



**Defense Logistics Agency
Troop Support**

Construction and Equipment

**Heavy Equipment
Procurement Program
(HEPP)**

**Customer Handbook
May 2018**



HEPP

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1. INTRODUCTION

Welcome to the DLA Troop Support Heavy Equipment Procurement Program (HEPP). This program was established to provide our customers with broad, flexible and efficient long-term contracts for various types of Heavy Equipment.

The Heavy Equipment Program provides **COMMERCIAL-TYPE** heavy equipment for our military and other government agencies. This includes various types of Agricultural Equipment, Construction Equipment, Cranes, Fire and Emergency Vehicles, Material Handling Equipment, Portable Power, Snow Removal Equipment, Sweepers & Scrubbers and Trucks and Trailers.

HEPP is designed so our customers may tailor orders to their particular needs including adding optional equipment and accessories. This brochure details the specific types of equipment available through the Program, Program Features, Ordering and Contract Closeout Processes, and Contracting and Customer Support information.

2. HEPP PROGRAM

2.1 SCOPE

This program provides a wide variety of heavy equipment across nine separate and distinct product groups:

Towards the top of the HEPP website there is a link titled "[Available Product List](#)" which provides an overview of the manufacturers and types of products we have under contract with them.

Agricultural Equipment

- ❖ Agriculture Tractors and Related Agricultural Equipment, All-Terrain Vehicles, Utility Vehicles, Electric Utility Cars, Snowmobiles
- ❖ Rotary Cutters, Flail Mowers, Flail Shredders, Sprayers, Spreaders, Mowers, Brush Clearing Equipment, Balers, Tub Grinders, Crushers, Compactors, Chippers, Shredders/Shredding Systems, Composters, Screening Plants, Trommels, Self-Dumping Hoppers, Can Densors, Recycling Equipment

Construction Equipment

- ❖ Articulated Dump Trucks, Backhoe Loaders, Haulers, Integrated Tool Carriers, Material Handling Loaders, Off Road Dump Trucks, Skid Steer Loaders (Tracked and/or Wheeled), Track Loaders, Wheel Loaders, Wheeled Tractors
- ❖ Compact Construction Equipment, Crawler Tractors, Crawler-Mounted Excavators, Dozers, Fully Articulated Multi-Use Municipal Rubber Tired Tractors, Motorized Road Graders, Rubber Tired Tractors, Scrapers, Wheeled Excavators

- ❖ Compactors and other related equipment, Road Construction Machinery Including Vibratory Asphalt Pavers, Rollers

Cranes

- ❖ All-Terrain Hydraulic, Crawler Mounted Hydraulic, Lattice Boom, Rough Terrain Hydraulic, Truck-Mounted Hydraulic
- ❖ Barge-Mounted, Bridge, Bucket Boom Trucks, Derrick Diggers, Flight Deck Cranes, Gantry Cranes, Straddle Carriers, Tower Cranes, Hoists and Winches

Fire and Emergency Vehicles

- ❖ Rescue Vehicles, Brush And Wildland; Tankers, Pumpers, Aerials, Command Vehicles; Bomb Squad Vehicles; Hazmat Vehicles; Glider Kits; Aircraft Rescue Fire-Fighting Vehicles, All-Terrain Emergency Vehicles

Material Handling Equipment

- ❖ Forklifts, Man Lifts, Platform Lifts, Scissor Lifts, Telescopic Boom Lifts, Articulating Boom Lifts, Reach Stackers, Container Handlers, Belt Loaders, Tow Tractors, Warehouse Tractors.

Portable Power Equipment

- ❖ Generators (Gas, Diesel, Solar, Etc), Generator Sets, Microgrids, Light Towers and Compressors.

Snow Removal Equipment

- ❖ Snow Blowers, Snow removal equipment, De-icing vehicles and equipment, Snow plows, Brooms, Snow blowers, Snow sweepers.

Sweepers & Scrubbers

- ❖ Utility Sweepers, Warehouse Sweepers, Scrubbers, Street Sweepers, Runway Sweepers, Airfield Sweepers, Sewer Cleaners, Vacuum Loaders, Catch Basin Cleaners, Lavatory Service Trucks
- ❖ Balers, Tub Grinders, Crushers, Compactors, Chippers, Shredders/Shredding Systems, Composters, Screening Plants, Trommels, Self- Dumping Hoppers, Can Densors

Trucks and Trailers

- ❖ Water Tankers, Water Distributors, Water Tenders, Water Trailers And Related Equipment

- ❖ Lubrication And Fuel Dispensing Equipment, Mobile Service Fleets, Fuel Processing Systems, Petroleum Handling Equipment; Water Purification Equipment; Water Distillation Equipment
- ❖ Tractor Trailers, Construction Equipment Trailers, Airfield Specialized Trailers, Construction Trucks, Dump Trucks, Construction Workplace Trucks, Cement Mixers, Refuse Trucks
- ❖ Water Well Drilling Rigs And Support Vehicles, Recycling Bins/Trailers
- ❖ Wreckers and Hydroseeders

2.2 PROGRAM FEATURES

- ❖ Electronic transactions at all stages
- ❖ Five-year contracts with the Original Equipment Manufacturers; variety of high-range commercial equipment with well-known corporations
- ❖ Full range of contract administration services
- ❖ Quotes obtained in a timely matter
- ❖ Low Cost Recovery Rate
- ❖ Reduced administrative lead time
- ❖ Cradle-to-grave management; personalized care throughout the ordering and post-award process



3. CUSTOMER GUIDANCE

3.1 ORDERING PROCESS

Steps for placing a request through HEPP:

1. Generate a Control number (for tracking purposes); which can be as simple as your DODAAC followed by some alpha-numerical combinations. Put this number in the subject line of the email and in the spec document which becomes your control number for all future correspondence.
2. Create a draft “generic spec” (PDF/WORD doc). Do **not** list any manufacturers, model numbers and/or trademarks. Put the control number, DODAAC, quantity, specs and delivery location on the document.
 - a. You cannot request a particular manufacturer and/or part number under the HEPP program without a detailed sole source justification which would have to be approved by the highest levels in DLA (ie. very difficult).
 - b. Additional items such as spare parts, accessories, attachments, maintenance manuals, training, etc. must be included in the generic specs. The scope of our program only permits us to purchase these items at the same time that the equipment is being purchased.
3. Send an email to HEPP@dla.mil with your requirements and the Control number in the subject line.
4. The requirements will be entered into our system and you will receive a confirmation email. The buyer will open a solicitation for approximately two weeks. Once the solicitation closes the buyer will take about another week to rank the offers.
 - a. You will be notified if requested item is out of scope and/or not on contract.
5. Prior to receiving the lowest price quote for technical review, the customer will be sent an electronic copy of a Non-Disclosure Agreement and instructions for **all personnel who review the technical information and/or quotations**. This Non-Disclosure Agreement must be signed and returned to the Acquisition Specialist BEFORE you receive any quote information. These Agreements will be retained in the contract file.
 - a. to streamline the process, you may submit a completed NDA with your original RFQ request
6. The buyer will provide you with the low quote. You will compare this to your previously provided specs and advise if the quote is acceptable.
7. If the quote is acceptable, send a FUNDED MIPR to HEPP@dla.mil mailbox. The amount should be equal to the vendor’s quote PLUS the 2% HEPP fee (multiple quote by 1.02).
 - a. If you require **Overseas delivery**, you must provide a **TAC code and TCN number** with your funded MIPR.
 - b. **Please still reference your original Control number in the subject line of the Email.**
8. We will enter the MIPR in our system and a confirmation email will be sent.
 - a. Please allow our Finance office up to 7 days to issue an acceptance.

9. The final procurement step is issuance of a delivery order which will be issued in approximately 3-4 weeks.

**Timelines are only estimates and can vary/change depending on the complexity of the requirement and/or the buyer's other workload requirements.*

3.2 ACCEPTABLE TYPES OF FUNDING:

1. **MIPR** – Reimbursable

The following information is required:

- Customer's DoDAAC and Financial POC (to include name, phone number, and email address)

- MIPR Block 7 Address should read:

DLA Troop Support Philadelphia, FCD

Attn: HEPP Program

700 bbins Avenue Philadelphia, PA. 19111-5096

- a. For customers using MIPRs, if additional funds are needed for your equipment the same DD448 form for the MIPR can be used for the Amendment. Conversely funds may be reduced by using an amendment as well or credit memo.
2. **MILSTRIP** - For use of MILSTRIP customer sends request to DLA Troop Support Heavy Equipment Procurement Program email: HEPP@dla.mil advising they are ordering using MILSTRIP. Request must include the Fund Code, Quantity, Signal Code, Requisition number (s), Supplementary Address and a brief item description in the comments block.
 3. **DIRECT CITE FUNDS** - DLA Direct customers will fund their requirements via direct fund site (i.e. DDC and DRMO). For additional information on direct fund site, please contact the MIPR Administrator or Customer Support (See section 4.2 for contact information).

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0448.pdf>

4. CONTRACTING AND CUSTOMER SUPPORT

4.1 CONTRACTING

HEPP is continually adding new contracts/manufacture product lines to the program. Please refer to the below website for the most current list of available contracts.

<http://www.dla.mil/TroopSupport/ConstructionandEquipment/HeavyEquipment.aspx>

4.2 CUSTOMER SUPPORT

For any questions regarding the program, please contact the following:

Program Manager	Robert Spadaro, Jr.	215-737-8253
Customer Support	Eve Harmon	215-737-5812
Customer Support		215-737-8572

DLA TROOP SUPPORT
Construction and Equipment



**HEAVY EQUIPMENT
PROCUREMENT PROGRAM (HEPP)**

Customer Support	215-737-5812
Customer Support	215-737-8572

DLA TROOP SUPPORT

700 Robbins Avenue
Philadelphia, PA 19111
<http://www.dla.mil/TroopSupport.aspx>

Clothing and Textiles
Construction and Equipment
Industrial Hardware
Medical
Subsistence

Customer Contact Center

Toll Free: 1-877-DLA-CALL (1-877-352-2255)
DSN: 661-7766 **Commercial: 1-269-7766**