

Exhibit 5 - 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

CHECKLIST FOR RENTAL OF LAND FOR TEMPORARY EMERGENCY USE

Prior to renting land for temporary emergency use (e.g. for campground, parking, work areas), complete the checklist below. **Items that apply below become part of the agreement and must be addressed in description of the land.**

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)?
a.	Access - roads, gates, etc (Any special access requirements?)
b.	Noxious Weeds - What steps will IMT take to prevent spread of Noxious Weeds?
c.	Fences/gates/etc - Can it be removed? Do we need to put up a fence?
d.	Livestock - Does the livestock need to be removed?
e.	Flight path - Any obstructions that would effect aircraft?
f.	Irrigation/sprinkler system
g.	Spillage/Hazmat - Any visible indications of spills during pre-inspection?
h.	Reduce/increase costs when camp changes (ie.e from Type 1 - 2 - 3 teams due to less land being needed.)
i.	Terminate agreement and initiate new agreement when transferring from Type 1 - 2 - 3 teams.
j.	Hours of operation. Discuss with owner the intended hours of operation.
k.	Parking - Any restrictions to what can be parked or where to park?

This information is protected by the Privacy Act of 1974, as amended. Disclosure may be made only as authorized by the Act as prescribed in the Systems of Records Notice, OS, 86.

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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. Rates and terms of agreement require a warranted contracting officer's approval and signature.
9.		Vendor must be registered in the internet based Central Contractor's Registration (CCR). http://www.ccr.gov

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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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/far> and attached clauses

See Exhibit 11 in the GAS for clauses.

Owner or Owner's Agent

Warranted Contracting Officer

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Mailing _____

Mailing: _____

Address: _____

Address: _____

Phone (Day): _____

Phone: _____

Night: _____

