

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.	PAGE 1 of 8	
2. CONTRACT NO. <b>AG-04H1-B-16-9901</b>	3. AWARD/EFFECTIVE DATE <b>2/1/16</b>	4. ORDER NO.	5. SOLICITATION NO.	6. SOLICITATION ISSUE DATE		
7. FOR SOLICITATION INFORMATION CALL	a. NAME <b>Ben R. McGrane</b>		b. TELEPHONE NO. (No collect calls) <b>(541) 410-5714</b>		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY <b>USDA FOREST SERVICE R6 Fire &amp; Aviation Contracting 1740 S.E. Ochoco Way Redmond, OR 97756</b>	CODE	10. THIS ACQUISITION <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: 100 % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE <input type="checkbox"/> 8(A) NAICS: <b>115310</b> SIZE STD: <b>1500</b>		11. DELIVERY FOR FOB UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		
15. DELIVER TO CODE	16. ADMINISTERED BY <b>USDA FOREST SERVICE R6 Fire &amp; Aviation Contracting 1740 S.E. Ochoco Way Redmond, OR 97756</b>		CODE			
17a. CONTRACTOR/CO OFFEROR <b>SmartSource Computer &amp; Audio Visual Rentals 4630 E. Elwood Street, Suite 14 Phoenix, AZ 85040</b> TELEPHONE #: 480.829.6336, 24/7 After Hours: 480.588.2411 DUNS NO. 130892078	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE				
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<i>SEE SECTION B FOR SCHEDULE OF ITEMS</i>					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED. (See <a href="http://www.arnet.gov">www.arnet.gov</a> for FAR Clauses in full text)						
28. <input checked="" type="checkbox"/> CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			29. <input type="checkbox"/> AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 			31a. UNITED STATES OF AMERICA 			
30b. NAME AND TITLE OF SIGNER <b>Chad Frank, VP of Sales</b>		30c. DATE SIGNED <b>2/1/16</b>	31b. NAME OF CONTRACTING OFFICER <b>Ben R. McGrane</b>		31c. DATE SIGNED <b>2/1/16</b>	

## 2016 Region 6 Computer Rental BPA

Agreement Number: **AG-04H1-B-16-9901**

**Award effective 2/1/16**

### SmartSource Computer and Audio Visual Rentals

4630 E. Elwood Street, Suite 14

Phoenix, AZ 85040

Phone: 480.829.6336

**24/7 After-Hours Phone: 480.588.2411**

#### Description of Agreement

This Blanket Purchase Agreement (BPA) is for the following: **iPad/COMPUTER/PRINTER RENTALS**

**Contractor Provided Equipment.** Equipment shall meet all standards established by specification or incorporated by reference and shall be maintained in good repair by the Contractor. The Contractor shall provide equipment including software, software installed, hardware, and consumables as stated. The contractor shall provide updated Microsoft Win7 Security Patches as they come available. Costs for these patches are included in the pricing offered for daily/monthly rates.

**Government Provided Services, Licensing, and Software:** Licenses will be provided under existing USFS Enterprise Licensing Agreements. GIS software will be installed per directions as detailed in 2014 GIS Installation instructions provided to SmartSource Rentals. When returned GIS computers will be wiped, reimaged/reinstalled, licenses reset and will be ready for the next order. This software will be provided to the vendor(s) in a media device that is at the discretion of the Geographic Area (i.e., thumb drive, CD, DVD, etc.). I-Suite software can be downloaded from the following Web site: <http://isuite.nwcg.gov/index.html>

#### MINIMUM EQUIPMENT REQUIREMENTS

The contractor is responsible for all computer/printer rentals necessary to meet or exceed the BPA specifications.

#### Extent of Obligation

It is here noted that the Government is obligated only to the extent of authorized purchases actually made under the BPA by authorized USDA/DOI Employees. Individual orders shall not exceed \$150,000.

**2016 Schedule of Services and Pricing**

	<b>Contractor Name &amp; Address:</b> SmartSource Rentals 4630 E. Elwood Street, #14 Phoenix, AZ 85040	<b>Order Phone &amp; Fax:</b> <b>Daytime ph: 480.829.6336</b> <b>After-hours: 480.588.2411</b>  Fax: 480.829.6515
<b>Main contact: Tom Joanes</b>	DUNS: 130892078	Most orders on-site within 24 hours! Thank you for your trust.

Description	Rate	Unit
<b><u>IPAD (MINIMUM REQUIREMENTS)</u></b> iPad Air 16G, WiFi + Verizon 4G, Protective Case, charging cable. Monthly Data plan allowance: 5GB. Will auto-renew at the end of each rental period. Software load: Custom configuration consisting of recommended Fire and Aviation Apps	\$399	Month
<b><u>GIS LAPTOP (MINIMUM REQUIREMENTS)</u></b> Core i7, 16G RAM, 4G dedicated video card, 1TB SSD, DVD+/-RW, 10/100/1000 NIC, 802.11ac, Wireless NIC, 17" Screen. External mouse, mouse pad, battery, power brick, carrying case, and 25 ft. Ethernet cable. Software load: Windows 7 Pro (64-bit), MS Office 2013 Pro (32-bit), custom configuration of specified base software and agency provided ArcGis pkg.	\$499	Month
<b><u>FBAN LAPTOP (MINIMUM REQUIREMENTS)</u></b> Core i7, 16G RAM, 4G dedicated video card, 1TB SSD, DVD+/-RW, 10/100/1000 NIC, 802.11ac, Wireless NIC, 17" Screen. External mouse, mouse pad, battery, power brick, carrying case, and 25 ft. Ethernet cable. Software load: Windows 7 Pro (64-bit), MS Office 2013 Pro (32-bit), Anti-Virus, custom configuration of specified base software and FBAN pkg.	\$499	Month
<b><u>I-SUITE SERVER LAPTOP (MINIMUM REQUIREMENTS)</u></b> Core i7, 8G RAM, 1G dedicated video card, 500G HD, DVD+/-RW, 10/100/1000 NIC, 802.11b/g/n Wireless NIC, 17" Screen. External mouse, mouse pad, battery, power brick, carrying case, and 25 ft. Ethernet cable. Software load: Windows 7 Pro (64-bit), MS Office 2013 Pro (32-bit), Anti-Virus, I-Suite Server, ROSS, custom configuration of specified base software	\$399	Month
<b><u>FIRE LAPTOP (MINIMUM REQUIREMENTS)</u></b> Core i5, 4G RAM, 250G HD, DVD+/-RW, 10/100/1000 NIC, 802.11g/n Wireless NIC, 15" Screen. External mouse, mouse pads, battery, power brick, carrying case, and 25 ft. Ethernet cable. Software load: Windows 7 Pro (64-bit), MS Office 2013 Pro (32-bit), Anti-Virus, I-Suite Server & Client, ROSS, custom configuration of specified base software	\$249	Month
<b><u>LARGE DISPLAY MONITORS</u></b> 24" LED Widescreen Monitor (1920x1200)	\$149.00	Month
<b><u>LCD PROJECTORS</u></b> 3000 lumen LCD Projector (1024x768). Includes remote, carrying case and VGA cable.	\$479.00	Month

<b><u>LASER COLOR DESKTOP MFC (PRINTER/COPIER/FAX/SCANNER)</u></b> Desktop COLOR MFC that prints/copies/faxes/scans , with network card. Up to 8.5"x14" output. Includes partial set of toners and 2 reams of 8.5"x11" paper/printer.	\$449.00	Month
<b><u>REPLACEMENT TONER CARTRIDGES FOR COLOR MFC</u></b> Desktop MFC toner cartridges. Non-refundable. Recommend 1 spare set of toners for every 3 color MFC's ordered.	\$379.00	Each
<b><u>LASER B/W DESKTOP MFC (PRINTER/COPIER/FAX/SCANNER)</u></b> Desktop Black/White MFC that prints/copies/faxes/scans, with network card. Up to 8.5"x14" output. Includes partial toner and 2 reams of 8.5"x11" paper/printer.	\$229.00	Month
<b><u>REPLACEMENT TONER CARTRIDGES FOR B/W MFC</u></b> Desktop MFC toner cartridges. Non-refundable. Recommend 1 spare toner for every 5 b/w MFC's ordered.	\$99.00	Each
<b><u>B/W LASER PRINTERS</u></b> HP LaserJet 4250/4350N USB network printer, 45-55 PPM, one partial toner cartridge. Up to 8.5"x14" output. Includes partial toner and 2 reams of 8.5"x11" paper/printer.	\$279.00	Month
<b><u>REPLACEMENT B/W LASER PRINTER CARTRIDGES</u></b> Replacement toner cartridges for LaserJet 4250/4350 printer. Non-refundable. Recommend 1 spare toner for every 5 b/w laser printer ordered.	\$149.00	Each
<b><u>COLOR INKJET PRINTERS – LARGE FORMAT</u></b> Color inkjet printer with new set of toner cartridges, wired and wireless network card. Up to 11"x17" output. Includes 2 reams of 11"x17" paper/printer.	\$439.00	Month
<b><u>REPLACEMENT SET OF COLOR INKJET CARTRIDGES – LARGE FORMAT</u></b> Full replacement set of inkjet cartridges. Non-refundable. Recommend 2 spare set of toners for every 1 large format color inkjet printer ordered.	\$175.00	Each Set
<b><u>REAM OF 8.5X11 PAPER (ADDITIONAL)</u></b> 20 lb. bond. 500 sheets/ream. Non-refundable.	\$15.00	Each
<b><u>REAM OF 11X17 PAPER (ADDITIONAL)</u></b> 20 lb. bond. 500 sheets/ream. Non-refundable.	\$30.00	Each
<b><u>NETWORK SWITCHES</u></b> 16-port 10/100/1000 Gigabit Ethernet switches	\$99.00	Month
<b><u>NETWORK SWITCHES</u></b> 24-port 10/100/1000 Gigabit Ethernet switches	\$129.00	Month
<b><u>NETWORK WIRELESS ROUTER</u></b> 4-port Ethernet Broadband 802.11b/g/n Wireless Router	\$49.00	Month
<b><u>NETWORK ATTACHED STORAGE DEVICES</u></b> 10/100/1000 Network Attached Storage w/(2) 2TB configured w/ RAID 1 Array	\$299.00	Month
<b><u>NETWORK CAT5E/CAT6 CABLES</u></b> Cat5e Ethernet Drop Cable (100 ft. length)	\$20.00	Month
<b><u>NETWORK CAT5E/CAT6 CABLES</u></b> Cat5e Ethernet Drop Cable (50 ft. length)	\$15.00	Month

<b><u>NETWORK CAT5E/CAT6 CABLES</u></b> Cat5e Ethernet Drop Cable (25 ft. length)	\$10.00	Month
<b><u>EXTERNAL NUMERIC KEYPADS</u></b> USB Numeric Keypads	\$20.00	Month
<b><u>KEYBOARD/MOUSE SET</u></b> External USB Keyboard & Mouse Set	\$10.00	Month
<b><u>PACKAGING AND HANDLING</u></b> Box, foam, bubble packaging and handling per box	\$25.00	Each
<b><u>LOGISTICS</u></b> Delivery/courier/freight charges to be determined at time of order.	TBD	Each
<b><u>PHONE-IN TECH SUPPORT</u></b> We do provide complimentary tech support for SmartSource hardware failure. However, we do charge for any tech support, assistance or guidance for network setup, configuration, and/or any tech support outside hardware failure.	\$200.00	Per hour
<b><u>EQUIPMENT SETUP</u></b> Equipment setup may be available in local delivery areas. If setup is required on a local delivery, labor will be billed at \$200/hr/tech in addition to "Logistics" fees noted above.	\$200.00	Hourly w/2 hr. minimum

## **Individuals Authorized to Place Orders**

*Orders can be placed for incidents nationwide, except Region 5 California. Region 5 has established separate BPAs.*

Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, Contracting Officers, and Purchasing Agents are authorized to place orders against this agreement. Orders must be placed in accordance with established ordering procedures as specified in National and Regional mobilization guides.

## **Rental Process**

### **Ordering**

The SmartSource Phoenix office will be the initial point of contact for all orders. Phoenix daytime phone number: 480.829.6336, **24/7 After Hours Phone: 480.588.2411**. SmartSource Computer & Audio Visual Rentals has 21 offices nationwide, which can be used to fulfill Fire orders. However, all orders are coordinated through the Phoenix office at phone and pager numbers noted above.

**Order placement is available 24/7 via our dedicated Emergency Response Hotline: 480.588.2411. Expedited freight and courier service is available 7 days a week. Most orders are fulfilled on-site within 24-48 hours. Please ensure returning equipment is packed securely. Damaged equipment may be charged to the Incident if damage was due to Government negligence.**

**Payments**

1. Payments should be made via credit card by the local incident agency. Credit card information will be due at time of order or within 1 business day after order is placed. However, credit cards won't be processed for payment until the end of each month's rental period.
  - Original buyer's credit card will continue to be charged for each monthly rental period until
  - All equipment from order is returned, or until SmartSource Rentals is provided with another Buyer's credit card
2. If payments are processed by the Incident Management Team (IMT), an OF-286 Equipment Use Invoice should be utilized.
3. Payments shall be made by the Local Purchasing Official, Albuquerque Service Center, or DOI agencies payment center:  
**Forest Service:**  
Albuquerque Service Center – B&F  
Incident Finance  
101 B Sun Avenue NE  
Albuquerque, NM 87109  
1-877-372-7248  
  
**DOI/ BLM Payment Address:**  
National Business Center  
PO Box 25047, Bldg. 50  
Denver Federal Center  
Denver, CO 80225-0047  
Mail Stop BC -620  
303-236-7117  
  
**DOI/NATIONAL PARK SERVICE:**  
13461 Sunrise Valley Dr.  
Herndon, VA. 20171  
703-487-9310
4. IMT's are responsible for submitting copies of their anticipated needs to the Designated Ordering Office.
5. Each order will require the following, preferably via the SmartSource auto-calculating spreadsheet order form:
  - a. Resource order with assigned number
  - b. Fire name
  - c. Fire number
  - d. Location of the fire
  - e. Quantity and Items being requested
  - f. Contact person to receive and hold FULL accountability of equipment ordered,
  - g. Timeframe estimated for rental (End of Incident), there is a one month minimum for all orders.
  - h. Shipping costs to and from Incident (estimated)
6. See the Schedule of Items for pricing.

7. Host agency at each Incident shall work with IMT personnel (CTSP, COML, PROC, FSC) to assure that all equipment is received, paid, and returned to the contractor as agreed under the order placed.
8. Incident Management Teams shall provide property transfer documentation noting the team and contact information of individual(s) and position(s) held that will take over the accountability of equipment.
9. Further accountability responsibilities are given to the IMT members: CTSP and COML to assure that all units are accounted for at the receipt and return of equipment. Logs shall be maintained and turned into the Finance Section upon return of equipment to support the payment for the units.
10. Contractor shall be notified of this information within one (1) business day following the receipt of the equipment.
11. Contractors shall provide to the Government a tracking log of all equipment shipped and returned per incident.
12. Any equipment that is returned damaged or lost needs to be reported to the incident contact as soon as possible.
13. The Incident Management Team and or Host Agency shall be responsible for the return shipping of all equipment back to the contractors.
14. No cancellation of orders shall be accepted by the contractor after the equipment is shipped and or leaves their business.
15. Yearly review of IT hardware and software requirements will be done and incorporated each respective year.
16. The Contracting Officer listed on this agreement shall process all claims.
17. If elected, credit card payments may be made by local procurement officials using established commercial invoicing procedures. Original buyer's credit card will continue to be charged for each monthly rental period until: A. All equipment from order is returned, or until; B. SmartSource Rentals is provided with another Buyer's credit card.

### **Special Terms and Conditions**

- All rates have a one month minimum.
- The monthly rental rates listed apply for a one month rental period.
- The first month of a rental is not eligible for pro-ration.
- Subsequent months are eligible for a pro-ration of 50% of the monthly rental rate if the equipment is received in the SmartSource Rentals office by the 15<sup>th</sup> day of any subsequent rental period.
  - Any equipment received after the 15<sup>th</sup> day of any subsequent rental period will be invoiced at the full monthly rental rate.
- SmartSource Rentals will also extend a 3 day grace period to receive equipment back from a rental. For example, if the rental period ends on May 1 and SmartSource Rentals receives the equipment back on May 4, SmartSource rentals will effectively consider that the rental period ended on May 1, and not invoice for the subsequent rental period. Only exception to this would be the auto-renewal of the Verizon data plan for iPad rentals. See below.

- *We do provide complimentary tech support for SmartSource hardware failure. However, we do charge for any tech support, assistance or guidance for network setup, configuration, and/or any tech support outside hardware failure.*
- iPads
  - Due to the significant additional prep time for the custom configuration, labeling and activation of iPads, SmartSource Rentals response time to get the iPads on-site may be delayed to 48-72 hours, instead of our normal 24-48 hours. If equipment other than iPads are ordered, that equipment may be shipped in a separate shipment to arrive within our normal 24-48 hours, with the iPads coming in on a later shipment.
  - For the iPad(s), if the government agency ships the iPad(s) back to SmartSource Rentals before the end of monthly rental period, but SmartSource Rentals doesn't receive the iPad(s) until after the Verizon 4G data plan auto-renews, SmartSource Rentals will have to bill the government agency for that last Verizon 4G auto-renewal, currently estimated at \$75/mo for 5GB Verizon data plan. However, SmartSource Rentals will not bill the government agency for another month of the iPad(s) rental rate.