

**Defense Logistics Agency
Troop Support
Construction and Equipment**

**Heavy Equipment
Procurement Program
HEPP**

**Customer Handbook
January 2021**

Cranes



*Sweepers
and
Scrubbers*



Construction



Agricultural



Fire and Emergency Vehicles

INTRODUCTION

Welcome to the DLA Troop Support Heavy Equipment Procurement Program (HEPP). HEPP 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, Sweepers & Scrubbers, Fire and Emergency Vehicles, Material Handling Equipment, Snow Removal Equipment, Portable Power Equipment 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.



SCOPE

This program provides a wide variety of heavy equipment across nine separate and distinct product groups Commercial-type product lines which includes but is not limited to:

AGRICULTURAL EQUIPMENT

- All-terrain Vehicles, Utility Vehicles; Electric Utility Cars
- Tractors
- 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

CONSTRUCTION EQUIPMENT

- Wheel Loaders, Track Loaders, Wheeled Tractors
Man Lifts, Backhoe Loaders
- Integrated Tool Carriers, Construction Loaders,
Multi-terrain Loaders
- Articulated Dump Trucks, Skid Steer Loaders, Motorized
Road Graders, Motor Graders
- Track-Type Tractors, Dozers, Crawlers, Crawler-Mounted
Excavators, Wheeled Excavators
- Compact Construction Equipment, Wheeled Tractor/
Scrapers Concrete Mixers, Vibratory Asphalt Pavers,
Asphalt Paving Equipment, Landfill/Soil Compactors,
Asphalt & Pneumatic Compactors, Rollers, Cold Planners,
Rotary Mixers, Compactors, Trenchers

SCOPE

PORTABLE POWER EQUIPMENT

- Generators (Gas or Solar Powered), Generator Sets, Light Towers and Compressors

CRANES

- All-Terrain Hydraulic, Rough Terrain Hydraulic Cranes
- Lattice Boom
- Truck Mounted Hydraulic
- Crawler Mounted Hydraulic
- Barge Mounted, Bridge, Derrick Biggers
- Gantry Cranes, Straddle Carriers
- Tower Cranes
- Bucket Boom Trucks
- Flight Deck 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

SCOPE

SNOW REMOVAL EQUIPMENT

- Snow Removal Equipment; De-icing Vehicles and Equipment; Snow Plows; Brooms; Snow Blowers; Snow Sweepers

SWEEPER AND SCRUBBER EQUIPMENT

- Utility Sweepers, Warehouse Sweepers, Scrubbers, Street Sweepers, Runway Sweepers, Airfield Sweepers, Sewer Cleaners, Vacuum Loaders, Catch Basin Cleaners

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 Truck
- Lavatory Service Trucks, Water Well Drilling Rigs and Support Vehicles, Recycling Bins/Trailers

MATERIAL HANDLING EQUIPMENT (MHE)

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

SCOPE

PROGRAM FEATURES

- Cradle-to-Grave Management; Personalized Care Throughout The Ordering and Post-Award Process
- Electronic Transactions At All Stages
- Five Year contracts With The Original Equipment Manufacturers; Variety of High-Range Commercial Equipment With Well-Known Corporations
- The Best Discounts on Commercial Equipment
- Full Range of Contract Administration Services
- Quotes Obtained In a Timely Matter
- Low Cost Recovery Rate
- Reduced Administrative Lead Time



CUSTOMER ORDERING PROCESS

ORDERING PROCESS

Steps for placing an order through HEPP using a Military Interdepartmental Purchase Request (MIPR):

1. Customer identifies a requirement for commercial and/or modified commercial-type heavy equipment.
2. Customer must generate a Control Number (for tracking purpose) which can be as simple as a DODAAC followed by some alpha-numerical combinations. Put this number in the subject line of your email and in the spec document.
3. Customer needs to create a draft “generic spec”. Do not list any manufacturers, model numbers and/or trademarks. Included the contract number, DODAAC, quantity, specs and delivery location on the document.
4. Send an email to HEPP@dla.mil with your requirements and your Control Number on the subject line.
5. Once the requirements are entered into our system you will receive a confirmation email. The buyer will open a solicitation for approximately two weeks.
6. Prior to receiving the lowest price quote for technical review, the customer will be sent an electronic copy of a Non-Disclosure Agreement (NDA). This agreement must be signed and returned to the buyer BEFORE you receive any quote information. You may submit a completed NDA with your original RFQ request.
7. The buyer will provide you with the low quote. You will compare this to your specs and advise if the quote is acceptable.

CUSTOMER ORDERING PROCESS

8. If the quote is acceptable, send a FUNDED MIPR to- HEPP@dla.mil. The MIPR amount should be equal to the vendor's quote PLUS the 2% HEPP Fee (multiple quote by 1.02).
9. If you require Overseas delivery, you must provide a TAC code and TCN number with your funded MIPR.
10. The MIPR will be entered into our system and we will send you a confirmation email.
11. The final procurement step is the issuance of delivery order which will be issued in approximately 3 to 4 weeks.

NOTE: DO NOT FORWARD YOUR REQUIREMENT DIRECTLY TO ACQUISITION STAFF

CONTRACTING & CUSTOMER SUPPORT

CONTRACTING

Please visit our website for information on the Heavy Equipment Procurement Program:

<https://www.dla.mil/troopsupport/constructionandequipment/heavyequipment.aspx>

Forms available on this website:

HEPP Customer Request for Quote (RFQ) Form
MIPR Instructions for HEPP
MIPR 448 Form
Non-Disclosure Agreement (NDA)

CUSTOMER SUPPORT

Customer Inquiries & Status Requests: Heppcust@dla.mil
Send RFQ's & MIPRS to: Hepp@dla.mil

Contact the following for any questions regarding the program:
Program Manager 215-737-8253
Customer Support 215-737-5812



CUSTOMER NOTES

DLA TROOP SUPPORT CONSTRUCTION AND EQUIPMENT



HEAVY EQUIPMENT PROCUREMENT PROGRAM (HEPP)

HEPP Customer Support
215-737-5812
215-737-8253

HEPPCUST@dla.mil

DLA TROOP SUPPORT
700 Robbins Avenue
Philadelphia, PA 19111

CUSTOMER CONTACT CENTER

Toll Free: 1-877-DLA-CALL (1-877-352-2255)

DSN: 661-7766

Commercial: 1-269-961-7766