



**Defense Logistics Agency
Troop Support**

Construction and Equipment

**Heavy Equipment
Procurement Program
HEPP**

**Customer Handbook
March 2017**



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, Environmental Equipment, Fire and Emergency Vehicles, Material Handling 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.

2. HEPP PROGRAM

2.1 SCOPE

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

Agricultural Equipment

- ❖ Agriculture Tractors and Related Agricultural Equipment, Brush Clearing Equipment, Cable Skidders, Forestry Equipment, Grapple Skidders, Grounds Maintenance Equipment: Mowers, Spreaders and Trencher Crawlers

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
- ❖ Compressors, Light Towers, Portable Power Equipment including Generators and Generator Sets

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

Environmental Equipment

- ❖ Airfield Sweepers, Industrial Cleaning Equipment including Warehouse Sweepers, Runway Sweepers, Sewer Cleaners, Street Sweepers, Utility Sweepers
- ❖ Balers, Chipper Shredders, Compactors
- ❖ Catch Basin Machines, Industrial Vacuums, Vacuum Loaders
- ❖ Cement and Concrete Crushers, Hoppers, Trommels
- ❖ Containment Systems, Hazardous Storage Buildings

Fire and Emergency Vehicles

- ❖ Aerials, All-Terrain Vehicles, Electric Utility Cars, Fire Fighting and Rescue Vehicles, Hazmat Vehicles, Pumpers, Rescue Vehicles, Tankers, Utility Vehicles
- ❖ Snow Blowers, Snow Plows

Material Handling Equipment

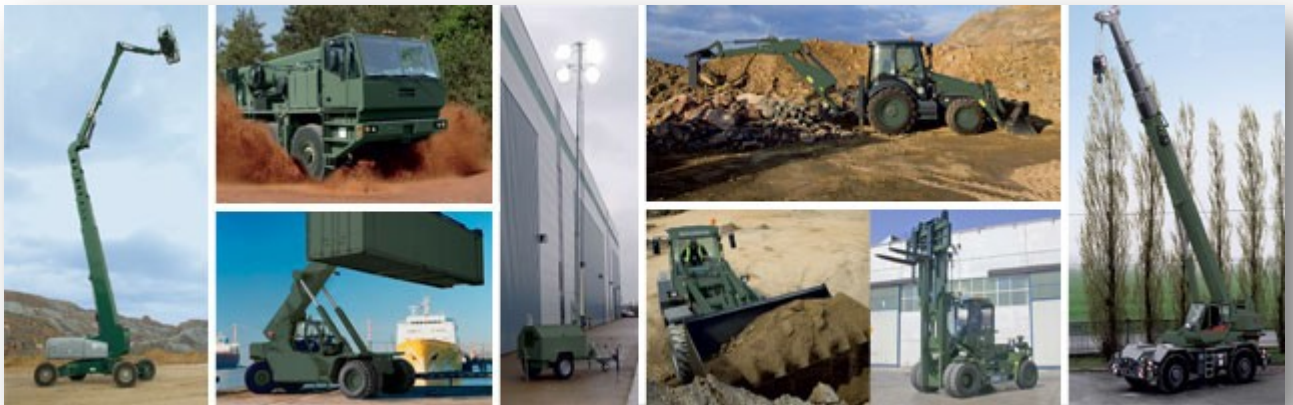
- ❖ Belt Loaders, Container Handlers, Forklifts, Manlifts, Platform Lifts, Reach Warehouse Tractors, Scissor Lifts, Stackers, Tow Tractors

Trucks and Trailers

- ❖ Airfield Specialized Trailers, Construction Equipment Trailers, Water Distillation Equipment Tractor Trailers, Water Purification Equipment
- ❖ Cement Mixers, Construction Trucks, Dump Trucks, Refuse Trucks, Water Well Drilling Rigs
- ❖ Fuel Processing Systems, Lubrication and Fuel Dispensing Equipment, Mobile Service Fleets, Petroleum Handling Equipment
- ❖ Water Distributors, Water Tankers, Water Tenders, Water Trailers and Related Equipment

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 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 submit a draft MIPR or a control number for request for quote (RFQ) which includes a complete item description with detailed specifications/description, quantity and delivery destination.) A picture of an item is not sufficient for RFQ. Send to the DLA Troop Support Heavy Equipment Procurement Program e-mail: HEPP@DLA.mil.

Note: DO NOT FORWARD YOUR REQUIREMENT DIRECTLY TO ACQUISITION STAFF.

3. If there are evaluation factors other than low price (i.e. urgent delivery), please advise us in writing at the time you submit your requirement. If you require a specific manufacturer, please submit a justification letter along with the draft MIPR or control number with brand name, model number and options, quantity and delivery destination.
4. All requests for quotes must include a control number for tracking purposes

Note: The DLA Acquisition Specialist or TVLS will advise you if the equipment is not currently available through the program.

5. DO NOT send a funded MIPR at this time.
6. 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).
7. Your requirement will be logged in and assigned to an Acquisition Specialist for processing. All companies on contract within the specific product group your requirement is identified to will be solicited. After the requirements are solicited and quotes are received, the Acquisition Specialist will review all offers and forward the lowest price quote to customer for technical review.
8. 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. If the quote is technically acceptable, please send an email to Acquisition Specialist stating the item meets the technical requirements. Customer can send a funded

MIPR, which references the draft MIPR or control number for the amount of funding required including cost recovery fee to issue the order. MIPR should be sent directly to HEPP mailbox, HEPP@DLA.mil.

9. 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.

<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.troopsupport.dla.mil/CE/HEPP/>

4.2 CUSTOMER SUPPORT

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

MIPR Administrator	215-737-8206
Customer Support	215-737-5812
Customer Support	215-737-8572



CUSTOMER NOTES

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)

Commercial: 1-269-704-7921

Email: dlacontactcenter@dlamail.mil