the Offeror.

To the Orange County Fire Authority:

The Undersigned hereby offers and shall furnish the services in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal which is incorporated by reference as fully set forth herein. The representations herein are made under penalty of perjury.

NAME OF FIRM: Boise Mobile Equipment

ADDRESS: 5656 Morris Hill Rd.

CITY: Boise **STATE:** ID **ZIP CODE:** 83706

PRINTED NAME: Craig Weeks **TITLE:** VP Customer Relations

SIGNATURE OF PERSON AUTHORIZED TO SIGN:  **DATE:** June 27, 2018



REQUEST FOR BEST AND FINAL OFFER
RFP JA2288 Crew Carrier Vehicle

DATE BEST AND FINAL OFFER REQUESTED: August 6, 2018
DUE DATE FOR BEST AND FINAL OFFER: August 9, 2018 at 12:00PM

Boise Mobile Equipment
craig@bmefire.com

Dear Craig Weeks,

Your firm, Boise Mobile Equipment (BME), submitted a proposal in response to the above referenced Request for Proposal (RFP) issued by the Orange County Fire Authority (OCFA). BME, has been selected as a finalist for further consideration in the RFP process. As part of the negotiation process, the Orange County Fire Authority is exercising the right to request a Best and Final Offer (BAFO) for further evaluation and consideration.

BME, is invited to submit its BAFO for consideration in the award determination process. Best and Final Offers must be received no later than **August 9, 2018 at 12:00PM**. The BAFO may be submitted by email with a signed original to follow in the mail.

The purpose of the Best and Final Offer is to allow both OCFA and your firm to make any modifications to the required specifications, terms or conditions, of the contract before making the final decision in the award. In addition, the BAFO also provides your firm an opportunity to make final adjustments to the proposed pricing included in your original proposal.

Based on the submitted proposal, OCFA would like to request any additional pricing consideration you would like to offer to assist in making an award.

Best and Final Offers must be received by the Orange County Fire Authority - Purchasing Section no later than the deadline specified above. If a response is not received by the deadline, your original offer will serve as the final offer. Please submit your response to this request via e-mail to: jamesaguila@ocfa.org. The Best and Final Offer will further assist in making our final award recommendation.

Thank you again for your continued interest in doing business with Orange County Fire Authority.

Best Regards,

A handwritten signature in blue ink, appearing to read "James Aguila".

James Aguila
Assistant Purchasing Agent

TO THE ORANGE COUNTY FIRE AUTHORITY:

The Undersigned hereby amends the original proposal as indicated in this Best and Final Offer and shall provide the Executive Recruitment Services in compliance with all terms, conditions, specifications, and amendments in the Request for Proposal which is incorporated by reference as if fully set forth herein. The representations herein are made under penalty of perjury.

A handwritten signature in blue ink, appearing to read "Chad M. [unclear]".

Signature of Person Authorized to SignA handwritten signature in blue ink, appearing to read "Chad M. [unclear]".

Printed NameA handwritten date in blue ink, appearing to read "8/7/18".

DateA handwritten signature in blue ink, appearing to read "President".

Title

BEST AND FINAL OFFER PRICING

The initial proposal pricing that was submitted by BME is provided below with an additional section provided for a BAFO adjustment.

				Original Proposal Pricing		BAFO Pricing	
Item	Description	Unit of Measure	Qty	Unit Price	Ext. Total	Unit Price	Ext. Total
1	Crew Carrier Vehicle Per Spec No. 18-02-22 YEAR: 2019 MAKE: Freightliner/BME MODEL: M2-106-CCV	Each	2	\$269,874.00	\$539,748.00	\$269,874.00	\$539,748.00
Sales Tax (7.75%)					\$41,830.47		\$41,830.47
Subtotal					\$581,578.47		\$581,578.47
2	Tire Fee per vehicle, non-taxable	Each	2	\$12.25	\$24.50	\$12.25	\$24.50
3	Exact transportation charges, if any, non-taxable	Each	2	\$2,200.00	\$2,400.00	\$2,200.00	\$4,400.00
4	Pre-Inspection Trip cost per person	Each	3	\$900.00	\$2,700.00	\$900.00	\$2,700.00
5	Mid Inspection Trip cost per person	Each	3	\$900.00	\$2,700.00	\$900.00	\$2,700.00
6	Final Inspection Trip cost per person	Each	3	\$900.00	\$2,700.00	\$900.00	\$2,700.00
Total					\$592,102.97		\$594,102.97N

The following optional items will be included in the Purchase. Please provide a final Best and Final price for each line item:

Item	Description	Unit of Measure	Qty	Original Proposal Pricing		BAFO Pricing	
				Unit Price	Ext. Total	Unit Price	Ext. Total
9	Line Item 304: Crew Storage Option Side Storage Compartment for each Seating position	Per Vehicle	2	N/C	\$0.00	N/C	\$0.00
10	Line Item 305: Cab to Body Pass Through Camper Style Boot Option	Per Vehicle	2	\$400.00	\$800.00	\$400.00	\$800.00
12	Line Item 307: AM/FM Stereo option for Crew Area	Per Vehicle	2	\$650.00	\$1,300.00	\$650.00	\$1,300.00
14	Line Item 309: Opticom Option One (1) GTT/Opticom model 76-1000-1039-0 for the emitter and model 76-1000-1155-0 for the kit	Per Vehicle	2	\$4,279.00	\$8,558.00	\$4279.00	\$8558.00
15	Line Item 78 – Horn: option to use DOT and air horn on steering wheel. In switched button or dual buttons clearly labeled	Per Vehicle	2	N/C	\$0.00	N/C	\$0.00
16	Line Item 79: Optional LED headlamps	Per Vehicle	2	\$500.00	\$1,000.00	\$500.00	\$1000.00

STAFF IS REQUESTING ADDITIONAL INFORMATION FOR THE FOLLOWING OPTIONAL ITEMS:

For Line Item 302: Cab Seating Option, Valor Cab Seating w/ Armrests & Line Item 303: Crew Seating Option, Valor Crew Seat: the evaluation team would like additional information on the stock seats include manufacturer and part number information. This information will be used to determine if the valor seat option will be exercised.

Kustom Fit seats part #KF7452-1 and #KF7452-2 with seat pedestals #400024. Seats recline with arm rests on right or left side depending on seat configuration. Pricing for stock seats is \$400 per seat which includes the pedestal. Labor will be the same for either seat option.

Item	Description	Unit of Measure	Qty	Original Proposal Pricing		BAFO Pricing	
				Unit Price	Ext. Total	Unit Price	Ext. Total
7	Line Item 302: Cab Seating Option Valor Cab Seating w/ Armrests	Per Vehicle	2	\$2,100.00	\$4,200.00	\$2,100.00	\$4,200.00
8	Line Item 303: Crew Seating Option Valor Crew Seat	Per Vehicle	2	\$6,000.00	\$12,000.00	\$6,000.00	\$12,000.00

STAFF IS REQUESTING ADDITIONAL CLARIFICATION ON THE FOLLOWING OPTIONAL ITEM:

Line Item 306: Sliding Body Windows Option Swing Out Style Emergency Exit Windows: Since the swing out emergency exit windows are not available, we would like the CCV's to have the older style window configuration (4 windows per side) rather than the newer style (2 windows per side). Please provide any information pertaining to this request and pricing.

We will still install the swing out emergency exit windows. We are not sure why you think they are discontinued. If we have to change to a 4-window design that will be a new design that will require engineering changes and modifications to the body. We would estimate to accommodate that change and install the extra four windows would be \$8,000.00.

Please provide an updated estimate on the number of days required for delivery of this vehicle upon receipt of purchase order:

Delivery would be 300 days from the receipt of chassis to our facility at 900 W Boeing Street, Boise, ID 83705



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3I
Consent Calendar

**Blanket Order Contract Increase for
Detroit Diesel Engine Parts and Repair Services**

Contact(s) for Further Information

Dave Anderson, Assistant Chief Support Services Department	davidanderson@ocfa.org	714.573.6006
Rick Oborny, Fleet Services Manager	rickoborny@ocfa.org	714.573.6651

Summary

This agenda item is submitted for the approval to increase the existing blanket order contracts with Valley Power Systems, Inc. and Harbor Diesel and Equipment for as-needed parts and repair services for Detroit Diesel Engines.

Prior Board/Committee Action

At its November 16, 2017, meeting, the Executive Committee awarded contracts as a result of competitive solicitation RFP JA2224, to Valley Power Systems in the amount of \$100,000 and Harbor Diesel and Equipment in the amount of \$50,000, for one-year terms with up to four additional one-year extensions not to exceed \$150,000 per year between the two contracts providing as-needed parts and repair services for Detroit Diesel Engines.

RECOMMENDED ACTION(S)

1. Approve and authorize the Purchasing Manager to increase the current blanket order contract with Valley Power Systems Inc., in the amount of \$50,000, not to exceed \$150,000 annually, and increase the current blanket order contract with Harbor Diesel in the amount of \$50,000, not to exceed \$100,000 annually, for the current contracts ending November 30, 2018.
2. Approve and authorize the Purchasing Manager to redistribute or adjust the funding between the two vendors as requested by the department provided the aggregate amount does not exceed \$250,000 annually.
3. Approve and authorize the Purchasing Manager to extend the contracts up to four additional one-year renewals, at the adjusted amounts, with annual price increases not-to-exceed 3% per year or the percentage increase in the U.S. Department of Labor Consumer Price Index for All Urban Consumers, Services, in the Los Angeles-Riverside-Orange County, CA Area, whichever is lower.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for these contracts has been approved in the Adopted FY 2018/19 General Fund Budget, specifically in the Fleet Services Section budget for equipment maintenance/repair.

Background

Since the Executive Committee awarded the contracts for as-needed Detroit Diesel Engine parts and repair services, there has been an increased number of repairs needed to apparatus equipped with Detroit Diesel engines. As a result of the increase in repairs needed to these units, staff is seeking approval to increase the contracts with Valley Power Systems and Harbor Diesel and Equipment by \$50,000 each for the current contracts ending November 30, 2018.

In addition, staff anticipates that the volume of repairs needed will remain steady and is requesting approval for future contract renewals to be renewed at the increased amounts, provided the aggregate amount does not exceed \$250,000 annually.

Attachment(s)

None.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3J
Consent Calendar

**Blanket Order Contract Extension for
Janitorial Services at the Regional Fire Operations and Training Center**

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

daveanderson@ocfa.org

714.573.6006

Patrick Bauer, Property Manager

patrickbauer@ocfa.org

714.573.6471

Summary

This agenda item is submitted for approval to extend the current blanket order for janitorial services at the Regional Fire Operations Training Center (RFOTC) with DMS Facility Services, LLC (DMS) through April 30, 2019. The extension will provide sufficient time to complete a competitive procurement process for these services.

Prior Board/Committee Action

At its August 22, 2013, Executive Committee meeting, the Committee approved awarding a contract to DMS in an amount not to exceed \$111,984, with four additional one-year options subject to increases based on the Consumer Price Index, not to exceed 3% annually.

At its November 21, 2013, Executive Committee meeting, the Committee approved an increase in the contract amount to \$125,000 for the addition of special services.

At its January 15, 2015, Executive Committee meeting, the Committee authorized the extension and increase of the contract amount to \$131,940 due to increased costs resulting from the Affordable Care Act and the state-mandated minimum wage increase and provision of paid sick leave.

At its October 15, 2015, Executive Committee meeting, the Committee authorized increases in the contract amount coinciding with the planned state-mandated increases in minimum wage for the remainder of the contract term.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to extend the contract with DMS for janitorial services at Regional Fire Operations and Training Center from September 30, 2018, through April 30, 2019, in an amount not to exceed \$88,727.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for this contract has been approved in the Adopted FY 2018/19 General Fund budget, specifically in the Property Management Section's budget for building services.

Background

In August 2013, the Executive Committee approved a one-year contract (with four additional one-year renewal options) with DMS, the number one ranked firm in a competitive Request for Proposal (RFP) process, to provide janitorial services at RFOTC. DMS conducts nightly cleaning of the offices in Buildings A, B, and C, quarterly cleaning of Building D, and provides a porter to maintain the cleanliness of the entire campus during work days.

As a result of the expanding needs of OCFA since the previous RFP was issued in 2013, staff is in the process of developing an updated and comprehensive scope of services. The updates will address the addition of the Urban Search and Rescue Warehouse, increased usage of Building D and other areas of RFOTC, and provide flexibility to schedule services for special events as needed.

Staff anticipates needing several months beyond the current contract expiration to conduct the competitive procurement process, identify the desired firm(s), and enter into contract negotiations for these services. To continue providing the necessary janitorial services, staff is requesting that the contract with DMS be extended from September 30, 2018, through April 30, 2019. The extension of the contract can be terminated by either party upon thirty (30) days written notice.

The amount of funding requested covers the remainder of anticipated costs through April 2019 for the janitorial services currently being provided, detailed in the chart below.

Service Through December 31, 2018	Qty	Unit Price	Extended Total
Building A (Monthly)	3	\$6,654	\$19,961
Building B (Monthly)	3	\$756	\$2,267
Building C (Monthly)	3	\$1,590	\$4,770
Daily Porter (Monthly)	3	\$2,910	\$8,731
Building D (Quarterly)	1	\$418	\$418
Subtotal			\$36,147
Service After January 31, 2019	Qty	Unit Price	Extended Total
Building A (Monthly)	4	\$7,186	\$28,744
Building B (Monthly)	4	\$816	\$3,264
Building C (Monthly)	4	\$1,717	\$6,868
Daily Porter (Monthly)	4	\$3,201	\$12,804
Building D (Quarterly)	2	\$450	\$900
Subtotal			\$52,580
Total Cost			\$88,727

Attachment(s)

Proposed Professional Services Agreement Amendment No. 8

**ORANGE COUNTY FIRE AUTHORITY
AMENDMENT NUMBER EIGHT
TO PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER EIGHT TO PROFESSIONAL SERVICES AGREEMENT ("Amendment Eight") is made and entered into this ____ day of _____, 2018, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and DMS Facility Services, a Limited Liability Corporation, hereafter referred to as "Firm".

RECITALS

WHEREAS, OCFA and Firm entered into that certain Professional Services Agreement on the 26th day of July, 2013 ("Original Agreement"), to provide janitorial services, which is incorporated herein by this reference; and

WHEREAS, OCFA and Firm amended the Original Agreement on December 19, 2013 to adjust the hourly rates and increase the contract amount to \$125,000 ("Amendment One"); and

WHEREAS, OCFA and Firm amended the Original Agreement on October 16, 2014 to extend the term through January 31, 2015 and to increase the contract amount to \$128,750 due to the State of California mandated minimum wage increase effective July 1, 2014 and the federally mandated Affordable Care Act effective January 1, 2015 ("Amendment Two"); and

WHEREAS, OCFA and Firm amended the Original Agreement on February 20, 2015 to increase the contract amount to \$131,940 due to the state-mandated requirement to provide sick leave effective July 1, 2015 and to extend the term through September 30, 2015 ("Amendment Three"); and

WHEREAS, OCFA and Firm amended the Original Agreement on November 30, 2015 extending the term through December 31, 2015 ("Amendment Four"); and

WHEREAS, OCFA and Firm amended the Original Agreement on February 1, 2016 to increase the contract amount to \$141,425 due to the state-mandated increase in minimum wage effective January 1, 2016, and to extend the term through September 30, 2016 ("Amendment Five"); and

WHEREAS, OCFA and Firm amended the Original Agreement on October 27, 2016 to increase the contract amount to \$144,587 to allow for a full term of the state-mandated increase in minimum wage, and to extend the term through September 30, 2017 ("Amendment Six"); and

WHEREAS, OCFA and Firm amended the Original Agreement on October 3, 2017 extending the term through September 30, 2018 ("Amendment Seven"); and

WHEREAS, the Original Agreement, Amendment One, Amendment Two, Amendment Three, Amendment Four, Amendment Five, Amendment Six, and Amendment Seven are referred to collectively herein as the "Agreement"; and

WHEREAS, OCFA and Firm desire to extend the Agreement term through April 30, 2019 and to increase the contract amount due to the state-mandated increase in minimum wage effective January 1, 2019.

NOW, THEREFORE, OCFA and Firm mutually agree as follows:

1. Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

3.1 Compensation of Firm

For the Services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed, in accordance with the pricing set forth in the Pricing Sheet, attached hereto as Exhibit "B," in an amount not to exceed \$88,727.

2. Section 4.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

4.4 Term

This Agreement shall continue in full force and effect for seven months unless earlier terminated in accordance with Sections 8.5 or 8.6 of this Agreement.

3. Except as modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

4. The persons executing this Amendment Eight on behalf of the parties hereto warrant that they are duly authorized to execute this amendment on behalf of said parties and that by so executing this Amendment Eight the parties are formally bound by the provisions of this Amendment Eight.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have executed this Amendment Eight as of the dates stated below.

"OCFA"

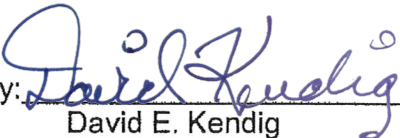
ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____
Debbie Casper, C.P.M., CPPB
Purchasing & Materials Manager

APPROVED AS TO FORM.

ATTEST:

By:  _____
David E. Kendig
General Counsel

Sherry A.F. Wentz
Clerk of the Board

"FIRM"

DMS FACILITY SERVICES

Date: 7/3/18

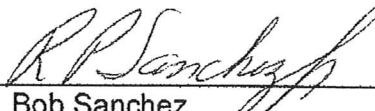
By:  _____
Bob Sanchez
Vice President, Business
Development

EXHIBIT B: PRICING SHEET

Service Rates Through December 31, 2018	
Regular Scheduled Services (Monthly)	
Building A	\$6,653.57
Building B	\$755.68
Building C	\$1,590.00
Daily Porter Service	\$2,910.37
Total Monthly Cost	\$11,909.62
Special Service Rates (Quarterly)	
Building D	\$417.67
Total Quarterly Cost	\$417.67

Service Rates Effective January 1, 2019	
Regular Scheduled Services (Monthly)	
Building A	\$7,186.00
Building B	\$816.00
Building C	\$1,717.00
Daily Porter Service	\$3,201.00
Total Monthly Cost	\$12,920.00
Special Service Rates (Quarterly)	
Building D	\$450.00
Total Quarterly Cost	\$450.00



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3K
Consent Calendar

**Contract Increase for
Apparatus Bay Door Maintenance and Repair**

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

davidanderson@ocfa.org

714.573.6006

Patrick Bauer, Property Manager

patrickbauer@ocfa.org

714.573.6471

Summary

This agenda item is submitted for the approval to amend and increase the existing contract with Mako Overhead Door for station apparatus door maintenance and repair services.

Prior Board/Committee Action

At its October 26, 2017, meeting, the Executive Committee approved a contract with Mako Overhead Door for a one-year term with up to two additional one-year extensions not to exceed \$200,000 per year between this contract and one with another vendor providing apparatus bay door maintenance and repair services.

RECOMMENDED ACTION(S)

1. Approve and authorize the Purchasing Manager to amend and increase the current contract with Mako Overhead Door for apparatus bay door maintenance and repair services in the amount of \$100,000, not to exceed \$200,000, for the current contract ending October 31, 2018.
2. Approve an increase to the current contract with Mako Overhead Door for apparatus door maintenance and repair services for the remaining two, one-year optional renewals for an amount not to exceed \$200,000 annually.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for this contract has been approved in the Adopted FY 2018/19 General Fund Budget, specifically in the Property Management Divisions' budget for services and supplies.

Background

Since the Executive Committee awarded the contract for apparatus bay door maintenance and repair, the number of service requests has increased dramatically. The unusually high volume of services requested during the existing contract term has necessitated an adjustment to the current contract; therefore, staff is seeking approval to adjust the contract by \$100,000 through October 31, 2018.

In addition, staff anticipates that the volume of services requested will remain steady and request approval to increase the remaining two, one-year optional renewals for an amount not to exceed \$200,000 annually.

Attachment(s)

Proposed Apparatus Bay Door Maintenance and Repair Services Agreement Amendment No. 1

**ORANGE COUNTY FIRE AUTHORITY
AMENDMENT NUMBER ONE
TO APPARATUS BAY DOOR MAINTENANCE AND REPAIR AGREEMENT**

THIS AMENDMENT NUMBER ONE TO APPARATUS BAY DOOR MAINTENANCE AND REPAIR AGREEMENT ("Amendment One") is made and entered into this 3 day of August 2018, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and Mako Overhead Door Inc., a California Corporation, hereinafter referred to as "Contractor". OCFA and Contractor are sometimes hereinafter individually referred to as "Party" and are hereinafter collectively referred to as "Parties".

RECITALS

WHEREAS, OCFA requires the services of a contractor to provide apparatus bay door maintenance and repair services, hereinafter referred to as "Project";

WHEREAS, OCFA and Contractor entered into that certain Apparatus Bay Door Maintenance and Repair Agreement on the 26th day of October, 2017 ("Agreement"), which is incorporated herein by this reference;

WHEREAS, based on its experience and reputation, Contractor is qualified to provide the necessary services for the Project and desires to provide such services; and

WHEREAS, OCFA and Contractor desire to amend the Agreement to update the maximum contract amount from \$100,000 to \$200,000 annually.

AGREEMENT

NOW THEREFORE, OCFA and Contractor agree to amend the Agreement as follows:

1. Section 2.1 Maximum Contract Amount is hereby amended and restated in its entirety to read as follows:

For the Services rendered pursuant to this Agreement, Contractor shall be compensated and reimbursed, in accordance with the terms set forth in Exhibit "A", in an amount not to exceed \$200,000 (Two Hundred Thousand Dollars) annually. The maximum amount of OCFA's payment obligation under this Agreement is the amount specified in this section ("Maximum Contract Amount").

2. Except as modified above, all terms and conditions of the Agreement, as amended by this Amendment One, shall remain unchanged and in full force and effect.
3. The persons executing this Amendment One on behalf of the Parties warrant that they are duly authorized to execute this amendment on behalf of said Parties and

that by so executing this amendment the Parties are formally bound by the provisions of this Amendment One.

IN WITNESS WHEREOF, the Parties have executed this Amendment One as of the dates stated below.

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____

Debbie Casper, C.P.M., CPPB
Purchasing & Materials Manager

APPROVED AS TO FORM.

By: 
DAVID E. KENDIG
GENERAL COUNSEL

ATTEST:

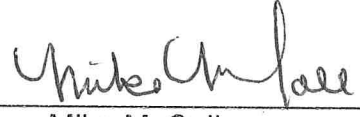
Sherry A.F. Wentz
Clerk of the Board

Date: 8/7/18

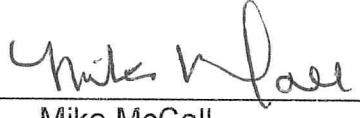
"CONTRACTOR"

MAKO OVERHEAD DOOR

Date: 8-3-18

By: 
Mike McCall
Owner

Date: 8-3-18

By: 
Mike McCall
Sales Manager



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3L
Consent Calendar

Approval for Donation of Doublewide Trailer to Centralia School District

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

davidanderson@ocfa.org

714.573.6006

Patrick Bauer, Property Manager

patrickbauer@ocfa.org

714.573.6471

Summary

This item is submitted for approval for the donation of the doublewide trailer used at Temporary Fire Station 61 to the Centralia School District.

Prior Board/Committee Action(s)

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to donate the doublewide trailer used at Temporary Fire Station 61 to the Centralia School District per SOP AD.03.06.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The doublewide trailer was purchased by OCFA in 1998. Since the trailer's initial use as extra offices and dorms at the Water Street Headquarters, the trailer has endured multiple deployments including: Temporary Fire Station 29, stored at Fire Station 23, moved for Temporary Fire Station 48, moved for Temporary Fire Station, stored at Fire Station 32, and finally used as Temporary Fire Station 61 at Walter Knott Elementary School in Buena Park.

At each deployment, it was always temporarily set up on earth pads and temporary trailer jacks which have cut its useful life expectancy due to the stress of travel, multiple setups and storage. During the transport and setups for the Temporary Fire Station 61 deployment, significant repairs and support were required to ensure its integrity during the expected duration of completing the construction of the new Fire Station 61. If the trailer is not left in its current location, the OCFA would demobilize the trailer although there would be no greater use to the agency. The number of moves is beyond the normally expected "mobile" usage. The School District has expressed interest in utilizing the trailer in its current "as-is" condition. The trailer, as it is currently assembled could be utilized by the School District for a number of years.

Attachment(s)

Orange County Fire Authority Surplus Form

ORANGE COUNTY FIRE AUTHORITY
SURPLUS FORMAD.03.06
Attachment 1TO: Debbiz Casper
Purchasing ManagerFROM: PATRICK BAUER
Battalion Chief or Division ManagerDATE: 8-6-18

The item(s) listed below or on the attached list are considered obsolete or no longer usable and are being declared surplus. Please dispose of these item(s) in accordance with OCFA's surplus property procedures.

Step 1: List Item(s)		Additional Sheet(s) Attached?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quantity	Description	Manufacturer's Serial Number	Fixed/Controlled Asset Tag Number (if applicable)	Condition	Estimated Surplus Value *
1	Double wide modular trailer		MODBLDG1	Poor	< \$5,000

* Reasonable estimate of the amount expected to be received at public auction. Final proceeds of sale may differ from this estimate.

Step 2: Identify Reason for Surplus (check one)	
<input type="checkbox"/> Obsolete	<input type="checkbox"/> Broken or no longer usable / repair cost exceeds replacement cost
<input checked="" type="checkbox"/> Item is approved for donation to (agency/contact):	<u>Centralia School District</u> <u>Jim Evans, Director (714) 228-3140</u>
<input type="checkbox"/> Other (describe):	

Step 3: Obtain Required Approvals		
Est. Surplus Value **	Approving Official	Name / Signature
<input type="checkbox"/> \$0 - \$4,999	Battalion Chief or Division Manager	
<input checked="" type="checkbox"/> \$5,000 - \$49,999	Assistant Chief	<u>x</u> <u>David</u>
<input type="checkbox"/> > \$50,000	Deputy Chief	
<input type="checkbox"/> Grant-funded	Grant Manager	
Additional Approval(s) for Items to be Donated		
<input type="checkbox"/> \$0 - \$5,000	Fire Chief	Justification attached? <input type="checkbox"/> Yes
<input checked="" type="checkbox"/> \$5,000+	Executive Committee and/or Board of Directors	Attach Staff Report

Special Instructions: _____

*** FOR PURCHASING USE ONLY ***

Concurrence by Purchasing Manager	
A. The above-listed item(s) are approved for surplus. The planned method of disposal is (check one):	B. An internal need for the above-listed item(s) has been identified. Item(s) will be permanently transferred as follows:
<input type="checkbox"/> Public Auction (internet) <input type="checkbox"/> Public Auction (live) <input type="checkbox"/> Vendor Trade-In <input type="checkbox"/> Cannot be Sold - Scrap <input checked="" type="checkbox"/> Donation or Sale to Other Government Agency Name: _____	Section/Division: _____ Station/Location: _____ Contact Person: _____

Signature: Debbiz CasperDate: 8/7/18

Surplus Form Distribution:

Original - Purchasing Manager
 Copy 1 - Service Center Supervisor
 Copy 2 - Battalion Chief / Division Manager
 Copy 3 - Fixed Assets Accountant (if yes)

Does Surplus Form include any fixed/controlled assets?

☐ Yes ☐ No



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
August 23, 2018

Agenda Item No. 3M
Consent Calendar

Sole Source Purchase of the Drip Drop Hydration, Inc.
Oral Rehydration Solution

Contact(s) for Further Information

Brigette Gibb, Director
Human Resources

brigettegibb@ocfa.org

714.573.6353

Jonathan Wilby, Risk Manager

jonathanwilby@ocfa.org

714.573.6832

Summary

This agenda item seeks approval to issue a sole source contract to Drip Drop Hydration, Inc. to provide Drip Drop Oral Rehydration Solution (ORS). Drip Drop Hydration, Inc. is the sole provider of an ORS powder stick that is proven to rehydrate as effectively as an intravenous therapy (IV), which reduces the risk of heat injury and illness in OCFA personnel.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to issue a sole source contract to Drip Drop Hydration, Inc. for a three-year aggregate amount not to exceed \$150,000 (up to \$50,000 annually).

Impact to Cities/County

Not Applicable.

Fiscal Impact

Sufficient funding exists in the approved FY 2018/19 budget.

Background

Sole Source Justification

Firefighting tasks, whether carried out in fire combat or during training, requires tremendous amount of energy and produces a significant amount of body heat as the human body burns fuel. The physical nature of firefighting tasks, high-heat environments, and personal protective equipment combine to put firefighting personnel at a significant risk for heat-related injury and illness including heat cramps, heat exhaustion, heat stroke, and death. Dehydration can also have serious mental impacts on a firefighter's performance, which is significant given that concentration, skilled tasks, and tactical issues are involved. Fluid and electrolyte replacement during rehabilitation is critical to the prevention of heat-related injury and illness.

Drip Drop Hydration, Inc. manufactures, sells, and distributes a medical grade ORS that functions similarly to an IV, but is less invasive, convenient, and can be provided quickly. The powder comes in a small packet (stick) that is added to water making it portable and easily utilized in any field setting.

The Drip Drop ORS powder is patented and has been clinically proven to better hydrate (and with less sugar) than sport and other electrolyte drinks. A 2016 OCFA trial concluded that Drip Drop ORS improved recovery of body weight from water loss after high impact training 73% better than the existing use of water and sports drinks. OCFA training and field trials have proven the product to be effective, convenient, well-received, and the preferred hydration product for field personnel.

Drip Drop Hydration, Inc. currently provides the Drip Drop ORS powder through sole source contracts to Los Angeles County Fire, San Diego City Fire and Rescue, Clark County Nevada Fire Department, and the State of Arizona Bureau of Land Management.

Pricing

Drip Drop, Inc. has reduced pricing for fire agencies to \$174.68 per case of 100 powder sticks which is an 18% decrease from its regular pricing.

Attachment(s)

Sole Source Request Form

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Human Resources/Risk Management	Requested By: Jonathan Wilby	Date: 8/13/18
Recommended Vendor: Drip Drop Hydration, Inc.	Vendor Contact: Greg Sumerlin	Vendor's E-mail Address: greg.sumerlin@dripdropors.com
Vendor Address: 1144 65th Street Suite C, Oakland, CA 94608		Vendor's Telephone #: 503-309-9819
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): 8/23/18 - 8/23/21	Contract Amount: \$150,000
<i>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).</i>		Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.**
Drip Drop Oral Rehydration Solutions (ORS) is an electrolyte powder that is clinically proven to rehydrate personnel better than water and sport drinks. The product has 3 times the electrolytes and 1/2 the sugar of sports drinks and was proven to improve recovery of lost body weight in OCFA personnel 73% better than other methods during a training trial.
2. **Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.**
Drip Drop Hydration, Inc. is owned by a doctor and their ORS was built on 50 years of proven science. The ORS powder is a proprietary product that provides 3 times the electrolytes and 1/2 the sugar of sports drinks which leads to the product being more effective. The product is used by soldiers, first responders, and elite athletes due to their unique

SECTION III – JUSTIFICATION (continued)

and extreme hydration needs. Drip Drop Hydration, Inc. is the sole manufacturer, seller, and distributor of the ORS powder. The product is patented and there are no agents or dealers authorized to represent these products to agencies in the state of California. The ORS powder has been used with overwhelming support during training and field trials.

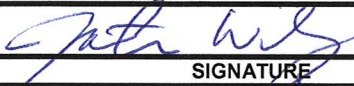

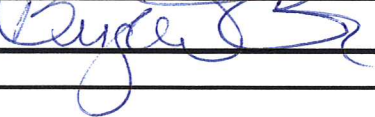
3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

Negotiation has taken place with Drip Drop Hydration, Inc. to receive the best pricing available for the ORS powder stick product. Drip Drop Hydration, Inc. has reduced pricing to the OCFA and other fire agencies to \$174.68 per case of 100 powder sticks which is an 18% decrease from their regular pricing.


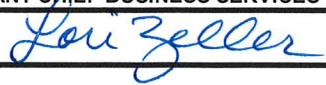
4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)?
(If yes, please explain how and what the future costs will be.)

No

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Jonathan Wilby		8/13/18
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Jonathan Wilby		8/13/18
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Brigitte Gibb		8/13/18

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	8/13/18
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	8/13/18

Executive Committee Approval Required ☒ Yes ☐ No Sole Source over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved _____