

Date: 02/17/2009

To: Logistic Section Chiefs, and Food Unit Leaders.

Contract No: AG-024B-C-10-9005, AG-024B-C-10-9006, AG-024B-C-10-9007, AG-024B-C-10-9008, AG-024B-C-10-9009, AG-024B-C-10-9010, AG-024B-C-10-9011, AG-024B-C-10-9012, AG-024B-C-10-9013, AG-024B-C-10-9014, AG-024B-C-10-9015, AG-024B-C-10-9016, AG-024B-C-10-9017, AG-024B-C-10-9018, AG-024B-C-10-9019, AG-024B-C-10-9020, AG-024B-C-10-9021, AG-024B-C-10-9022,

Project: Incident Mobile Food Services

Contractor: Big Sky Mobile Catering, Bishop Services, Inc., Blagg's Food Service, Cattlemen's Meat Company, D. F. Zee's Firefighter Catering, For Stars Express, Inc., Houston's Catering, Inc., Houston's Too, LC, Incident Catering Services, Mormon Lake Lodge, Nu-way Inc., Port A Pit Catering Services, Prestige Food Corporation, Scofield Catering and Management, Stewart's Firefighter Food Catering, Inc., The Lake Inc., Thunder Mountain Catering CO., Yellowstone Kelly's Catering.

You are hereby designated project inspector for the above contracts.

Your major duties and responsibilities are:

1. Check the Contractor's performance for compliance with the technical specifications, work schedules, and Labor Standards of the contract.
2. Advise the Contractor promptly by issuing Form FS-6300-12, Work Order and Notice of Noncompliance, about any deviations there from.
3. Report promptly to the COTR or ACO any refusal or failure by the Contractor to comply with such contract provisions, unsatisfactory developments, unsafe work practices, relationships, etc., as they occur.
4. Keep Unit Log or official daily diary about all actions, happenings, and other developments that may be useful to have recorded at a later date in the event of a dispute or investigation. A copy of all pertinent documentation related to contractor deficiencies and a Performance Evaluation will be forwarded to the Administrative Contracting Officer at the National Interagency Fire Center (NIFC) in Boise Idaho at the end of each 2 week assignment.
5. All dealings with the Contractor regarding enforcement of the terms and conditions of the Contract, including technical specifications are the specific responsibility of COTR/ Administrative Contracting Officer. Any changes are the specific responsibility of the Administrative Contracting Officer. The inspector shall not act as foremen, perform any duties for the Contractor, or interfere with the management of the work by the Contractor.
6. Ensure Contractor Initiates Daily Invoices as required and that invoice amounts are correct prior to signing for Submittal to The USFS Albuquerque Service Center.
7. Assist in maintaining a contract file of all documents, including the official daily diary/unit Log, Performance Evaluations and other records prepared at the incident related to the administration of the contract.
8. Establish proper working relations with Contractor's authorized representatives.

It is emphasized that you, as an Inspector, must secure compliance with the specifications of the contract. It is essential, therefore, that you familiarize yourself with the terms and conditions of the contract.

Your responsibilities are limited to the areas specifically listed in this letter. All questionable items must be immediately referred to the COTR or ACO. The current list of COTRs is provided at <http://www.fs.fed.us/fire/contracting/>.

Sincerely,



Lothar E Kososik

Contracting Officer's Technical Representative

cc: Contractor, Contracting Officer, NIFC: COTR File
cc: Albuquerque Service Center, Incident Business