

REPLACEMENT REQUEST for MECHANICS
(IBPA/VIPR CONTRACT, USFS – Region 5)

1. Vendor contacts either Dave Marion (Primary) or Sue Zahn (Secondary) to request the replacement of the current Mechanic on the vendor's agreement. The new replacement Mechanic must meet the requirements as stated in the agreement, and be "fire ready" at time of replacement. The new Mechanic will only be replaced in the same dispatch center location as the Mechanic being replaced.

Dave Marion – 530-414-5013 – dpmarion@fs.fed.us

Sue Zahn – 909-382-2786 – szahn@fs.fed.us

2. Vendor submits identifying information (see attached Mechanic information form) regarding the Mechanic that will be removed from the agreement (replaced), and the new Mechanic to be added to the agreement as a replacement.
3. The new replacement Mechanic must have equal or greater experience and certifications as the Mechanic being replaced.
4. Vendor will submit a resume for the new replacement Mechanic that clearly documents years of experience as a Mechanic, type of equipment the Mechanic is experienced with, and years of experience the Mechanic has working on fire apparatus (if applicable). See agreement specifications if needed.
5. Vendor will ensure at least 3 references with valid contacts are included for each new Mechanic on their resumes.
6. List of the new Mechanic(s) ASE, EVT and other certificates are on the resume(s), and copies of the certificates are included with the resumes.
7. The new Mechanic(s) resume, certificates, and experience will be reviewed. The new replacement Mechanic(s) references will be contacted and experience verified.
8. Completed replacement Mechanic package will be submitted to:

Dave Marion – 530-414-5013 – dpmarion@fs.fed.us

Sue Zahn – 909-382-2786 – szahn@fs.fed.us

9. The vendor will be notified when the new replacement Mechanic is good-to-go
10. The vendor must follow-up with the Contracting Officer to insure the new Mechanic is added to the agreement and is good-to-go on the agreement prior to dispatching the new Mechanic.

Request for Replacement Mechanic

(Vendors with current IBPA/VIPR agreements with USDA - Forest Service, Region 5)

MECHANIC REPLACEMENT INFORMATION

Date: _____

Name of Company: _____

Current IBPA/VIPR Agreement Number: AG-9J61-B- _____

Owner/Contact Person: _____

Phone / Cell #: _____

Vendor email: _____

Mechanic to be REMOVED from agreement/contract:

NAME: _____ **Mechanic** **Type1** or **Type 2**

Dispatch Center (location): _____

Mechanic to be ADDED to agreement/contract:

NAME: _____ **Mechanic** **Type1** or **Type 2**

Dispatch Center (location): _____