

Exhibit 4 - Checklist for Rental of Land for Temporary Emergency Use

DEPARTMENT OF INTERIOR Bureau of Land Management Alaska Fire Service P.O. Box 35005 Fort Wainwright, AK 99703-0005																							
<b>CHECKLIST FOR RENTAL OF LAND FOR TEMPORARY EMERGENCY USE</b>																							
Prior to renting land for temporary emergency use (e.g. for campground, parking, work areas), complete the checklist below. <b>Items that apply below become part of the agreement and must be addressed in description of the land.</b>																							
1.	Who is the legal validated owner? Who is authorized to sign agreement (school superintendent versus school principal)? Written documentation must be provided by owner when a legal representative has been designated. Agreement will be with the legal owner.																						
2.	A complete detailed description of the land, including specific location, boundaries and usage. What is the acceptable method of tracking use of land (i.e., shift ticket)?																						
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	l.	Specific clean-up (bark, mulch, sawdust, gravel, etc)
	m.	Property Impact - Discuss possible physical changes that may occur.
	n.	Re-seeding/de-compaction requirements.
	o.	Abandonment of improvements (i.e., if IMT installed a fence or culvert, will it be left behind?)
3.		Discuss the intended use of the land and include any restrictions that the owner may have (off-limit areas, etc).
4.		Provisions for making alterations to the land and placement of signs.
5.		Perform and document a pre- and post-use physical joint inspection by the landowner/ authorized representative and government representative(s). Take pre- and post-inspection pictures and include them in the agreement package.
6.		Discuss terms for loss, damage, or destruction of property.
7.		Discuss contracting terms and conditions.
8.		Rate negotiation should involve a warranted contracting officer. State the agreed upon rate and specific utilities to be included or not included in tis agreement. <b>Rates and terms of agreement require a warranted contracting officer's approval and signature.</b>
9.		Vendor must be registered in the internet based Central Contractor's Registration (CCR). <a href="http://www.ccr.gov">http://www.ccr.gov</a>

MATRIX FOR COST ANALYSIS

\$ \_\_\_\_\_ X 7 Days = \_\_\_\_\_

\$ \_\_\_\_\_ X 14 Days = \_\_\_\_\_

\$ \_\_\_\_\_ X 21 Days = \_\_\_\_\_

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AGREEMENT FOR RENTAL OF LAND FOR EMERGENCY USE	
Incident Name: _____	Incident Number: _____
Incident Order Number: _____	Agreement Number: _____
Owner Name: _____	
Mailing Address: _____ _____	
Contact Numbers: _____	
Tax ID or SSN: _____	
The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land and/or facilities for use by the BLM/AFS as:	
This agreement shall remain in effect from _____ until _____.	
A new agreement and inspection(s) will be initiated by new Incident Management Team, unless there are no changes to the agreement.	

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<p><b>DESCRIPTION OF LAND:</b></p> <p>Address of specific location. Use landmark descriptions to the property if street or highway address is not available. Include access roads, buildings, paved areas, utility lines, fences, landscaping and any other physical features that describe the area. Identify structures/areas not included in the agreement and what efforts will be taken to restrict the area. <b>Include items from the checklist.</b></p> <p>Approximate area of land under agreement:</p>
<p><b>RATE:</b></p> <p><input type="checkbox"/> Monthly Rate: For each portion of a month, or portion thereof, that the land is used, the BLM/AFS will pay the sum of \$_____. Re-negotiation of a lower rate may be made after one month.</p> <p><input type="checkbox"/> Daily Rate: For each day, or portion thereof, that the land listed above is used, the BLM/AFS will pay the established rate of \$_____ not to exceed \$_____.</p> <p>In accordance with the BLM/AFS payment procedures and the Prompt Payment Act, payment will be made at the end of the agreement period. Funds will be disbursed electronically. Owner is required to complete Automated Clearing House form for Electronic Fund Transfer (EFT) or request a waiver from EFT.</p> <p><b>UTILITIES: (Check only one)</b></p> <p><input type="checkbox"/> The above sum includes all utility charges (telephone, electricity, diesel generator, water, fuel, propane, etc</p> <p><input type="checkbox"/> The above sum excludes utility charges. The BLM/AFS will pay the owner the sum determined due by the Contracting Officer based on:</p>



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**LOSS, DAMAGE OR DESTRUCTION:** The Government will assume liability for the loss, damage or destruction of land furnished under this Agreement, provided that no reimbursement will be made for loss, damage, or destruction when due to (1) ordinary wear and tear, or (2) the fault or negligence of the owner or the owner's agent(s).

**TERMS AND CONDITIONS:** This Agreement is subject to the Prompt Payment Act (31USC1801) and to Office of Management and Budget Circular A-125. The following Terms and Conditions are incorporated by reference to 41 CFR: **See <http://www.acqnet.gov> and attached clauses**

**See Exhibit 8 in the GAS for clauses.**

Owner or Owner's Agent	Warranted Contracting Officer
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Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Mailing _____	Mailing: _____
Address: _____	Address: _____
_____	_____
Phone (Day): _____	Phone: _____
Night: _____	



