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. **AG-04H1-B-15-9901**	3. AWARD/EFFECTIVE DATE **1/22/15**	4. ORDER NO.	5. SOLICITATION NO.	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL	a. NAME **Ben R. McGrane**		b. TELEPHONE NO. *(No collect calls)* **(541) 410-5714**	8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY CODE

USDA FOREST SERVICE
R6 Fire & Aviation Contracting
1740 S.E. Ochoco Way
Redmond, OR 97756

10. THIS ACQUISITION
☒ UNRESTRICTED
☐ SET ASIDE: 100 % FOR
☐ SMALL BUSINESS
☐ HUBZONE
☐ 8(A)
NAICS: **115310**
SIZE STD: **1500**

11. DELIVERY FOR FOB UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☒ RFQ ☐ IFB ☐ RFP

15. DELIVER TO CODE

16. ADMINISTERED BY CODE

USDA FOREST SERVICE
R6 Fire & Aviation Contracting
1740 S.E. Ochoco Way
Redmond, OR 97756

17a. CONTRACTOR/CO OFFEROR FACILITY CODE

SmartSource Computer &
Audio Visual Rentals
4630 E. Elwood Street, Suite 14
Phoenix, AZ 85040

TELEPHONE #: 480.829.6336, 24/7 After Hours: 480.588.2411
DUNS NO. 130892078

18a. PAYMENT WILL BE MADE BY CODE

☐ 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 ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SECTION B FOR SCHEDULE OF ITEMS				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED. (***See www.arnet.gov for FAR Clauses in full text)***

28. ☒ CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _1_ 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. ☐ 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
/s/ Tim Cling

31a. UNITED STATES OF AMERICA
/s/ Ben R. McGrane

30b. NAME AND TITLE OF SIGNER	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER	31c. DATE SIGNED
Tim Cling, VP of Sales	**01/22/15**	**Ben R. McGrane**	**01/22/15**

2015 Region 6 Computer Rental BPA

Agreement Number: AG-04H1-B-15-9901

Award effective 1/22/15

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.

2015 Schedule of Services and Pricing

SmartSource® COMPUTER & AUDIO VISUAL RENTALS	**Contractor Name & Address**: SmartSource Rentals 4630 E. Elwood Street, #14 Phoenix, AZ 85040	**Order Phone & Fax:** **Daytime ph: 480.829.6336** **After-hours: 480.588.2411** Fax: 480.829.6515
Main contact: Tom Joanes	EIN: 11-2700962 DUNS: 130892078	Most orders on-site within 24 hours! Thank you for your trust.

Description	Rate	Unit
iPad (minimum requirements) 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
GIS laptop (minimum requirements) 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 2010 Pro (32-bit), custom configuration of specified base software and agency provided ArcGis pkg.	$399	Month
FBAN laptop (minimum requirements) 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 2010 Pro (32-bit), Anti-Virus, custom configuration of specified base software and FBAN pkg.	$399	Month
I-Suite Server laptop (minimum requirements) 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 15 ft. Ethernet cable. Software load: Windows 7 Pro (64-bit), MS Office 2010 Pro (32-bit), Anti-Virus, I-Suite Server, ROSS, custom configuration of specified base software	$399	Month
Fire laptop (minimum requirements) 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 15 ft. Ethernet cable. Software load: Windows 7 Pro (64-bit), MS Office 2010 Pro (32-bit), Anti-Virus, I-Suite Server & Client, ROSS, custom configuration of specified base software	$249	Month
Large Display Monitors 19-20" LCD Flat Panel Monitor (1600x1200)	$99.00	Month
Large Display Monitors	$149.00	Month

24" LCD/LED Widescreen Monitor (1920x1200)		
LCD PROJECTORS 3000 lumen LCD Projector (1024x768). Includes remote, carrying case and VGA cable.	$479.00	Month
LASER COLOR DESKTOP MFC (PRINTER/COPIER/FAX/SCANNER) 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
REPLACEMENT TONER CARTRIDGES FOR COLOR MFC Desktop MFC toner cartridges. Non-refundable. Recommend 1 spare set of toners for every 3 color MFC's ordered.	$379.00	Each
LASER B/W DESKTOP MFC (PRINTER/COPIER/FAX/SCANNER) 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
REPLACEMENT TONER CARTRIDGES FOR B/W MFC Desktop MFC toner cartridges. Non-refundable. Recommend 1 spare toner for every 5 b/w MFC's ordered.	$99.00	Each
B/W LASER PRINTERS 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
REPLACEMENT B/W LASER PRINTER CARTRIDGES 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
COLOR INKJET PRINTERS – LARGE FORMAT Color inkjet printer with new set of toner cartridges, and wireless network card. Up to 11"x17" output. Includes 2 reams of 11"x17" paper/printer.	$439.00	Month
REPLACEMENT SET OF COLOR INKJET CARTRIDGES – LARGE FORMAT Full replacement set of inkjet cartridges. Non-refundable. Recommend 2 spare set of toners for every 1 large format color inkjet printer ordered.	$125.00	Each Set
REAM OF 8.5X11 PAPER (ADDITIONAL) 20 lb. bond. 500 sheets/ream. Non-refundable.	$15.00	Each
REAM OF 11X17 PAPER (ADDITIONAL) 20 lb. bond. 500 sheets/ream. Non-refundable.	$30.00	Each
NETWORK SWITCHES 16-port 10/100/1000 Gigabit Ethernet switches	$99.00	Month
NETWORK SWITCHES 24-port 10/100/1000 Gigabit Ethernet switches	$129.00	Month
NETWORK WIRELESS ROUTER 4-port Ethernet Broadband 802.11b/g/n Wireless Router	$49.00	Month
NETWORK ATTACHED STORAGE DEVICES 10/100/1000 Network Attached Storage w/(2) 2TB configured w/ RAID 1 Array	$299.00	Month

NETWORK CAT5E/CAT6 CABLES Cat5e Ethernet Drop Cable (100 ft. length)	$20.00	Month
NETWORK CAT5E/CAT6 CABLES Cat5e Ethernet Drop Cable (50 ft. length)	$15.00	Month
NETWORK CAT5E/CAT6 CABLES Cat5e Ethernet Drop Cable (25 ft. length)	$10.00	Month
EXTERNAL NUMERIC KEYPADS USB Numeric Keypads	$20.00	Month
KEYBOARD/MOUSE SET External USB Keyboard & Mouse Set	$10.00	Month
PACKAGING AND HANDLING Box, foam, bubble packaging and handling per box	$25.00	Each
LOGISTICS Delivery/courier/freight charges to be determined at time of order.	TBD	Each
EQUIPMENT SETUP 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:
    Attn: Debbie Townsend
    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 the 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 the 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 15th day of any subsequent rental period.
    - Any equipment received after the 15th 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.

- 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.