You are authorized the responsibility and authorized to perform the function of Contracting Officer's Technical Representative (COTR) on the above contracts. Your major duties and responsibilities are:

1. Assist the Contracting Officer (CO) with contract enforcement with the technical specifications, work schedules, labor standards and compliance with environmental, health and safety issues of the contract.

2. Contact the CO, in a timely manner, whenever the Contractor’s equipment or personnel are not in condition to perform the services required and recommend necessary action to the CO.

3. Communicate with the CO any recommended scope changes or other changes that may result in a modification to the contract. Recommended contract modifications or adjustments will be provided to the CO with appropriate documentation for the request.

4. Recommend to the CO any necessary action related to delays in contract performance or the need to stop work under the contract, and document past performance by accurately characterizing the contractor’s actual performance.

5. Report any discrepancies in invoices to the CO and provide documentation to support the representation.

6. Designate qualified Inspectors to assist with contract compliance and ensure designated Inspectors are performing their delegated duties.

7. Resolve differences or disputes between Inspectors and Contractors. If resolution cannot be reached, contact the CO. Written documentation regarding all disputes must be forwarded to the CO.

8. Ensure contract daily diaries and/or unit logs are maintained documenting all contract actions, in regards to deficiencies, that may be useful at a later date in the event of a dispute or investigation. All documentation shall be forwarded to the CO.

In accordance with FAR 1.602-2(d):

*You have no authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract.

*You shall not redelegate your designated authority to another person.

*You may be personally liable for unauthorized acts.

BRYCE PITCHFORD, Contracting Officer

CC: CONTRACTOR, COTR, Contract Files
CONTRACTING OFFICER’S REPRESENTATIVES (CORs)
FOR THE
NATIONAL TYPE 2-IA FIREFIGHTER CREW CONTRACTS
(11-16-16)

Mary Fields
26 Fort Missoula Rd
Missoula, MT 59804
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Cell: 406-370-7312
Email: mfields@fs.fed.us

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Neil Austin
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Email: naustin@fs.fed.us

Contractors: Please submit your training related information and other matters to the following COR’s:

Mary Fields – CLINs in Region 1
Cathy Baird – CLINs in Region 4
Sue Zahn – CLINs in Region 5
Katie Mergel – CLINs in Region 6
Ron George – CLINs in Region 6
Lyle Klenski – CLINs in Region 6
Lisa Rynearson – CLINs in Region 6
Neil Austin – CLINs in Region 6
Terry Eller – CLINs in Region 8
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<tr>
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<tr>
<td>A.S.I. Arden Solutions</td>
<td>AG-024B-C-16-9017</td>
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<td>PatRick Environmental, Inc.</td>
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<td>Torres Contracting, Inc.</td>
<td>AG-024B-C-16-9028</td>
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