

Defense Logistics Agency Troop Support

Construction and Equipment



Heavy Equipment Procurement Program (HEPP)

Customer Handbook
February 2024

HEPP PRODUCTS



Cranes

Sweepers
and
Scrubbers



Agricultural
Equipment



Portable Power
Equipment

Trucks and
Trailers

Material Handling
Equipment

Snow Removal
Equipment



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.



COMMERCIAL EQUIPMENT AVAILABLE

HEPP is a procurement vehicle providing heavy/environmental/ fire & rescue equipment for Military Services, National Guard Units, Federal activities & other government agencies.

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
- 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

COMMERCIAL EQUIPMENT AVAILABLE

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

SNOW REMOVAL EQUIPMENT

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

COMMERCIAL EQUIPMENT AVAILABLE

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

FEATURES & BENEFITS

FEATURES

- 5 Year Multi award commercial requirement contracts
- Industry Leaders (OEMs & dealers)
- Customization, Full Range of Options Available
- Living Document – Contractors can Add/Delete equipment
- Low Cost Recovery Factor –2%
- Supports The Acquisition Of Over 2,400 “Commercial Type” Heavy Equipment Products

BENEFITS

- Best Discounts on Commercial Equipment
- Reduced Procurement costs – Leveraged Buys
- Increased Readiness & Sustainability
- Cradle to Grave Management
- Tailored Logistics Support
- Dedicated Customer Service



CUSTOMER ORDERING PROCESS

Steps for placing an order through HEPP:

1. Complete the required “HEPP – Customer RFQ Form” with the information applicable to your request. (RFQ form available on the HEPP website.)
2. Generate a Control number (for tracking purposes); which can be as simple as 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..
3. 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.

Ordering Lift-Trucks (ie: Forklifts, Electric Order Picker, Electric Pallet Jack, Front/Side Loader Very Narrow Aisle, Stand Up Reach, Stand Up or Sit Down Rider, Tugger, Walkie Stack-er): Use Excel “Lift Truck Template” from HEPP Website.

- 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.
4. Send an email to HEPP@dla.mil with your RFQ form and specs, with the Control number in the subject line.
 5. 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.

CUSTOMER ORDERING PROCESS

6. 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
7. 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.
8. If the quote is acceptable, send a FUNDED MIPR, MILSTRIP, or 7600B 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. FMS shipments: requires FMS Requisition number, supplement address and FMS case number.
 - c. **Please still reference your original Control number in the subject line of the Email.**
9. 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.
10. The final procurement step is issuance of a delivery order which will be issued in approximately 3-4 weeks.

HEPP Website: www.dla.mil/Troop-Support/Construction-and-Equipment/Heavy-Equipment

**NOTE: PLEASE ONLY SEND RFQ REQUEST TO
HEPP@DLA.MIL**

POSSIBLE RFQ DENIALS

- Equipment is not commercially available equipment (COTS)
 - ⇒ HEPP does not supply military specific equipment
- Item is not on current contract
 - ⇒ DLA HEPP only procures items currently on contract with HEPP
- Request for specific Manufacturer/Brand/Dealer/Equipment (RFQ)
 - ⇒ HEPP long term contracts are utilized as Basic Ordering Agreements (BOA)
 - ⇒ Solicitations are sourced against multiple contracts which provide comparable equipment. Customer is then provided best pricing quote that matches their requirement.
 - ⇒ Non-generic specs/use of part number
- Parts or training without the initial piece of equipment
 - ⇒ HEPP procures spare parts and training with original procurement
- Multiple MIPRs/funding for one piece of equipment
 - ⇒ One MIPR can be utilized for multiple pieces of equipment for HEPP program.
 - ⇒ MIPRs are not shared amongst other programs.
- Request for expedite
 - ⇒ Any expedite requests is denied due to current supply chain issues
 - ⇒ In addition, DLA HEPP orders are not rated higher and do not receive preference over commercial customers, nor are HEPP orders delayed due to commercial customer.
- Request for Leasing

CUSTOMER NOTES



HEAVY EQUIPMENT PROCUREMENT PROGRAM (HEPP)

HEPP Customer Support

215-737-5812

215-737-8253

HEPPCUST@dla.mil

www.dla.mil/Troop-Support/Construction-and-Equipment/Heavy-Equipment



DLA TROOP SUPPORT

700 Robbins Avenue
Philadelphia, PA 19111

CUSTOMER INTERACTION CENTER

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

DSN: 661-7766

Commercial: 1-269-961-7766