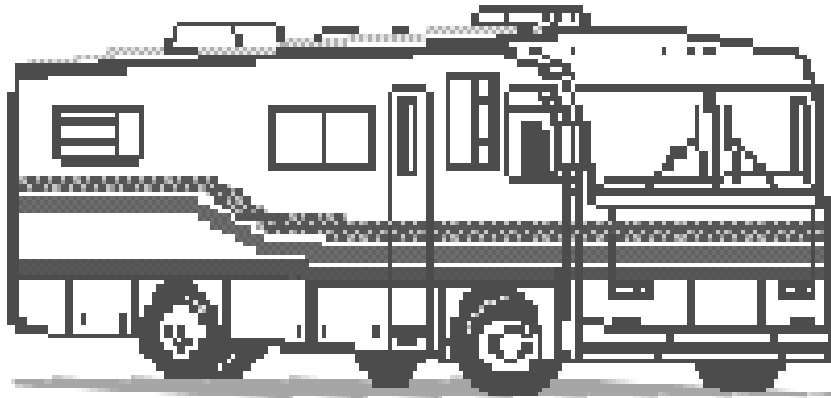




**US Army Corps
of Engineers
Mobile District**



SPRING/SUMMER 2009-2010
PARK ATTENDANT CONTRACTORS (PACs)
REQUEST FOR QUOTATION
NOTE: Read this Solicitation in its entirety prior to submitting your bid.
You are responsible for adhering to all applicable requirements as outlined herein.
DEPARTMENT OF THE ARMY
U S ARMY ENGINEER DISTRICT, MOBILE
<http://www.sam.usace.army.mil>

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL

1. REQUISITION NUMBER

PAGE 1 OF

ITEMS

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER W91278-09-Q-0001	6. SOLICITATION ISSUE DATE 15 Oct 08	
7. FOR SOLICITATION	a. NAME Joe Moody		b. TELEPHONE NO. 251-441-5522	8. OFFER DUE 18 Nov 08/1:00PM CST	
9. ISSUED BY CODE U.S. ARMY ENGINEERS DISTRICT-MOBILE CONTRACTING DIVISION (CESAM-CT-S) 109 ST JOSEPH STREET) P.O. BOX 2288 MOBILE, AL 36628-0001 FAX: 251-441-5765	W91278	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL <input type="checkbox"/> 8(A) NAICS: 721211 SIZE STD: \$6.5M	11. DELIVERY FOR FOR DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED 13b. RATING 14. METHOD OF SOLICITATION	12. DISCOUNT TERMS NET 30 DAYS	
15. DELIVER TO		16. ADMINISTERED BY	CODE		
LEAVE BLANK		SAME AS BLOCK 9			
17a.	FACI	18a. PAYMENT WILL BE MADE BY	CODE		
LEAVE BLANK		DISBURSING OFFICER "DO NOT MAIL INVOICE HERE" 5722 INTEGRITY DRIVE MILLINGTON, TN 38054-5005			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE			
19. ITEM	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
LEAVE BLANK	(SIGNATURE) *BOTH CONTRACTORS MUST SIGN* PARK ATTENDANT CONTRACTOR (1 OF 2) DATE <i>(Use Reverse and/or Attach Additional Sheets as</i>	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
25. ACCOUNTING AND APPROPRIATION DATA XX				26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND			<input type="checkbox"/> 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON		
30a. SIGNATURE OF OFFEROR/CONTRACTOR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>	31c. DATE SIGNED XXXXXXXXXXXX		

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1449 (REV. 4/2002)

**SPRING/SUMMER 2009-2010 PARK ATTENDANT INFORMATION
FOR
U.S. ARMY CORPS OF ENGINEER, MOBILE DISTRICT**

The following information will apply for the 2009-2010 Spring/Summer Park Attendant Contractor Contracts. There will be a total of **104** contracts available for bid. They are as follows:

Alabama River Lake will have **13** Gate Attendant Positions.
Allatoona Lake will have **19** Park Gate Attendant Positions.
Bay Springs Lake will have **4** Park Gate Attendant Positions.
Black Warrior & Tombigbee Lake (DEMOPOLIS) will have **8** Gate Positions
Black Warrior & Tombigbee Lake (**HOLT**) will have **6** Park Gate Attendant Positions.
Carters Lake will have **8** Park Gate Attendant Positions.
Lake Sidney Lanier will have **17** Park Gate Attendant Positions.
Lake Seminole will have **2** Park Gate Attendant Positions.
Okatibbee Lake will have **0** Park Gate Attendant Positions.
Tenn-Tom (Aliceville/Columbus) Waterway will have **4** Park Gate Attendant Positions.
Walter F. George will have **9** Park Gate Attendant Positions.
West Point Project will have **0** Park Gate Attendant Positions.

PLEASE NOTE: Due to budget constraints for the operation of Government parks, it is requested that your “Best Possible Price” be quoted. **Bids are due back into the Contracting Office by 1:00PM CST, Monday, 18 November 2008.**

The solicitation includes various clauses, one General Specification, and individual “ Specific Area Job Description Sheets” for each particular Park Gate Attendant Position. It is important that you review this information. In the “Specific Area Job Description Sheets” (these will be in your REQUEST FOR QUOTATION for that particular lake/site), you will find the name and telephone number of the individual to contact for that particular position for clarification of specifications, directions and locations of the park attendant positions, and to arrange for a tour of the parks. There is also information supplied on the “Specified Area Job Description Sheets” regarding the amount required for the Surety Bond for each particular Park Gate Attendant Position. Attached you will find information regarding Surety Bond Requirements and some suggested sources for obtaining this bond. Surety Bonds for Park Attendant Positions must be submitted to this office BEFORE COMMENCEMENT OF WORK.

SPRING SUMMER 2009-2010 PARK ATTENDANT CONTRACTOR INFORMATION

Please mail your bid package to U.S. Army Corps of Engineers, Mobile District, and ATTN: Joe Moody (CT-S), P.O. Box 2288, Mobile, AL 36628-0001.

Please complete and return the “**Contractor Data Information Sheet**” and “**Bid Schedule**” (RFQ Line Items) where you will indicate your bid amount. **Please return this along with the 1st Page of the ”SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS” (STANDARD FORM 1449) on which BOTH Park Attendant Contractors (PACs) MUST sign in BLOCK 20.** A bid must be entered for each Park Attendant Position in which you are interested. The amount per day that the Park Attendant Position went for on last year’s contract or a “Government Estimate” will be indicated on the “Specific Recreation Area Job Description” for that particular position.

Last...but “Most Important”...you are strongly urged to provide a telephone number where you may be reached on the date of: **10 DEC 2008** for contract award. If attempts to reach you are unsuccessful, you may not receive a contract award for this Park Attendant Contractor (PACs) Cycle.

INSTRUCTIONS FOR SUBMITTAL OF BIDS

1. PLEASE IDENTIFY EACH PAGE OF THIS QUOTATION WITH YOUR NAME. THIS IS VERY IMPORTANT FOR IDENTIFICATION PURPOSES. A DAILY BID AMOUNT MUST BE ENTERED IN THE "UNIT PRICE" SPACE. MULTIPLY YOUR "UNIT PRICE" BY THE NUMBER OF DAYS TO OBTAIN THE "TOTAL AMOUNT". BIDS MUST BE IN WHOLE DOLLAR AMOUNTS. IMPORTANT: BIDS MUST ONLY BE ENTERED FOR EACH PARK ATTENDANT POSITION IN WHICH YOU ARE INTERESTED.

2. IMPORTANT: PLEASE BE SURE TO FILL IN AND RETURN YOUR CONTRACTOR DATA SHEET WHEN YOU SUBMIT YOUR BID(S).

3. EACH PROSPECTIVE PARK ATTENDANT CONTRACTOR (THIS INCLUDES PARTNER) MUST PROVIDE PROOF OF US CITIZENSHIP AND SHALL FURNISH A CERTIFIED COPY OF THE STATE CRIMINAL HISTORY CHECK FROM THEIR STATE OF RESIDENCE **PRIOR TO CONTRACT AWARD** OR PROOF THAT IT HAS BEEN APPLIED FOR. **THIS INFORMATION CAN BE OBTAINED FROM THE STATE OF RESIDENCE'S DEPARTMENT OF PUBLIC SAFETY.** ALL ASSOCIATED COSTS WILL BE INCURRED BY THE PROSPECTIVE CONTRACTOR.

**PLEASE MAIL ALL DOCUMENTS TO: SECURITY & LAW ENFORCEMENT OFFICE
ATTN: JODIE NORWOOD
109 ST. JOSEPH STREET, ROOM 2011
MOBILE, AL 36628
(251) 690-2469**

4. PLEASE NOTE! SURETY BONDS (ORIGINAL WITH SEAL) FOR EACH PARK ATTENDANT CONTRACTORS (PACs) MUST BE ON FILE IN THIS OFFICE BEFORE COMMENCEMENT OF WORK. ADDITIONAL INFORMATION REGARDING BONDING IS ATTACHED. **NOTE THAT BOTH PARTNERS MUST BE BONDED.**

5. BEFORE COMMENCEMENT OF WORK, ALL PARK ATTENDANT CONTRACTORS MUST PROVIDE A CERTIFICATE OF INSURANCE FOR AUTOMOBILE COVERAGE AS FOLLOWS:

- COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE:

BODILY INJURY COVERAGE WITH MINIMUM LIMITS OF \$200,000.00 PER PERSON AND \$500,000.00 PER OCCURRENCE. PROPERTY DAMAGE COVERAGE WITH A MINIMUM LIMIT OF \$20,000.00 PER OCCURRENCE.

6. PLEASE REFER TO THE "SPECIFIC RECREATION AREA JOB DESCRIPTION SHEETS" FOR THE FOLLOWING INFORMATION:

- A. DETAILS ON WORK HOURS AND DESCRIPTION OF DUTIES AND FACILITIES.
- B. LAST YEAR'S DAILY BID PRICE OR GOVERNMENT ESTIMATE FOR A PARTICULAR SITE.
- C. REQUIRED DOLLAR AMOUNT FOR THE DISHONESTY/FIDELITY BOND FOR EACH PARK.
- D. NAME AND TELEPHONE NUMBER FOR A POINT OF CONTACT AT EACH PARK.

ADDENDUM

SURETY BONDS FOR PARK GATE ATTENDANTS

1. Army regulations require contractors who collect fees to be fully bonded or insured to protect the Government against theft, misappropriation, or loss of Government funds under control of the contractors. The contractor is required to furnish to the contracting officer proof of such bond in the amount enumerated in the contract specifications. If no amount is specified, a minimum of \$3,000.00 bond will be required. (See attached list of Potential Bond Sources). **THE CONTRACTOR CANNOT BEGIN WORK UNTIL PROOF OF SUCH A BOND IS FURNISHED.**

2. Instead of furnishing a surety bond, the contractor has the following options:

- a. Depositing certain United States bonds or notes in an amount equal to their par to the penal sum of the bond; or
- b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in the amount equal to the penal sum of the bond. Certified or cashier's checks, etc., shall be made payable to the **Finance and Accounting Officer** and mailed directly to the **U.S. Army Corps of Engineers, ATTN: Joe Moody, P.O. Box 2288, Mobile, AL 36628-0001. CERTIFIED MAIL IS RECOMMENDED.**

NOTE: Return of Cash bonds may take up to **60 days** to process after CT-S is notified in writing by the field office. Therefore, it is essential that notification be provided immediately after the final payment is authorized.

POTENTIAL BOND SOURCES

NOTE: Please be warned that this list is extremely limited and is provided only as a courtesy listing of some of the companies that may offer Surety Bonds of the type required for park attendant contracts. Other potential sources might be found by consulting your local yellow pages under "Bonds - Surety". Another possible source is insurance companies and agencies. Be advised that the Corps of Engineers makes no warranties, explicit or implied as to the quality, reliability, and/or soundness of the companies on this list or services provided by them. It is the sole responsibility of individuals seeking bonds to establish the soundness of the company and/or services offered by them.

Insurance & Financial Mgmt Svc, Inc.
P.O. Box 1604
Aiken, SC 29801
POC: George Peterson
Ph. 803-648-2227

Galloway, Chandler, McKinney Insurance Co.
P.O. Box 9670
Columbus, MS 39705
Phone: 662-328-0492

Surety Group
1900 Emory Street
Atlanta, GA 30138
Ph: 404-352-8211
Ph: 770-564-2999

BDH Associate Inc
620 Hillcrest Rd, Suite 400
Lilburn, GA 30047

AAA Alabama Surety Brokers, Inc.
2 Office Park Circle
Birmingham, AL
Ph. 205-871-9399

Ebert Agency, Inc.
222 W. Laurel Avenue
Foley, AL 36536
Ph. 205-943-2281

Old Republic Surety Group
7610 Stemmons, Suite 400
Dallas, TX 75247
Ph. 214-634-1900

Anwest Surety Insurance Company
Tucker, GA
Ph. 404-493-9902

Williams Insurance Agency
34 Lafayette Square
LaGrange, GA
Ph. 706-882-5566

Starr-Mathews Agency Inc
137 N. Erwin Street
Cartersville, GA 30120
770-386-0466

**MOBILE DISTRICT, U.S. ARMY CORPS OF ENGINEERS
GENERAL PERFORMANCE SPECIFICATIONS FOR PARK ATTENDANT
CONTRACTOR SERVICES**

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MOBILE DISTRICT, U.S. ARMY CORPS OF ENGINEERS
GENERAL PERFORMANCE SPECIFICATIONS FOR
PARK ATTENDANT CONTRACTOR SERVICES

I. GENERAL INFORMATION: The independent contractor must be a two (2) person team, at least 21 years of age, who are **both** physically and mentally capable of performing the contractual responsibilities specified here and in the enclosed “**Specific Recreation Area Contract Performance Requirements**”, for the duration of the contract, including required option periods (when applicable). The contractor may also be referred to as PAC(s), Park Attendant(s), Attendant(s) or contractor(s), throughout these documents.

Note: At locations utilizing the National Recreation Reservation Service (NRRS)[™] and/or Outdoor Recreation Management Suite (ORMS), potential contractors must possess basic computer skills (ability to operate preinstalled programs on a government-furnished computer, through the use of a keyboard and/or mouse). Park Office is a Windows[™]-based computer program used for registering campers, tracking fees and processing NRRS[™] reservations. All contractors will be oriented to the applicable programs and associated equipment.

At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable. **CONTRACTS WILL NOT BE AWARDED TO POTENTIAL CONTRACTORS WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.**

Park Attendant Contractor services to be accomplished under this contract shall be in accordance with the provisions of these General Specifications and the enclosed Specific Recreation Area Contract Performance Requirements . Services include, but are not necessarily limited to, furnishing all labor, equipment, fuel, transportation, tools and supplies (except as otherwise noted herein as government furnished) necessary to provide the specified services for the duration of the contract period.

None of the services required by this contract shall be subcontracted, without the prior written permission of the Contracting Officer (COR).

Contractors are prohibited from unilaterally terminating, abandoning or prematurely ending any government contract still in effect in order to accept another government contract.

A. CONTRACTING OFFICER: The term “Contracting Officer” (COR) means the person having authority to enter into, administer or terminate contracts and make related determinations and findings. Contracting Officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract and safeguarding interests of the United States in its contractual relationships.

B. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: Each team of contractors shall perform contractual duties according to the performance schedule and hours specified on the “Specific Recreation Area Contract Performance Requirements”, for which they bid and are awarded. The Operations Manager or his/her representative has the authority to change scheduled performance days and hours as deemed necessary; however, only the Contracting Officer may amend the total number of required performance days per week and/or the amount of hours. The Operations Manager or his/her representative will give the Park Attendant Contractor at least a 24-hour notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes. On scheduled performance days, **both** members of the performing contractor team will be present within the park **at all times**, and the park attendant station (also referred to as a gatehouse) will be continuously staffed by at least one member of the team, during hours outlined on the Specific Recreation Area Contract Performance Requirements. During non-peak performance hours of scheduled days (see applicable Specific Recreation Area Contract Performance Requirements), the performing contractor team will be continuously present within, or in the immediate vicinity of, their designated contractor living quarters, and available to provide customer support as needed. Customer support includes, but is not limited to, summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles into the park.

C. CONTRACTOR ORIENTATION: All successful bidders must attend an orientation session prior to onsite performance of contractual responsibilities, as specified in the “Specific Recreation Area Contract Performance

Requirements”. Lunch is not provided. The session(s) will provide guidance on how to complete user permits and receipts, collect and account for user fees, operate applicable equipment and computer programs, process credit card transactions, reserve facilities (if applicable), record pertinent data, and effectively deal with customers. An overview of contractor responsibilities and policies outlined in the contract and the Project’s Park Attendant Contractor Guide will be presented. **NOTE: At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable.**
CONTRACTS WILL NOT BE AWARDED TO POTENTIAL CONTRACTORS WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.

D. PETS: Some of the recreation areas included in the requests for quotation do not allow pets; therefore, Park Attendant Contractors at such areas may be prohibited from having pets of any kind. No exceptions will be made, so it is important that you consult the “Specific Recreation Area Contract Performance Requirements” to determine each location’s policy, prior to bidding. Where pets are allowed, they may be restricted to the interior of Park Attendant Contractor’s living quarters. If allowed outside, pets shall be kept on a leash 6’ or less in length, or otherwise physically restrained, at all times. The Operations Manager will have the option of approving portable cages or containers for temporary (daytime) outdoor confinement of pets. All pets shall be confined or restrained in a manner that will prevent physical contact with visitors that might come to the Park Attendant Contractor’s living area or quarters for assistance. Pets shall not be allowed in or near the gatehouse (NO EXCEPTIONS). Park Attendant Contractors will be liable for any damage to government facilities, damage to park visitors’ property, or personal injuries caused by their pets. PACs will be responsible for daily cleanup of their pet’s waste and disposing of the same in an approved, sanitary manner. Where pets are allowed, they will be kept clean, free of foul odors, and have all vaccinations as required by the state laws in effect at the park’s location. Park Attendant Contractors are responsible for effectively controlling all pests or parasites associated with pets. Failure to comply with these provisions could result in termination of the contract.

II. CONTRACTOR GENERAL RESPONSIBILITIES: In addition to general contractual responsibilities stated herein, contractors are responsible for performance items detailed in “Specific Recreation Area Contract Performance Requirements”. Bidders should review these carefully before submitting bids, as they contain information about park type(s), performance schedules and area-specific provisions. Okatibbee Lake also has special requirements for cleaning and maintenance of park facilities. Park Attendant Contractor general responsibilities include, but are not limited to: providing information and assistance to customers, conducting inspection tours of the park and its facilities, controlling visitor access to the park; opening and closing gates, monitoring visitor compliance with visitation and quiet hours, issuance of user permits, reserving sites and facilities, posting reservation signs, registration of campers and visitors if applicable, and collection and remittance of a variety of user fees in accordance with the “Specific Recreation Area Contract Performance Requirements”. All contractual provisions shall be performed to the satisfaction of the Contracting Officer or his/her authorized representative.

A. CUSTOMER ASSISTANCE AND PUBLIC INTERACTION: The primary role of Park Attendant Contractors is to courteously assist visitors, and their secondary role is to tactfully and respectfully inform customers of the rules and regulations in an attempt to gain compliance. Park Attendant Contractors are not rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors. Nor will Park Attendant Contractors attempt to detain or apprehend violators or conduct searches of people or personal property. Park Attendant Contractors shall perform their responsibilities with professionalism. Contractors will not use profanity in the presence of the public, project personnel, or other contractors.

1. Park Attendant Contractors must be able to interpret and comply with the rules and regulations. Contractor will become familiar with Title 36, CFR, Chapter III, Part 327, “Rules and Regulations Governing Public Use of Corps of Engineers Water Resource Projects,” as well as, park-specific policies, rules and requirements. **It is the responsibility of Park Attendant Contractors to promptly report all accidents, violations of law, disturbances, and situations that could affect the health and safety of visitors to a Corps Park Ranger. Serious or life-threatening incidents and emergencies will immediately be reported to Corps personnel and/or local law enforcement.** In the event Park Attendant Contractors are unable to contact a Park Ranger, they shall contact local law enforcement officers, and then report the incident to a Park Ranger as soon as possible. To the extent Park Attendant Contractors do not place themselves in danger, they should legally collect all information possible, such as tag numbers, descriptions of persons and possessions, names and addresses, witness statements, and any other pertinent information that may assist Rangers and/or law enforcement personnel. Other situations and incidents will be reported to Park Rangers as instructed in the Project Park Attendant Contractor Guide or orientation sessions. Rangers will handle each case on its own merits in accordance with professional training and discretion, and Park Attendant Contractors should not attempt to direct, manipulate, undermine, oppose or “second-guess” decisions made by Rangers.

2.a. Park Attendant Contractors shall greet customers in a friendly manner as they arrive at the park, and distribute information, such as pamphlets, brochures, maps, park rules and regulations, and project information, as needed or as directed by the Operations Manager. Park Attendant Contractors will assist visitors courteously and professionally, by locating facilities, sites, park features and local attractions. As they enter the park, customers will be informed of park hours, including applicable quiet hours and visitation hours. Customers will also be advised to utilize designated facilities only, including roadways, parking facilities and campsites, as applicable. When parking areas are full, customers will be directed to designate overflow parking, if available.

b. Customers should also be made aware that if problems occur, they should contact you to forward the information to appropriate personnel. If customers remain past allowable times, Park Attendant Contractors will courteously ask them to depart, and if they refuse, report them to an on-duty Corps of Engineers Park Ranger.

3. Park Attendant Contractors will deliver messages to park users in accordance with Project policy. Emergency messages will be delivered to customers without undue delay. **Park Attendant Contractors will immediately assist the public by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Park Ranger to report such incidents.**

4. **Without exception, Park Attendant Contractors will immediately open park entrance gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park. Park Attendant Contractors will also open gates to allow emergency vehicles access to the park and customers.** Park Attendant Contractors will open and close campground and day-use area gates as required by the applicable "Specific Recreation Area Contract Performance Requirements". They will also oversee picnic pavilions and multi-use courts, including turning power on or off and posting reservations for both pavilions and individual campsites, as applicable.

5. Park Attendant Contractors will maintain a logbook of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Park Attendant Contractors will maintain a written record of vehicles entering the park with Courtesy Passes, if applicable, and a separate record of other vehicles entering the park for other purposes (e.g. maintenance contractors, law enforcement personnel, utility workers, service vehicles, etc.). Records will be turned into project management personnel as instructed.

6. Park Attendant Contractors will not discriminate against customers on the basis of race, color, religion, sex, national origin, marital status, or disabilities.

7. During performance dates and hours, Park Attendant Contractors will remain within hearing distance of government-furnished communications equipment (except when responding to emergencies, if no portable units are provided). The gatehouse or entrance station will be locked whenever unattended.

8. **Park Attendant Contractors will not carry firearms in their vehicles or on their persons at any time, nor will firearms be allowed in gatehouses or Park Attendant Contractor living quarters.**

B. FEE COLLECTION, ACCOUNTING, & PROCESSING: Park Attendant Contractors will maintain all records necessary for the administration of the user fee program. Depending on the "Specific Recreation Area Contract Performance Requirements", this may involve the utilization of a computerized registration and reservation program such as the Outdoor Recreation Management Suite (ORMS), National Recreation Reservation Service, credit card scanners and printers, User Fee Permits (ENG Form 4457), Electronic Cash Registers, Cash Collection Vouchers (DD 1131), Remittance Registers (ENG 3313), rosters, campsite status boards, passes, etc. **NOTE: IT IS ILLEGAL TO DUPLICATE GOVERNMENT KEYS, FORMS (REGISTRATION CARDS, CAMPER PASSES, ETC).** Consult applicable "Specific Recreation Area Contract Performance Requirements" for more detailed information. Guidance will be provided at contractor orientation sessions.

1. Park Attendant Contractors will collect a variety of user fees as specified in the applicable "Specific Recreation Area Contract Performance Requirements". Examples of user fees collected include those for campers, visitors, and day users. User fees collected will be properly secured. Cash on hand must at all times correspond with permit and related records. There will be no commingling of personal cash with fees collected by Park Attendant Contractors.

2. Park Attendant Contractors may be responsible for administering picnic pavilion reservations and campsite reservations. This may include coordinating with the NRM Site Management Office, taking reservations over the phone and/or computer through the use of the National Recreation Reservation System (ORMS program), posting reservations, collecting user fees from those users making reservations and issuing receipts to customers.

3. At locations participating in the National Recreation Reservation Service (NRRS)TM, Park Attendant Contractors will operate the ORMS computerized reservation system. All Park Attendant Contractors may be required to operate credit card machinery, and/or Electronic Cash Registers. These methods assist in the collection and tracking of recreation user fees and reservations using computers, electronic hardware and programs supplied by the government. **Orientation to the ORMS, credit card machines and cash registers will be provided, as applicable, prior to the start of the contract. At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and process credit card transactions. Contracts will not be awarded to potential contractors who are unable to demonstrate proficiency as required.**

4. User fees and records will be subject to audit by government personnel at all times. Monies and credit card charges on hand must agree with permits sold. The responsible Park Attendant Contractor must reconcile all discrepancies. **Unjustifiable differences may result in contract termination for default.**

5. Park Attendant Contractors may be required to convert fees to a cashiers check or money order (made payable to NRRS; F&A Officer, Mobile District COE; or as otherwise officially specified) and mail converted fees and specified documentation to a Corps authorized account via certified mail. Alternately, Park Attendant Contractors may be required to deposit user fees directly into an approved U.S. Treasury Department account or submit funds to Project Ranger staff for remittance. **In either case, the “Specific Recreation Area Contract Performance Requirements” should be consulted to determine if Park Attendant Contractors will be responsible for the cost of converting fees into a money order or cashier’s check.** Park Attendant Contractors will process all required documentation, such as cash collection vouchers, deposit slips and remittance registers (either ORMS or generated or manually completed) in accordance with Corps policies. Detailed fee processing procedures will be provided at orientation. Park Attendant Contractors will be responsible for the cost of envelopes and certified postage, as well as, preparation time, reproduction expenses, and transportation costs. If fee transportation to a bank or Project Office is required, the approximate round trip mileage will be stated in the “Specific Recreation Area Contract Performance Requirements”. **Compensation for these items must be included as a part of the potential contractor’s bid price.**

6. Contractors will take precautions to assure personal safety and security of fees, per guidance provided at the Park Attendant Contractor orientation and in the Park Attendant Contractor Guide. Where provided, an approved safe will be used by the Park Attendant Contractors to secure all user fees. Cash drawer funds should not exceed \$250 at any time. Transfer of fees to a bank, lock-box account, or to authorized project personnel (as stated on the applicable the “Specific Recreation Area Contract Performance Requirements”) will be required no less than once a week or at any time cash on hand exceeds \$5,000.00, or at a lower threshold specified by the Operations Manager.

7. At authorized locations, Park Attendant Contractors will issue Annual Day User Passes, Golden Age/Golden Access Passports and Project Hunting Permits to eligible individuals, and complete documentation as outlined in Project Policies and the Park Attendant Contractor Guide.

C. CLEANING AND MAINTENANCE: Park Attendant Contractors will maintain the park gatehouse and immediate surroundings in a clean, orderly and sanitary condition at all times. This shall include, but not be limited to, daily sweeping, dusting, washing windows, and properly disposing of trash. General maintenance of all shrubbery beds in the vicinity of the gatehouse will be part of this contract. **NOTE: Okatibbee Lake requires additional cleaning, policing, garbage collection and disposal, and/or other specified general maintenance of park facilities and grounds, such as shower-houses, restrooms, picnic sites, shelters, and/or campsites. Consult the “Specific Recreation Area Contract Performance Requirements” to determine required performance responsibilities and equipment.**

D. LIVING AREA: Park Attendant Contractors will maintain their assigned motor home/trailer site and adjacent living areas in a clean, clutter-free, sanitary condition at all times. No dog pens, horse corrals, poultry cages, or similar facilities for pets or raising of animals will be allowed, except as provided for in the subsection titled “Pets”. No washers, dryers, or excessive personal items will be permitted outside the contractor’s living quarters. Landscaping (garden and flowering plants) around contractors’ assigned site may be allowed after prior approval of the Operations Manager.

E. SECURITY OF PERSONAL PROPERTY: Security of Park Attendant Contractor's living quarters and all personal property shall remain the contractor's responsibility throughout the duration of the contract. The Government accepts no responsibility or liability for damage to, or theft of, Park Attendant Contractor's property.

F. LOST AND FOUND: Reports of lost items, and items turned in as found, will be forwarded to a Park Ranger, who will handle in accordance with Title 36 provisions.

G. COOPERATION WITH OTHERS: Park Attendant Contractors will cooperate with other Park Attendant Contractors, Park Host Volunteers, Corps of Engineers employees, Government contractors and law enforcement personnel. Park Attendant Contractors will allow Corps employees and Government contractors to utilize communication facilities furnished by the government for official business. Government contractors will be allowed to enter the park to perform their duties. Park Attendant Contractors shall maintain a congenial relationship with each other, including verbal and written communications as necessary to comply with the terms of the contract. **Park Attendant Contractors shall not direct the performance of another contractor.** If the performance of another contractor is questionable, the Project Office should be contacted.

III. CONTRACTOR-FURNISHED EQUIPMENT AND PROVISIONS:

A. TEMPORARY LIVING QUARTERS: The contractor shall furnish a factory-built, "self-contained" recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract. The unit shall be equipped with electrical hookup not to exceed 110 volts, and will be at least 18 feet in length. Maximum size of the trailer or motor home will be determined by physical limitations of the site furnished. The trailer or motor home shall be parked near the entrance to the park at a location to be designated by the Operations Manager or his/her representative. Pickup shell-type campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, converted buses, or other RV's which do not meet size requirements or the "self-contained" classification as determined by inspection of the Operations Manager or his/her representative, will not be acceptable. **NOTE: The contractor team shall be the sole occupants of their site - other family members and friends will not live with the contractor.**

B. PARK ATTENDANT CONTRACTOR TRANSPORTATION: Park Attendant Contractors shall provide and maintain a fully operational vehicle, which can be utilized independently of their RV, for purposes of personal or contract-related transportation. All motor vehicles, including motor bikes and similar vehicles used by Park Attendant Contractors, shall be properly licensed, "street legal", comply with all applicable state laws, and shall be operated in a safe and legal manner. **Minimum liability insurance must be carried, as required by the state law where the contract is performed or as otherwise specified in contract clauses. The insurance must be effective throughout the contract period.**

C. VISITORS OF PARK ATTENDANT CONTRACTORS: Overnight visitors of Park Attendant Contractors must stay in the contractor's living quarters - otherwise, they must pay the regular camping fee and occupy the site for which they are registered. No visitors will be allowed to access Park Attendant Contractors hook-ups at any time or park additional recreational vehicles at or near the PACs designated area. Operations Managers and their authorized representatives may limit the number of visitors and length of stays. Visitors will not be allowed in the vicinity of the gatehouse, except when they are registering or paying fees, and will receive no preferential treatment regarding fees, site assignments or Corps and Project policies.

D. CONTRACTOR APPEARANCE: While on duty, Park Attendant Contractors shall dress neatly, in properly fitting, clean clothing, in an acceptable condition (no holes, patches, or signs of "wear" such as fading, missing buttons, broken zippers, stains, or fraying). Bermuda-style shorts or knickers may be allowed, but excessively short and/or tight pants and skirts, swimwear, undershirts, tank tops, halter tops, cutoff shirts, sandals, thongs and similar attire will not be allowed. The only cap or hat to be worn while on duty will be provided by the Operations Manager's Office. Park Attendant Contractors shall promote a professional image through their personal appearance and actions. **Some projects may require Park Attendant Contractors to purchase uniforms at their own expense and to wear them while on duty. Uniforms should not be purchased prior to orientation. Consult the "Specific Recreation Area Contract Performance Requirements" to determine uniform or dress code policies.**

E. INSURANCE: In addition to automobile liability insurance required in Section III.B., in contract clauses and applicable specific recreation area requirements, Park Attendant Contractors are responsible for obtaining and paying for any other insurance desired, including but not limited to, medical, general liability and comprehensive property.

F. OTHER REQUIRED EQUIPMENT/SUPPLIES: In addition to the aforementioned, Park Attendant Contractors shall furnish any other equipment and/or supplies as specified in the applicable specific recreation area contract requirements.

IV. GOVERNMENT-FURNISHED EQUIPMENT AND PROVISIONS:

A. PARK ATTENDANT CONTRACTOR SITE: The Government will furnish an approved site for a factory-built, self-contained trailer or motor home with electrical (110 volts), water and sewage hookups, free of charge. Occupancy of this site is limited to Park Attendant Contractor's camping unit and personal vehicles only. Park Attendant Contractors may be required to obtain an off-premise postal box, at their own expense.

B. GATEHOUSE/ENTRANCE STATION: Unless otherwise specified, gatehouse entrance stations will be shared between two sets of Park Attendant Contractor teams on alternate performance schedules. Only those persons under contract as Park Attendant Contractors (on scheduled performance days), and properly identified and authorized Corps employees, are permitted inside the non-public portion of the gatehouse. Customers, visitors and contractor's guests (including family members) will only be allowed in the public area of gatehouses. Some gatehouses do not have indoor public areas. Pets are prohibited in or adjacent to gatehouses, even in locations where contractors are allowed to have them at their living quarters (see section titled "Pets"). **Smoking is not permitted inside gatehouses/entrance stations.** At the Operations Manager's option, Park Attendant Contractors on duty may be allowed to smoke in designated areas adjacent to the gatehouse provided cigarettes/cigar ashes and butts are properly disposed. Contractor's crafts and other personal activities/hobbies shall be restricted to PACs living quarters and will be kept out of the gatehouse unless prior approval has been given by project management personnel. Contractor will not solicit, advertise, sell or offer to sell any unauthorized goods or services to campers or visitors on public property (CFR Title 36, Section 327.18).

C. COMMUNICATION EQUIPMENT: Sufficient communications equipment, including portable radios and telephone equipment, will be provided by the Government, as appropriate. Government provided radios/telephones will be used for official business only, and/or to summon emergency assistance for customers. All use of such equipment shall be in compliance with FCC and Corps regulations and instructions.

D. GATEHOUSE SUPPLIES, FORMS & BROCHURES: User fee permits, documentation forms, rosters, note paper, pens, computer hardware, software, cash registers, and handout materials such as maps, brochures, information pamphlets, copies of Title 36 CFR, park rules and regulations and other informational materials will be provided by the Government, as deemed necessary by the Operations Manager or their authorized representative.

E. CONTRACTOR IDENTIFICATION: The Government will furnish contractor identification tags, patches and ball caps.

F. KEYS: The contractor will be provided keys for operation of the park. In the event keys are lost, the contractor may be held responsible for all costs incurred for the replacement and re-keying of any affected facility.

G. CLEANING SUPPLIES AS SPECIFIED: Cleaning supplies will be provided by the Government as stated in the applicable specific recreation area contract requirements.

V. PAYMENT FOR PERFORMANCE: Payment will normally be made for actual performance up to the maximum number of days noted on Request For Quotation on which the contract is based. **Payments will be made by Electronic Funds Transfer (EFT), see 52.212-5(b) for the appropriate EFT clause.**

A. MONTHLY PAYMENT VOUCHERS: Payment vouchers will be processed once monthly for each day of actual performance at the applicable contract unit price. Payment vouchers will be submitted for review and payment monthly, as instructed at Park Attendant Contractor orientation sessions, and if complete and accurate, contractual payment will be made within the timeframe allowed by federal law (currently 30 days after receipt of a properly completed invoice). Blank invoice forms will be provided for the contractor's use. Postage, envelope and reproduction costs are to be borne by the contractor. **NOTE: Contractor may perform approximately 60 days before receiving first contractual payment.**

B. NON-PERFORMANCE: No payment will be made for hours/days contractor failed to perform contractual responsibilities. The Operations Manager or his/her authorized representative should be contacted and given as much advance notice as possible when absences are anticipated. Short periods of absence may be approved on an individual basis, depending on need and contractual demands. **No payment will be made for days of non-performance**, including those due to contractor illness or personal matters.

C. FINAL CONTRACT PAYMENTS: Final payment voucher will not be presented to the contractor until all funds and permits are reconciled. Any shortage of funds may be deducted from the contractor's final payment. Proper handling of and accounting for funds is a condition of performance of this contract. The contractor is responsible for user fee permits, collected monies, and equipment issued by the Government. The contractor may be held liable for any losses, including any equipment issued by the Government that is lost or damaged due to negligence.

VI. PARK ATTENDANT CONTRACTOR PERFORMANCE AND EVALUATION:

A. NOTIFICATION OF DEFICIENCIES: Park Attendant Contractors shall be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or his/her authorized representative. Verbal notification will be documented in a memorandum for record.

B. DOCUMENTATION OF DEFICIENCIES: Written notifications and memoranda for record shall be prepared in triplicate by the Contracting Officer or his/her authorized representative. The original will become a part of the Park Attendant Contractor's permanent file at the Operations Manager's Office, a copy will be issued to the Park Attendant Contractor, and a copy will be forwarded to the Contracting Officer at the Corps of Engineers Mobile District Office.

C. CORRECTION OF CONTRACT DEFICIENCIES: Upon receipt of notification of deficiency in service, Park Attendant Contractors will immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency.

D. DEFICIENCIES OF SERVICE: This contract may be terminated by the Contracting Officer upon receipt of any "Notification of Contract Deficiency". Termination will be based on the seriousness of the deficiency.

E. EVALUATION OF PERFORMANCE: All contractors will have their performance evaluated no less than mid-term and at the conclusion of their contract. Performance criteria will be distributed to contractors at the orientation sessions.

VII. TERMINATION:

A. Failure of the contractor to provide items in full and to provide complete services listed in the contract specifications and applicable specific recreation area contract requirements may be grounds for termination. Breach of contract and/or voluntary termination of contract without sufficient cause may jeopardize the contractor's standing for future contracts with the Corps of Engineers.

B. Contractors may be terminated if the Government determines Park Attendant Contractor Services are no longer needed due to unforeseen closures of a park or its major facilities (e.g., beaches, boat ramps, restrooms, campgrounds, etc.). Unforeseen closures would include those resulting from droughts, floods, storm damage, infrastructure failure and previously unknown safety hazards.

C. Inappropriate conduct or unacceptable actions of Park Attendant Contractors may be grounds for termination of the contract. Examples of actions meriting termination include, but are not limited to:

1. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies.
2. Consumption of alcoholic beverages and/or intoxication while on duty, and/or possession or use of illicit drugs at any time.
3. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against, or in the presence of customers, Corps personnel, or other contractors.
4. Recurring written or verbal complaints from visitors or project personnel concerning Attendant's attitude or lack of cooperation in performance of contractual responsibilities.
5. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) area of gatehouses/entrance stations.
6. Inability to perform contractual responsibilities in accordance with the General Specifications, Specific Recreation Contractor Performance Requirements and Project Park Attendant Contractor Guides.

7. Violations of public health and safety, including smoking in the gatehouse.

8. Failure to maintain a clean and well-groomed personal appearance.

VIII. ADDITIONAL REQUIREMENTS & INFORMATION:

A. GOVERNMENT PROPERTY/CHECK-OUT: At the beginning of the contract period, accountable government property will be signed for by Park Attendants. All Government property must remain in designated areas of the recreation area and be returned upon official request or upon conclusion of the contract.

B. CENTRAL CONTRACTOR REGISTRATION (CCR): The contractor is required to furnish to the Contracting Officer a Commercial and Government Entity (CAGE) code prior to award, see contract clause **252.204-7004 ALTERNATE A REQUIRED CENTRAL CONTRACTOR REGISTRATION** for further instruction. The following information relative to this contract is required for successful registration: **North American Industry Classification System (NAICS Codes): 721211 RV (Recreational Vehicle) Parks and Campgrounds.**

C. BONDS: Army regulations require contractors who collect fees to be fully bonded or insured to protect the government against theft, misappropriation, or loss of Government funds and/or property under control of the contractors. The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount enumerated in specific recreation area performance requirements. If no amount is specified, a minimum \$3,000.00 bond will be required. The contractor shall not begin performance until proof of such a bond is furnished.

1. Instead of furnishing a surety bond, the contractor has the following options:

(a) Depositing certain United States bonds or notes in an amount equal at their par value to the penal sum of the bond or:

(b) Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond.

2. Deposits, cashier's checks, money orders, and bank drafts submitted in lieu of bonds shall be made payable to the Finance and Accounting Officer and mailed directly to: **U.S. Army Corps of Engineers, CESAM-CT-S, Attn: Joe Moody, P. O. Box 2288 Mobile, AL 36628-0001. CERTIFIED MAIL IS RECOMMENDED.**

NOTE: Return of cash bonds may take up to 60 days to process after CT-S is notified by field offices, therefore, it is essential upon completion of your contract, if you have a cash bond, that you provide the Project Manager's Office with an address where you want this bond returned. The Government will accept only cash or readily marketable assets from a federally insured financial institution to satisfy the bond obligations if bonds are not obtained.

D. QUESTIONS AND ANSWERS: All interested bidders should contact the prospective Project Office(s), at the numbers listed in the specific recreation area requirements to arrange for a tour of the park(s) or for additional information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

COMPLETE AND RETURN WITH YOUR QUOTATION

CONTRACTOR: Name _____ AGE _____

SOCIAL SECURITY #: _____ - _____ - _____ HEALTH CONDITION: _____

PRESENT/FORMER (IF RETIRED) OCCUPATION: _____

PARTNER: Name _____ AGE _____

SOCIAL SECURITY #: _____ - _____ - _____ HEALTH CONDITION _____

PRESENT/FORMER (IF RETIRED) OCCUPATION:

PHONE NUMBER: (_____) _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME: _____

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

EXPERIENCE AS PARK GATE ATTENDANTS (Contractor or Volunteer):

For tax purposes, who's SSAN should be used when reporting award to IRS:

Independent Contractor Name: _____

(As listed in CCR)

ADDRESS: _____

(Street Address)

(City)

(State)

(Zip)

DATE: _____ CAGE CODE _____

RFQ Line Item List

ALABAMA RIVER LAKES

RFQ LINE	LOCATION	# OF DAYS	UNIT PRICE	TOTAL PRICE
0001	SCHEDULE "A" Gunter Hill Campground Dates: 24 Feb 09 – 27 Feb 10	188		
0002	SCHEDULE "B" Gunter Hill Campground Dates: 24 Feb 09 – 28 Feb 10	185	_____	_____
0003	SCHEDULE "A" Prairie Creek Campground Dates: 24 Feb 09 – 27 Feb 10	188	_____	_____
0004	SCHEDULE "B" Prairie Creek Campground Dates: 24 Feb 09 – 28 Feb 10	185	_____	_____
0005	SCHEDULE "A" Holy Ground Battlefield Park Dates: 27 Feb/ 04 Apr 08 – 13 Sep 09	51	_____	_____
0006	SCHEDULE "A" Six Mile Creek Campground Dates: 24-27 Feb/ 01 Apr 09 - 11 Sep 09	88	_____	_____
0007	SCHEDULE "B" Six Mile Creek Campground Dates: 24-27 Feb/ 05 Apr 09 - 15 Sep 09	88	_____	_____
0008	SCHEDULE "A" Chilatchee Creek Campground Dates: 24 Feb 09 – 13 Nov 09	134	_____	_____
0009	SCHEDULE "B" Chilatchee Creek Campground Dates: 24 Feb 09 – 11 Nov 09	132	_____	_____
0010	SCHEDULE "A" Millers Ferry Campground Dates: 24 Feb 09 – 27 Feb 10	188	_____	_____
0011	SCHEDULE "B" Millers Ferry Campground Dates: 24 Feb 09 – 28 Feb 10	185	_____	_____
0012	SCHEDULE "A" Isaac Creek Campground Dates: 24 Feb 09 – 27 Feb 10	188	_____	_____
0013	SCHEDULE "B" Isaac Creek Campground Dates: 24 Feb 09 – 28 Feb 10	185	_____	_____

SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
CHILATCHEE CREEK CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR “B”
ALABAMA RIVER LAKES

I. NUMBER OF CONTRACTS: This Specific Park Sheet is for two (2) separate Park Attendant Contracts at Chilatchee Creek Campground - Park Attendant Contract “A” and Park Attendant Contract “B”.

RFQ LINE ITEM REFERENCE #

0008 PARK ATTENDANT CONTRACT SCHEDULE “A”-
Chilatchee Creek Campground, Dannelly Lake
Contract Period: 24 Feb 09 – 13 Nov 09
Total number of performance days: 134 (includes 4 orientation days)
Orientation dates: 24 Feb 09 – 27 Feb 09
Performance Period: 01 Mar 09 – 13 Nov 09
Government’s estimated daily bid price: \$70.00

0009 PARK ATTENDANT CONTRACT SCHEDULE “B”-
Chilatchee Creek Campground, Dannelly Lake
Contract Period: 24 Feb 09 - 11 Nov 09
Total number of performance days: 132 (includes 4 orientation days)
Orientation dates: 24 Feb 09 - 27 Feb 09
Performance Period: 05 Mar 09 – 11 Nov 09
Government’s estimated daily bid price: \$70.00

NOTE: A separate bid must be submitted for each contract (Park Attendant Contract “A” or Park Attendant Contract “B”) you are interested in, by entering a bid on the corresponding line item numbers on this project’s enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

II. PARK DESCRIPTION: Chilatchee Creek Campground is located on William “Bill” Dannelly Reservoir, Alabama River Lakes, approximately 9 miles east of Alberta, Alabama, off Alabama State Highway 5 and Wilcox County road 29. Chilatchee Creek contains 47 Class A campsites with water and electrical hookups and six (6) Class “C” primitive campsites. Chilatchee Creek also contains restrooms, shower facilities, a sanitary dump station, two group shelters and a fish cleaning station. There is a two lane boat ramp located outside the campground. There are approximately three miles of paved road in the routine patrol area.

III. SCHEDULED PERFORMANCE HOURS: PACs are scheduled on a four (4) day rotation as indicated on attached calendar. PACs are scheduled the following hours: Gatehouse operation: 7:00 a.m. -10:00 p.m. PACs will also be available at their living quarters 10:00 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance.

IV. ORIENTATION: All PACs are required to attend four (4) days of orientation – three (3)

days of computer based training at Millers Ferry Resource Office and one (1) day of general orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 23-27, 2009. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation sessions will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PACs knowledge and experience with the NRRS program.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** NOTE: ORMS is a Windows-based program, which utilizes a mouse for computer operations. PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE ON THE FIRST BUSINESS DAY FOLLOWING THE PERFORMANCE PERIOD.** PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit bills for collections, cashier's checks, and camper's personal checks using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. The approximate round-trip mileage from Chilatchee Creek Campground to Catherine Post Office is 34 miles.

B. PARK INSPECTIONS: PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes checking the shower and restroom buildings, closing covers on campsite electrical boxes, replacing lids on trash cans, removing expired permit receipts from campsite posts, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods. Also, PACs shall turn on power and hang reservation signs for reserved facilities. This includes the shelter at Gees Bend Park. Round trip to Gees Bend is approximately 18 miles. This requirement should occur no more than five times per contract period.

C. CLOSING /OPENING GATES AND FACILITIES: The PACs shall open the gate at 7:00 a.m. and close the gate at 10:00 p.m. each evening, or at such other times as may be Designated by the Contracting Officer or his authorized representative; and maintain quiet hours from 10:00 p.m. until 7:00 a.m. Campers shall be advised of quiet hours as they enter the park and any violations shall be reported to a ranger as soon as possible. Between 10:00pm and 7:00am: (1) Allow campers to exit park area in cases of emergency, regardless of hour. (2) Visitors will not be allowed into campground except in cases of emergency.

D. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom, dustpan, mop and

wastebasket are furnished in the gatehouse.

2. The PACs going off schedule must sweep, mop and empty the trash can so that the PACs assuming contractual responsibilities will have a neat, clean environment.
3. The immediate area around the gatehouse should be policed for litter periodically as time permits including, but not limited to, cigarette butts.

E. PET POLICY: Dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will not be allowed. All pets must be either confined in the contractor's RV or on a leash of six (6) feet or less in length when outside. **No pets will be allowed inside the gatehouse.** For additional information, please refer to the General Specifications for PACs.

F. DRESS CODE OR UNIFORM POLICY: PACs shall at all times when performing and when dealing with the public maintain a fully clothed and neat, well groomed appearance. Caps or other identification furnished by the Government shall be worn while performing and when patrolling in the park. No tank tops, halter-tops, flip flops, short-shorts, etc. will be allowed.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. PACs are required to furnish a minimum \$3,000 surety bond to the Contracting Officer. For more information, please refer to the General Specifications for PACs.
2. PACs are required to have Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence. Insurance must be maintained during the entire contract period.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: In addition to contractor furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the PACs will be required to furnish a telephone for use inside camper trailer or motor home. Telephone must be compatible for use with either a rotary or touch-tone system.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Please refer to the Mobile District General Specifications for PAC Services.

VIII. ADDITIONAL INFORMATION: All bidders should contact Jamie Morgan or Jason Swanner at (334) 682-4244 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities.

2009 - Chilatchee Creek CG "A"

JANUARY						
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2009 - Chilatchee Creek CG "B"

JANUARY						
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FEBRUARY						
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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
GUNTER HILL CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR "A"
INDEPENDENT PARK ATTENDANT CONTRACTOR "B"
ALABAMA RIVER LAKES

- I. **NUMBER OF CONTRACTS:** This Specific Park Sheet is for two (2) separate Park Attendant Contracts at Gunter Hill Campground - Park Attendant Contract "A" and Park Attendant Contract "B".

RFQ LINE ITEM REFERENCE #

**0001 PARK ATTENDANT CONTRACT SCHEDULE "A"-
Gunter Hill Campground, R. E. "Bob" Woodruff Lake
Contract Period: 24 Feb 09 - 27 Feb 10
Total number of performance days: 188 (includes 4 orientation days)
Orientation dates: 24 Feb 09 – 27 Feb 09
Performance Period: 01 Mar 09 – 27 Feb 10
Government's estimated daily bid price: \$70.00**

**0002 PARK ATTENDANT CONTRACT SCHEDULE "B"-
Gunter Hill Campground, R. E. "Bob" Woodruff Lake
Contract Period: 24 Feb 09 - 28 Feb 10
Total number of performance days: 185 (includes 4 orientation days)
Orientation dates: 24 Feb 09 - 27 Feb 09
Performance Period: 05 Mar 09 – 28 Feb 10
Government's estimated daily bid price: \$70.00**

NOTE: A separate bid must be submitted for each contract (Park Attendant Contract "A" or Park Attendant Contract "B") you are interested in, by entering a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

II. PARK DESCRIPTION:

Gunter Hill Campground is located on R. E. "Bob" Woodruff Lake, Alabama River Lakes, approximately 5 miles west of downtown Montgomery, Alabama, off U. S. Highway 80 and County road 7. Gunter Hill contains 146 Class A campsites with water and electrical hookups. The campground is divided into two sections: Antioch and Catoma Loops. Both sections have restrooms, laundry and shower facilities, playground, all-purpose court and group shelter. Each section has a sanitary dump station. A two-lane boat ramp is also provided in Antioch Loop. Sites 69-107 within Catoma Loop will possibly be closed throughout contract. Sites 108-146 will be open. A tour of the park is approximately 1.5 miles.

- III. SCHEDULED PERFORMANCE HOURS:** PACs are scheduled on a four (4) day rotation as indicated on attached calendar. PACs are scheduled the following hours:
Gatehouse operation: 7:00 a.m. -10:00 p.m. PACs will also be available at their living

quarters 10:00 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance.

- IV. ORIENTATION:** All PACs are required to attend a four (4) day orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 24-27, 2009. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation sessions will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PAC's knowledge and experience with the NRRS program.**
- V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)**
- A. APPROVED USER FEE COLLECTION & PROCESSING:** PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** NOTE: ORMS is a Windows-based program, which utilizes a mouse for computer operations. PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE ON THE FIRST BUSINESS DAY FOLLOWING THE PERFORMANCE PERIOD.** PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit bills for collections, cashier's checks, and camper's personal checks using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. The approximate round-trip mileage from Gunter Hill Campground to Montgomery is 20 miles.
- B. PARK INSPECTIONS:** PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes checking the shower and restroom buildings, closing covers on campsite electrical boxes, replacing lids on trash cans, removing expired permit receipts from campsite posts, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods.
- C. CLOSING /OPENING GATES AND FACILITIES:** The PACs shall open the gate at 7:00 a.m. and close the gate at 10:00 p.m. each evening, or at such other times as may be designated by the Contracting Officer or his authorized representative; and maintain quiet hours from 10:00 p.m. until 7:00 a.m. Campers shall be advised of quiet hours as they enter the park and any violations shall be reported to a ranger as soon as possible. Between 10:00pm and 7:00am: (1) Allow campers to exit park area in cases of emergency, regardless of hour. (2) Visitors will not be allowed into campground except in cases of emergency.

D. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom dustpan, mop and wastebasket are furnished in the gatehouse.
2. The PACs going off schedule must sweep, mop and empty the trash can so that the PACs assuming contractual responsibilities will have a neat, clean environment.
3. The immediate area around the gatehouse should be policed for litter periodically as time permits including, but not limited to, cigarette butts.

E. PET POLICY: Dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will not be allowed. All pets must be either confined in the contractor's RV or on a leash of six (6) feet or less in length when outside. **No pets will be allowed inside the gatehouse.** For additional information, please refer to the General Specifications for PACs.

F. DRESS CODE OR UNIFORM POLICY: PACs shall at all times when performing and when dealing with the public maintain a fully clothed and neat, well groomed appearance. Caps or other identification furnished by the Government shall be worn while performing and when patrolling in the park. Tank tops, halter-tops, flip flops, short-shorts, etc. will not be allowed.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. PACs are required to furnish a minimum \$3,000 surety bond to the Contracting Officer. For more information, please refer to the General Specifications for PACs.
2. PACs are required to have Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence. Insurance must be maintained during the entire contract period.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: In addition to contractor-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the PACs will be required to furnish a telephone for use inside camper trailer or motor home. Telephone must be compatible for use with either a rotary or touch-tone system.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Please refer to the Mobile District General Specifications for PAC Services.

VIII. ADDITIONAL INFORMATION: All bidders should contact Kelli Little at (334) 872-9554 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities.

2009 - Gunter Hill CG "A"

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2010 - Gunter Hill CG "A"

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2009 - Gunter Hill CG "B"

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2010 - Gunter Hill CG "B"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
HOLY GROUND BATTLEFIELD PARK
INDEPENDENT PARK ATTENDANT CONTRACTOR "A"
ALABAMA RIVER LAKES

- I. **NUMBER OF CONTRACTS:** This Specific Park Sheet is for one (1) Park Attendant Contract at Holy Ground Battlefield Park (Park Attendant Contract "A").

RFQ LINE ITEM REFERENCE #

0005 PARK ATTENDANT CONTRACT SCHEDULE "A"-

Holy Ground Battlefield Park, R. E. "Bob" Woodruff Lake

Contract Period: 4 Apr 09 - 13 Sep 09

Total number of performance days: 51

Orientation date: 4 Apr 09

Performance Period: 4 Apr 09 – 13 Sep 09

Government's estimated daily bid price: \$70.00

NOTE: A bid must be submitted for Park Attendant Contract "A" by entering a bid on the corresponding line item numbers on the project's enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

- II. **PARK DESCRIPTION:** Holy Ground Battlefield Park is a day-use facility located on R. E. "Bob" Woodruff Lake, Alabama River Lakes, approximately 20 miles east of Selma, Alabama, off U. S. Highway 80 and Lowndes County roads 23 and 40. Holy Ground consists of 400 acres of which 185 acres have been developed for recreational use. The park has a two-lane boat ramp, three large picnic shelters, 112 picnic sites, toilet facilities with showers, playground, basketball court, soft ball diamond, beach and swimming area. A gatehouse is located at the entrance to the park. There is approximately three (3) miles of paved road in the routine patrol area.
- III. **SCHEDULED PERFORMANCE HOURS:** Park Attendant Contractors will operate the park on weekends (Saturdays & Sundays) and Holidays. Park hosts will operate park during weekdays. The general contract provisions require two (2) persons to perform the contract. PACs will be available, in the park, **at all times**, for visitor services and park surveillance during their performance days. At least one PAC will be available and in the gatehouse, each performance day, during the hours from 7:00 A.M. to 7:00 P. M.
- IV. **ORIENTATION:** PACs are required to attend one day of orientation at the Alabama River Lakes Site Office.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand**

both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: PAC will collect fees using a cash register. PAC will be oriented on the operation of cash register by project personnel.

B. PARK INSPECTIONS: PACs shall inspect the park area a minimum of four (4) times during regular duty hours, in order to identify problem areas and any work needed to keep park in a safe and presentable condition. This includes checking the beach area, nature trails, restroom buildings, picnic shelters, replacing lids on trashcans, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to closing. Additional patrols should be made during high activity periods. Any unsanitary or other objectionable condition shall be reported to Corps rangers as soon as possible.

C. CLOSING /OPENING GATES AND FACILITIES: The PACs shall open the gates at 7:00 a.m. and close gates at 7:00 p.m. each evening, or at such other times as may be designated by the Contracting Officer or his authorized representative.

D. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom, dustpan, mop and wastebasket are furnished in the gatehouse.
2. The PACs going off schedule must sweep, mop and empty the trash can so that the PACs assuming contractual responsibilities will have a neat and clean environment.
3. The immediate area around the gatehouse should be policed for litter periodically as time permits including, but not limited to, cigarette butts.

E. PET POLICY: Dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will not be allowed. All pets must be either confined in the contractor's RV or on a leash of six (6) feet or less in length when outside. **No pets will be allowed inside the gatehouse.** For additional information, please refer to the General Specifications for PACs.

F. DRESS CODE OR UNIFORM POLICY: PACs shall at all times when performing and when dealing with the public maintain a fully clothed and neat, well groomed appearance. Caps or other identification furnished by the Government shall be worn while performing and when patrolling in the park. No tank tops, halter tops, flip flops, short-shorts, etc. will be allowed.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. PACs are required to furnish a minimum \$3,000 surety bond to the Contracting Officer. For more information, please refer to the General Specifications for PACs.

2. PACs are required to have Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence. Insurance must be maintained during the entire contract period.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: In addition to contractor-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the following is to be provided by the contractor:

- A. TELEPHONE:** The PACs will be required to furnish a telephone for use inside camper trailer or motor home. Telephone must be compatible for use with either a rotary or touch-tone system.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Please refer to the Mobile District General Specifications for PAC Services.

VIII. ADDITIONAL INFORMATION: All bidders should contact Kelli Little at (334) 872-9554 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities.

2009 - Holy Ground Battlefield Park "A"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
ISAAC CREEK CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR “B”
ALABAMA RIVER LAKES

I. NUMBER OF CONTRACTS: This Specific Park Sheet is for two (2) separate Park Attendant Contracts at Isaac Creek Campground - Park Attendant Contract “A” and Park Attendant Contract “B”.

RFQ LINE ITEM REFERENCE #

0012 PARK ATTENDANT CONTRACT SCHEDULE “A”-

Isaac Creek Campground, Claiborne Lake

Contract Period: 24 Feb 09 - 27 Feb 10

Total number of performance days: 188 (includes 4 orientation days)

Orientation dates: 24 Feb 09 – 27 Feb 09

Performance Period: 01 Mar 09 – 27 Feb 10

Government’s estimated daily bid price: \$70.00

0013 PARK ATTENDANT CONTRACT SCHEDULE “B”-

Isaac Creek Campground, Claiborne Woodruff Lake

Contract Period: 24 Feb 09 - 28 Feb 10

Total number of performance days: 185 (includes 4 orientation days)

Orientation dates: 24 Feb 09 - 27 Feb 09

Performance Period: 05 Mar 09 – 28 Feb 10

Government’s estimated daily bid price: \$70.00

NOTE: A separate bid must be submitted for each contract (Park Attendant Contract “A” or Park Attendant Contract “B”) you are interested in, by entering a bid on the corresponding line item numbers on this project’s enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

II. PARK DESCRIPTION: Isaac Creek Campground is located on Claiborne Lake, Alabama River Lakes, approximately 20 miles northwest of Monroeville, Alabama, off Alabama State Highway 41 and Monroe County road 17. Isaac Creek contains 60 Class A campsites with water and electrical hookups. Isaac Creek also contains restrooms, shower facilities, and a sanitary dump station. The Day Use Area outside the campground contains three group shelters, one restroom, a ball field, two double lane boat ramps, playgrounds and a fish cleaning station with restrooms. There are approximately three miles of paved road in the routine patrol area.

III. SCHEDULED PERFORMANCE HOURS: PACs are scheduled on a four (4) day rotation as indicated on attached calendar. PACs are scheduled the following hours: Gatehouse operation: 7:00 a.m. -10:00 p.m. PACs will also be available at their living quarters 10:00 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance.

IV. ORIENTATION: All PACs are required to attend four (4) days of orientation – three (3)

days of computer based training at Millers Ferry Resource Office and one (1) day of general orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 24-27, 2009. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation sessions will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PACs knowledge and experience with the NRRS program.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** NOTE: ORMS is a Windows-based program, which utilizes a mouse for computer operations. PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE ON THE FIRST BUSINESS DAY FOLLOWING THE PERFORMANCE PERIOD.** PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. The approximate round-trip mileage from Isaac Creek Campground to the Franklin Post Office is 30 miles.

B. PARK INSPECTIONS: PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes checking the shower and restroom buildings, closing covers on campsite electrical boxes, replacing lids on trash cans, removing expired permit receipts from campsite posts, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods. Also, PACs shall turn on power and hang reservation signs for three (3) reservable shelters.

C. CLOSING /OPENING GATES AND FACILITIES: The PACs shall open the gate at 7:00 a.m. and close the gate at 10:00 p.m. each evening, or at such other times as may be designated by the Contracting Officer or his authorized representative; and maintain quiet hours from 10:00 p.m. until 7:00 a.m. Campers shall be advised of quiet hours as they enter the park and any violations shall be reported to a ranger as soon as possible. Between 10:00pm and 7:00am: (1) Allow campers to exit park area in cases of emergency, regardless of hour. (2) Visitors will not be allowed into campground except in cases of emergency.

D. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom dustpan, mop and wastebasket are furnished in the gatehouse.
2. The PACs going off schedule must sweep, mop and empty the trash can so that the

PACs assuming contractual responsibilities will have a neat, clean environment.

3. The immediate area around the gatehouse should be policed for litter periodically as time permits including, but not limited to, cigarette butts.

E. PET POLICY: Dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will not be allowed. All pets must be either confined in the contractor's RV or on a leash of six (6) feet or less in length when outside. **No pets will be allowed inside the gatehouse.** For additional information, please refer to the General Specifications for PACs.

F. DRESS CODE OR UNIFORM POLICY: PACs shall at all times when performing and when dealing with the public maintain a fully clothed and neat, well groomed appearance. Caps or other identification furnished by the Government shall be worn while performing and when patrolling in the park. No tank tops, halter-tops, flip flops, short-shorts, etc. will be allowed.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. PACs are required to furnish a minimum \$3,000 surety bond to the Contracting Officer. For more information, please refer to the General Specifications for PACs.
2. PACs are required to have Comprehensive Automobile Liability Insurance: Bodily Injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence. Insurance must be maintained during the entire contract period.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: In addition to contractor furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the PACs will be required to furnish a telephone for use inside camper trailer or motor home. Telephone must be compatible for use with either a rotary or touch-tone system.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Please refer to the Mobile District General Specifications for PAC Services.

VIII. ADDITIONAL INFORMATION: All bidders should contact Jamie Morgan or Jason Swanner at (334) 682-4244 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities.

2009 - Isaac Creek CG "A"

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2010 - Isaac Creek CG "A"

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2009 - Isaac Creek CG "B"

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2010 - Isaac Creek CG "B"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
MILLERS FERRY CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR “B”
ALABAMA RIVER LAKES

I. NUMBER OF CONTRACTS: This Specific Park Sheet is for two (2) separate Park Attendant Contracts at Millers Ferry Campground - Park Attendant Contract “A” and Park Attendant Contract “B”.

RFQ LINE ITEM REFERENCE #

0010 PARK ATTENDANT CONTRACT SCHEDULE “A”-

Millers Ferry Campground, Dannelly Lake

Contract Period: 24 Feb 09 - 27 Feb 10

Total number of performance days: 188 (includes 4 orientation days)

Orientation dates: 24 Feb 09 – 27 Feb 09

Performance Period: 01 Mar 09 – 27 Feb 10

Government’s estimated daily bid price: \$70.00

0011 PARK ATTENDANT CONTRACT SCHEDULE “B”-

Millers Ferry Campground, Dannelly Woodruff Lake

Contract Period: 24 Feb 09 - 28 Feb 10

Total number of performance days: 185 (includes 4 orientation days)

Orientation dates: 24 Feb 09 - 27 Feb 09

Performance Period: 05 Mar 09 – 28 Feb 10

Government’s estimated daily bid price: \$70.00

NOTE: A separate bid must be submitted for each contract (Park Attendant Contract “A” or Park Attendant Contract “B”) you are interested in, by entering a bid on the corresponding line item numbers on this project’s enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

II. PARK DESCRIPTION: Millers Ferry Campground is located on William “Bill” Dannelly Reservoir, Alabama River Lakes, approximately 11 miles west of Camden, Alabama, off Alabama State Highway 28. Millers Ferry contains 66 Class A campsites with water and electrical hookups and nine Class “C” primitive campsites. Millers Ferry Campground contains restrooms, shower facilities, a two lane boat ramp, a sanitary dump station, playground, multipurpose court, and a group shelter. There are two Day Use facilities located adjacent to the campground. East Bank Beach contains a swimming beach, playground, and two group shelters. Training Dike Park contains one group shelter, a playground, and a waterborne toilet. There are approximately three miles of paved road in the routine patrol area.

III. SCHEDULED PERFORMANCE HOURS: PACs are scheduled on a four (4) day rotation as indicated on attached calendar. PACs are scheduled the following hours: Gatehouse operation: 7:00 a.m. -10:00 p.m. PACs will also be available at their living quarters 10:00 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance.

IV. ORIENTATION: All PACs are required to attend four (4) days of orientation – three (3) days of computer based training at Millers Ferry Resource Office and one (1) day of general orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 24-27, 2009. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation sessions will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PACs knowledge and experience with the NRRS program.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** NOTE: ORMS is a Windows-based program, which utilizes a mouse for computer operations. PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE ON THE FIRST BUSINESS DAY FOLLOWING THE PERFORMANCE PERIOD.** PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. The approximate round-trip mileage from Millers Ferry Campground to Camden is 18 miles.

B. PARK INSPECTIONS: PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes checking the shower and restroom buildings, closing covers on campsite electrical boxes, replacing lids on trash cans, removing expired permit receipts from campsite posts, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods. Also, PACs shall turn on power and hang reservation signs for three (3) reservable shelters. A fourth reservable shelter at Bridgeport Beach may be included during times when the volunteer park host is unavailable. Round trip to Bridgeport Beach is approximately 20 miles. This requirement should occur no more than five times per contract period.

C. CLOSING /OPENING GATES AND FACILITIES: The PACs shall open the gate at 7:00 a.m. and close the gate at 10:00 p.m. each evening, or at such other times as may be designated by the Contracting Officer or his authorized representative; and maintain quiet hours from 10:00 p.m. until 7:00 a.m. Campers shall be advised of quiet hours as they enter the park and any violations shall be reported to a ranger as soon as

possible. Between 10:00pm and 7:00am: (1) Allow campers to exit park area in cases of emergency, regardless of hour. (2) Visitors will not be allowed into campground except in cases of emergency. PACs may be required to open and close gates at Bridgeport Beach in the event that the volunteer park host is unavailable. This requirement should occur no more than five times during the contract period.

D. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom dustpan, mop and wastebasket are furnished in the gatehouse.
2. The PACs going off schedule must sweep, mop and empty the trash can so that the PACs assuming contractual responsibilities will have a neat, clean environment.
3. The immediate area around the gatehouse should be policed for litter periodically as time permits including, but not limited to, cigarette butts.

E. PET POLICY: Dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will not be allowed. All pets must be either confined in the contractor's RV or on a leash of six (6) feet or less in length when outside. **No pets will be allowed inside the gatehouse.** For additional information, please refer to the General Specifications for PACs.

F. DRESS CODE OR UNIFORM POLICY: PACs shall at all times when performing and when dealing with the public maintain a fully clothed and neat, well groomed appearance. Caps or other identification furnished by the Government shall be worn while performing and when patrolling in the park. No tank tops, halter-tops, flip flops, short-shorts, etc. will be allowed.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. PACs are required to furnish a minimum \$3,000 surety bond to the Contracting Officer. For more information, please refer to the General Specifications for PACs.
2. PACs are required to have Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence. Insurance must be maintained during the entire contract period.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: In addition to contractor furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the PACs will be required to furnish a telephone for use inside camper trailer or motor home. Telephone must be compatible for use with either a rotary or touch-tone system.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Please refer to the Mobile District General Specifications for PAC Services.

VIII. ADDITIONAL INFORMATION: All bidders should contact Jamie Morgan or Jason Swanner at (334) 682-4244 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities.

2009 - Miller's Ferry CG "A"

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2010 - Miller's Ferry CG "A"

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2009 - Miller's Ferry CG "B"

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2010 - Miller's Ferry CG "B"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
PRAIRIE CREEK CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR "A"
INDEPENDENT PARK ATTENDANT CONTRACTOR "B"
ALABAMA RIVER LAKES

I. NUMBER OF CONTRACTS: This Specific Park Sheet is for two (2) separate Park Attendant Contracts at Prairie Creek Campground - Park Attendant Contract "A" and Park Attendant Contract "B".

RFQ LINE ITEM REFERENCE #

**0003 PARK ATTENDANT CONTRACT SCHEDULE "A"-
Prairie Creek Campground, R. E. "Bob" Woodruff Lake
Contract Period: 24 Feb 09 - 27 Feb 10
Total number of performance days: 188 (includes 4 orientation days)
Orientation dates: 24 Feb 09 – 27 Feb 09
Performance Period: 01 Mar 09 – 27 Feb 10
Government's estimated daily bid price: \$70.00**

**0004 PARK ATTENDANT CONTRACT SCHEDULE "B"-
Prairie Creek Campground, R. E. "Bob" Woodruff Lake
Contract Period: 24 Feb 09 - 28 Feb 10
Total number of performance days: 185 (includes 4 orientation days)
Orientation dates: 24 Feb 09 - 27 Feb 09
Performance Period: 05 Mar 09 – 28 Feb 10
Government's estimated daily bid price: \$70.00**

NOTE: A separate bid must be submitted for each contract (Park Attendant Contract "A" or Park Attendant Contract "B") you are interested in, by entering a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

II. PARK DESCRIPTION: Prairie Creek Park is located on R. E. "Bob" Woodruff Lake, Alabama River Lakes, approximately 20 miles east of Selma, Alabama, off U. S. Highway 80 and Lowndes County roads 23 and 40. Prairie Creek Park consists of 308 acres of which 100 acres have been developed for recreational use. The park contains 55 Class A campsites with water and electrical hookups, 7 tent campsites with water and electrical hookups, a group shelter and a fish cleaning station. It also contains restrooms and shower facilities, playgrounds, multipurpose court, sanitary dump station and a two-lane boat ramp. A gatehouse is located at the entrance to the park. There is approximately three (3) miles of paved road in the routine patrol area.

- III. SCHEDULED PERFORMANCE HOURS:** PACs are scheduled on a four (4) day rotation as indicated on attached calendar. PACs are scheduled the following hours: Gatehouse operation: 7:00 a.m. -10:00 p.m. PACs will also be available at their living quarters 10:00 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance.
- IV. ORIENTATION:** All PACs are required to attend a four (4) day orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 24-27, 2009. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation sessions will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PAC's knowledge and experience with the NRRS program.**
- V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)**
- A. APPROVED USER FEE COLLECTION & PROCESSING:** PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** NOTE: ORMS is a Windows-based program, which utilizes a mouse for computer operations. PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE ON THE FIRST BUSINESS DAY FOLLOWING THE PERFORMANCE PERIOD.** PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit bills for collections, cashier's checks, and camper's personal checks using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. The approximate round-trip mileage from Prairie Creek Campground to the Lowndesboro Post Office is 30 miles. The Post Office will only issue money orders up to \$700.00 per order, a limit of 3 money orders per day.
- B. PARK INSPECTIONS:** PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes checking the shower and restroom buildings, closing covers on campsite electrical boxes, replacing lids on trash cans, removing expired permit receipts from campsite posts, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods.
- C. CLOSING /OPENING GATES AND FACILITIES:** The PACs shall open the gate at 7:00 a.m. and close the gate at 10:00 p.m. each evening, or at such other times as may be designated by the Contracting Officer or his authorized representative; and maintain quiet hours from 10:00 p.m. until 7:00 a.m. Campers shall be advised of

quiet hours as they enter the park and any violations shall be reported to a ranger as soon as possible. Between 10:00pm and 7:00am: (1) Allow campers to exit park area in cases of emergency, regardless of hour. (2) Visitors will not be allowed into campground except in cases of emergency.

D. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom dustpan, mop and wastebasket are furnished in the gatehouse.
2. The PACs going off schedule must sweep, mop and empty the trash can so that the PACs assuming contractual responsibilities will have a neat, clean environment.
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2009 - Prairie Creek CG "A"

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2010 - Prairie Creek CG "A"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
SIX MILE CREEK CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR "A"
INDEPENDENT PARK ATTENDANT CONTRACTOR "B"
ALABAMA RIVER LAKES

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for two (2) separate Park Attendant Contracts at Six Mile Creek Campground - Park Attendant Contract "A" and Park Attendant Contract "B".

RFQ LINE ITEM REFERENCE #

0006 PARK ATTENDANT CONTRACT SCHEDULE "A"-
Six Mile Creek Campground, R. E. "Bob" Woodruff Lake
Contract Period: 24 Feb 09- 27 Feb 09 / 01 Apr 09 - 11 Sep 09
Total number of performance days: 88 (includes 4 orientation days)
Orientation dates: 24 Feb 09 – 27 Feb 09
Performance Period: 01 Apr 09 – 11 Sep 09
Government's estimated daily bid price: \$70.00

0007 PARK ATTENDANT CONTRACT SCHEDULE "B"-
Six Mile Creek Campground, R. E. "Bob" Woodruff Lake
Contract Period: 24 Feb 09- 27 Feb 09 / 05 Apr 09 - 15 Sep 09
Total number of performance days: 88 (includes 4 orientation days)
Orientation dates: 24 Feb 09 – 27 Feb 09
Performance Period: 05 Apr 09 – 15 Sep 09
Government's estimated daily bid price: \$70.00

NOTE: A separate bid must be submitted for each contract (Park Attendant Contract "A" or Park Attendant Contract "B") you are interested in, by entering a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (SF 1449). Contractual responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the performance dates, as indicated in the line items.

II. PARK DESCRIPTION: Six Mile Creek Park is located on William "Bill" Dannelly Reservoir, Alabama River Lakes, approximately 6 miles south of Selma, Alabama, off U. S. Highway 80 and Kings Bend Road (Dallas County 77). Six Mile contains 31 Class A campsites with water and electrical hookups. It also contains restroom and shower facilities, playground multipurpose court, and two group shelters. There is one sanitary dump station and a two-lane boat ramp. There is approximately 1 mile of paved road in the routine patrol area.

III. SCHEDULED PERFORMANCE HOURS: PACs are scheduled on a four (4) day rotation as indicated on attached calendar. PACs are scheduled the following hours: Gatehouse operation: 7:00 a.m. -10:00 p.m. PACs will also be available at their living quarters 10:00 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance.

IV. ORIENTATION: All PACs are required to attend a four (4) day orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 24-27, 2009. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation sessions will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PAC's knowledge and experience with the NRRS program.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** NOTE: ORMS is a Windows-based program, which utilizes a mouse for computer operations. PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE ON THE FIRST BUSINESS DAY FOLLOWING THE PERFORMANCE PERIOD.** PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. The approximate round-trip mileage from Six Mile to Selma is 20 miles.

B. PARK INSPECTIONS: PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes checking the shower and restroom buildings, closing covers on campsite electrical boxes, replacing lids on trash cans, removing expired permit receipts from campsite posts, looking for dead or damaged trees or limbs, etc. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods.

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2009 - Six Mile Creek CG "B"

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ALLATOONA LAKE

(Name of Bidder)

<u>RFQ LINE</u> <u>ITEM #</u>		<u>DAYS</u> (daily rate)	<u>UNIT PRICE</u> (even amounts)	<u>TOTAL PRICE</u>
0001	Park Attendant Blockhouse #2 Ramp 10 Mar – 14 Sep 2009	110	_____	_____
0002	Park Attendant “ A ” Clark Creek North Campground 02 Apr – 09 Sep 2009	82	_____	_____
0003	Park Attendant “ B ” Clark Creek North Campground 02 Apr – 09 Sep 2009	82	_____	_____
0004	Park Attendant “ A ” Galt’s Day Use Area & Ramp 10 Mar – 14 Sep 2009	98	_____	_____
0005	Park Attendant “ B ” Galt’s Day Use Area & Ramp 10 Mar – 08 Sep 2009	91	_____	_____
0006	Park Attendant “ A ” McKaskey Creek Campground 19 Mar – 09 Sep 2009	90	_____	_____
0007	Park Attendant “ B ” McKaskey Creek Campground 19 Mar – 09 Sep 2009	88	_____	_____
0008	Park Attendant “ A ” McKinney Campground 19 Mar – 13 Oct 2009	107	_____	_____
0009	Park Attendant “ B ” McKinney Campground 19 Mar – 13 Oct 2009	105	_____	_____

ALLATOONA LAKE

(Name of Bidder)

<u>RFQ LINE</u> <u>ITEM #</u>		<u>DAYS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
		(daily rate)	(even amounts)	
0010	Park Attendant Old Highway 41 #1 Day Use 31 Mar – 08 Sep 2009	95	_____	_____
0011	Park Attendant “ A ” Old Highway 41 #3 Campground 02 Apr – 09 Sep 2009	82	_____	_____
0012	Park Attendant “ B ” Old Highway 41 #3 Campground 02 Apr – 09 Sep 2009	82	_____	_____
0013	Park Attendant “ A ” Payne Campground & Ramp 19 Mar – 09 Sep 2009	90	_____	_____
0014	Park Attendant “ B ” Payne Campground & Ramp 19 Mar – 09 Sep 2009	88	_____	_____
0015	Park Attendant “ A ” Sweetwater Creek Campground 19 Mar – 09 Sep 2009	90	_____	_____
0016	Park Attendant “ B ” Sweetwater Creek Campground 19 Mar – 09 Sep 2009	88	_____	_____
0017	Park Attendant “ A ” Victoria Campground 19 Mar – 13 Oct 2009	106	_____	_____
0018	Park Attendant “ B ” Victoria Campground 19 Mar – 13 Oct 2009	106	_____	_____
0019	Park Attendant Victoria Day Use Area/Ramp 13 Mar – 08 Sep 2009	95	_____	_____

**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
BLOCKHOUSE #2 LAUNCHING RAMP
INDEPENDENT PARK ATTENDANT CONTRACTOR**

ALLATOONA LAKE

I. NUMBER OF CONTRACT POSITION(S): These Specific Recreation Area Contract Performance requirements are for one (1) Park Attendant Contractor Team (PAC) consisting of two (2) people on the team at Blockhouse #2 Launching Ramp.

***NOTE: This contract does not involve option periods.**

RFQ LINE ITEM #

0001 PARK ATTENDANT CONTRACTOR TEAM

Blockhouse #2 Launching Ramp

Contract Dates: **10 MAR – 14 SEP 2009**

Total number of performance days: **110** (includes 2 orientation days & 1 debriefing day)

Government's estimated daily bid price: \$75

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding Project's RFQ Line Item Sheet; signature of both members of the contract team on the **STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS)** and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements and calendar are in addition to the Mobile District General Specifications.

II. PARK DESCRIPTION: Blockhouse #2 Launching Ramp has 95 BOAT LAUNCHING PARKING SPACES & 18 SINGLE PARKING SPACES and is located approximately 3 miles from Acworth, GA and is adjacent to an I-75 overpass.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the period, 10 March thru 14 September, PAC's will perform contractual duties during a four (4) day week (Fri – Mon). The schedule will include weekends and Federal Holidays (see attached schedule). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it.** Will maintain thirteen and one-half (13-1/2) hours actual performance time from **8 a.m. until 9:30 p.m.**

IV. ORIENTATION & DEBRIEFING: Orientation will be at the Allatoona Lake Project Management Office in Cartersville on **10 & 11 March** beginning each day at 8 a.m. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. on **14 September**. Orientation and debriefing days are part of the performance dates.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirement prior to submitting your bids.**

- A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating cash registers to collect user fees and preparing associated paperwork as required.. An orientation session will be provided. PAC's will be required to deposit user fees into an approved Treasury Department account at a designated bank. A deposit must be made at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. **PARK ATTENDANT CONTRACTOR WILL BE REQUIRED TO GO TO BANK ON AN OFF DAY.** The PAC will be responsible for transportation to and from the bank. Approximate round-trip mileage to bank from this park is 30 miles.
 - B. **PARK INSPECTIONS:** Will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. During these inspections, the PAC will check for vehicles parked on grass, pets off leash violations, etc. If minor violations of this kind are noted, the attendant should correct the problem if possible. The last inspection tour will be between 8:30 p.m. and 9 p.m. Total mileage for one inspection tour of Blockhouse #2 is approximately 0.8 mile.
 - C. **CLOSING/OPENING GATES AND FACILITIES:** Blockhouse #2 Ramp gates remain open 24 hours a day, seven days a week.
 - D. **CLEANING AND MAINTENANCE: No Cleaning Required.**
 - E. **PET POLICY:** Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".
 - F. **DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a **WHITE collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.
 - G. **OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The bond for this area is **\$3,000.** Refer to information regarding bonds in General Performance Specs under "BONDS".
- VI. **ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VII. **ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VIII. **ADDITIONAL INFORMATION:** All bidders should contact **Lakesha Self**, Park Ranger/Day Use Park Attendant Contractor Coordinator at **(678) 721-6730** to arrange for a tour of the park and explanation of the contract performance requirements. Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.

2009 - Blockhouse #2

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
CLARK CREEK NORTH CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “B”
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at Clark Creek North Campground – Park Attendant Contractor Teams “A” and “B”.

***NOTE: These contracts do not involve option periods.**

**RFQ LINE
ITEM #**

0002 PARK ATTENDANT CONTRACTOR TEAM “A”

Clark Creek North Campground

Contract Dates: 02 APR – 09 SEP 2009

Total number of performance days: 82 (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: \$75

0003 PARK ATTENDANT CONTRACTOR TEAM “B”

Clark Creek North Campground

Contract Dates: 02 APR - 09 SEP 2009

Total number of performance days: 82 (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: \$75

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** Clark Creek North Campground has 24 CAMPSITES and is located approximately 5 miles from Acworth, GA.

- III. **PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** During the period **02 April through 09 September**, PAC's will perform contractual duties on a rotating **four (4) day on, four (4) day off**, schedule which will include weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence with it.** Maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**
- IV. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville **02-03 April and 06-08 April** beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. **09 September**. Orientation and debriefing days are part of the performance dates.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bid(s).**
- A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating the **Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager** and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** **NOTE:** **Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH 4-DAY PERFORMANCE.** PAC's will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PAC's will submit bills for collections, cashier's checks, and camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. The PAC'S will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to Post Office from this park is 12 miles.
- B. **PARK INSPECTIONS:** PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 9:30 p.m. and 10:30 p.m. During this inspection, PAC's will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour of Clark Creek North is approximately 1.0 mile.
- C. **CLOSING/OPENING GATES AND FACILITIES:** PAC's will open the gate each morning at 7 a.m. and gate will be closed and locked at **10:30 p.m.** while on duty. **WITHOUT EXCEPTION**, PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who

demand to be let out of the park, or as directed by Corps personnel. PAC's will also open gates to allow emergency vehicles access to the park and customers.

- D. **CLEANING AND MAINTENANCE:** **No Cleaning Required.**
- E. **PET POLICY:** Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".
- F. **DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a **White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.
- G. **OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The Bond for this campground is **\$5,000.** Refer to other information regarding bonds in General Performance Specs under "BONDS".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VIII. ADDITIONAL INFORMATION: All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.**

2009 - Clark Creek North Campground "A"

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2009 - Clark Creek North Campground "B"

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
GALT'S DAY USE AREA & RAMP
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A"
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance Requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at Galt's Day Use Area & Ramp – Park Attendant Contractor Teams "A" and "B".

***NOTE: These contracts do not involve option periods.**

**RFQ LINE
ITEM #**

0004 PARK ATTENDANT CONTRACTOR TEAM "A"

Galt's Day Use Area & Ramp

Contract Dates: **10 MAR - 14 SEP 2009**

Total number of performance days: **98** (includes 2 orientation days & 1 debriefing day)

Government's estimated daily bid price: \$75

0005 PARK ATTENDANT CONTRACTOR TEAM "B"

Galt's Day Use Area & Ramp

Contract Dates: **10 MAR – 08 SEP 2008**

Total number of performance days: **91** (includes 2 orientation days & 1 debriefing day)

Government's estimated daily bid price: \$75

NOTE: A separate bid must be submitted for each contract (Attendant "A" and/or "B") you are interested in, by entering a bid on the corresponding Project's RFQ Line Item Sheet; signatures of both members of the contract team signing and on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** Galt's Day Use Area & Ramp has 141 SINGLE PARKING SPACES and 50 BOAT LAUNCHING SPACES and is located approximately 7 miles from Acworth, GA.

- III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** During the period 10 March through 08 September, PAC'S will perform contractual duties on a rotating four (4) day on, four (4) day off schedule which will include weekends and Federal Holidays. During the period 09 September through 13 September, Attendant A will work Friday through Monday. On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it. Maintain thirteen and one-half (13-1/2) hours actual performance time from 8 a.m. until 9:30 p.m.
- IV. ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville on 10 & 11 March beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. on 08 September for Attendant B and on 14 September for Attendant A. Orientation and debriefing days are part of the performance dates.
- V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bids.
- A. APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating cash register to collect user fees and preparing associated paperwork as required. An orientation session will be provided. PAC's will be required to deposit user fees into an approved Treasury Department account at a designated bank. A deposit must be made at least ONCE WEEKLY regardless of amount of cash. Detailed procedures will be provided at orientation. PARK ATTENDANT CONTRACTORS WILL BE REQUIRED TO GO TO BANK ON AN OFF DAY. The PAC's will be responsible for transportation to and from the bank. Approximate round-trip mileage to bank from Galt's Day Use & Ramp is 30 miles.
- B. PARK INSPECTIONS:** PAC'S will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. During these inspections, the attendant will check for littered picnic sites, vehicles parked on grass, alcohol and pet violations, etc. If minor violations of this kind are noted, the attendant should correct the problem if possible. The last inspection tour will be between 8:30 p.m. and 9 p.m. Total mileage for one inspection tour is approximately 0.5 mile.
- C. CLOSING/OPENING GATES AND FACILITIES:** PAC's will open gate each morning at 8 a.m. and close and lock gate each evening at 9 p.m. while on duty. WITHOUT EXCEPTION, PAC will also open gates to allow emergency vehicles access to park and customers.
- D. CLEANING AND MAINTENANCE:** No Cleaning Required
- E. PET POLICY:** PETS ARE NOT PERMITTED.

F. DRESS CODE OR UNIFORM POLICY: PAC's are required to wear a **WHITE collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The bond for Galt's PAC's is **\$3,000.** Refer to information regarding bonds in General Performance Specs under "BONDS".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/ SUPPLIES:
NONE

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VIII. ADDITIONAL CONTRACTOR DUTIES: PAC'S, on scheduled performance days, will place the reserved sign down on the shelter at 8:00 a.m. on the day of the reservation; will post signs in gatehouse windows regarding shelter reservation; and will issue horseshoes and volleyball to shelter users.

IX. ADDITIONAL INFORMATION: All bidders should contact **Lakesha Self**, Park Ranger/Day Use Park Attendant Contractor Coordinator at **(678) 721-6730** to arrange for a tour of the park and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and contract performance requirements and duties.**

2009 - Galt's Day Use Attendant "A"

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2009 - Galt's Day Use Attendant "B"

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
MCKASKEY CREEK CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “B”
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance Requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at McKaskey Creek Campground - Park Attendant Contractor Teams “A” and “B”.

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM #

0006 PARK ATTENDANT CONTRACTOR TEAM “A”

McKaskey Creek Campground

Contract Dates: **19 MAR – 09 SEP 2009**

Total number of performance days: **90** (includes **5** orientation days and **1** debriefing day)

Government’s estimated daily bid price: **\$78**

0007 PARK ATTENDANT CONTRACTOR TEAM “B”

McKaskey Creek Campground

Contract Dates: **19 MAR - 09 SEP 2009**

Total number of performance days: **88** (includes **5** orientation days and **1** debriefing day)

Government’s estimated daily bid price: **\$78**

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the **STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS)** and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** McKaskey Creek Campground has 51 CAMPSITES and is located approximately 7 miles from Cartersville, GA.

- III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** During the period **19 March through 09 September**, PAC’s will perform contractual duties on a rotating four (4) day on, four (4) day off, schedule which will include weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it.** Maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**

- IV. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville 19-20 March and 23-25 March beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. 09 September. Orientation and debriefing days are part of the performance dates.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bid(s).**
- A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating **the Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager** and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** **NOTE:** **Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH 4-DAY PERFORMANCE.** PAC's will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PAC's will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. PAC's will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to Post Office from this park is 11 miles.
- B. **PARK INSPECTIONS:** PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 9:30 p.m. and 10:30 p.m. During this inspection, PAC's will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour is approximately 1.2 miles.
- C. **CLOSING/OPENING GATES AND FACILITIES:** PAC's will open the gate each morning at 7 a.m. and gate will be closed and locked at **10:30 p.m.** while on duty. **WITHOUT EXCEPTION,** PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC's will also open gates to allow emergency vehicles access to the park and customers.
- D. **CLEANING AND MAINTENANCE:** **No Cleaning Required.**
- E. **PET POLICY:** Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".

F. **DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a **White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties, or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.

G. **OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The Bond for this campground is **\$5,000**. Refer to other information regarding bonds in General Performance Specs under "BONDS".

VI. **ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:**
NONE

VII. **ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:**
NONE

VIII. **ADDITIONAL INFORMATION:** All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park(s) and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.**

2009 - McKaskey Creek Campground "A"

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2009 - McKaskey Campground "B"

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
MCKINNEY CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “B”
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION (S):** This Specific Recreation Area Contract Performance Requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at McKinney Campground - Park Attendant Contractor Teams “A” and “B”.

***NOTE: These contracts do not involve option periods.**

**RFQ LINE
ITEM #**

**0008 PARK ATTENDANT CONTRACTOR TEAM “A”
McKinney Campground**

Contract Dates: **19 MAR - 13 OCT 2009**

Total number of performance days: **107** (includes 5 orientation days & 1 debriefing day)

Government’s estimated daily bid price: **\$90**

**0009 PARK ATTENDANT CONTRACTOR TEAM “B”
McKinney Campground**

Contract Dates: **19 MAR - 13 OCT 2009**

Total number of performance days: **105** (includes 5 orientation days & 1 debriefing day)

Government’s estimated daily bid price: **\$90**

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** McKinney Campground has 150 CAMPSITES and is located approximately 8 miles from Acworth, GA.

- III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** PAC’s will perform contractual duties on a rotating **three (3) day on, three (3) day off**, schedule which will include weekends and Federal Holidays (see attached calendar).

- A.** During the period **19 March through 30 September**, maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**
- B.** During the period **01 through 13 October**, maintain fourteen (14) hours actual performance time from **7 a.m. until 9 p.m.**

- C. **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within the park.**
- IV. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville **19-20 March & 23-25 March** beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. **13 October**. Orientation and debriefing days are part of the performance dates.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bid(s).**
- A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating **the Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager** and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** **NOTE:** **Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per three (3) day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH THREE (3) DAY PERFORMANCE.** PAC's will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. Park attendants will submit bills for collections, cashier's checks, and Camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. The PAC's will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to Post Office from this park is 16 miles.
- B. **PARK INSPECTIONS:** PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 10 p.m. and 10:30 p.m. During this inspection, the park attendant will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour is approximately 5.0 miles.

- C. **CLOSING/OPENING GATES AND FACILITIES:** PAC's will open the gate each morning at 7 a.m. and close the gate at 10:30 p.m. during the period of 27 March through 30 September while on duty. During the period 01-13 October, gate will open at 7 a.m. and lock at 9 p.m. **WITHOUT EXCEPTION,** PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC's will also open gates to allow emergency vehicles access to the park and customers.
- D. **CLEANING AND MAINTENANCE:** **No Cleaning Required.**
- E. **PET POLICY:** Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".
- F. **DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a **White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.
- G. **OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The Bond for this campground is **\$5,000.** Refer to other information regarding bonds in General Performance Specs under "BONDS".

VI. **ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:**
NONE

VII. **ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:**
NONE

VIII. **ADDITIONAL INFORMATION:** All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.**

2009 - McKinney Campground "A"

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2009 - McKinney Campground "B"

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
OLD HIGHWAY 41 #1 RAMP AND DAY USE AREA
INDEPENDENT PARK ATTENDANT CONTRACTOR
ALLATOONA LAKE**

- I. **NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance requirements are for one (1) Park Attendant Contractor Team (PAC) consisting of two (2) people on the team.

***NOTE: This contract does not involve option periods.**

RFQ LINE ITEM #

0010 PARK ATTENDANT CONTRACTOR TEAM

Old Highway 41 #1 Ramp and Day Use Area

Contract Dates: **31 MAR - 08 SEP 2009**

Total number of performance days: **95** (includes 2 orientation days & 1 debriefing day)

Government's estimated daily bid price: \$75

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding Project's RFQ Line Item Sheet; signatures of both members of the contract team on the **STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS)** and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements and calendar are in addition to the Mobile District General Specifications.

- II. **PARK DESCRIPTION:** Old Highway 41 #1 Ramp and Day Use Area has 68 BOAT LAUNCHING PARKING SPACES & 42 SINGLE PARKING SPACES and is located approximately 2 miles from Acworth, GA.
- III. **PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** During the period 31 March through 08 September, PAC's will perform contractual duties during a four (4) day week (Fri-Mon). The schedule will include weekends and Federal Holidays (see attached schedule). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it.** Maintain thirteen and one-half (13-1/2) hours actual performance time from **8 a.m. until 9:30 p.m.**
- IV. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville on **31 March & 01 April** beginning each day at 8 a.m. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. on **08 September.** Orientation and debriefing days are part of the performance dates.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications**

and the Specific Recreation Contract Performance Requirements prior to submitting your bids.

- A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating cash registers to collect user fees and preparing associated paperwork as required. An orientation session will be provided. PAC's will be required to deposit user fees into an approved Treasury Department account at a designated bank. A deposit must be made at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. **PARK ATTENDANT CONTRACTOR WILL BE REQUIRED TO GO TO BANK ON AN OFF DAY.** The PAC will be responsible for transportation to and from the bank. Approximate round-trip mileage to bank from this park is 30 miles.
- B. **PARK INSPECTIONS:** Will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. During these inspections, the PAC will check for littered picnic sites, vehicles parked on grass, alcohol and pet violations, etc. If minor violations of this kind are noted, the attendant should correct the problem if possible. The last inspection tour will be between 8:30 p.m. and 9 p.m. Total mileage for one inspection tour of this park is approximately 1.0 miles.
- C. **CLOSING/OPENING GATES AND FACILITIES:** PAC will open gate each morning at 8 a.m. and close and lock gate at 9 p.m. each evening while on duty. **WITHOUT EXCEPTION,** PAC will also open gates to allow emergency vehicles access to the park and customers.
- D. **CLEANING AND MAINTENANCE: No Cleaning Required.**
- E. **PET POLICY: PETS ARE NOT PERMITTED.**
- F. **DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a **WHITE collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.
- G. **OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The bond for each area is **\$3,000.** Refer to information regarding bonds in General Performance Specs under "BONDS".
- VI. **ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VII. **ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:**
NONE

VIII. ADDITIONAL INFORMATION: All bidders should contact **Lakesha Self**, Park Ranger/Day Use Park Attendant Contractor Coordinator at **(678) 721-6730** to arrange for a tour of the park and explanation of the contract performance requirements.
Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area the contract performance requirements and duties.

2009 - Old Highway 41 # 1 Ramp & Day Use Area

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
OLD HIGHWAY 41 #3 CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “B”
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at Old Highway 41 #3 Campground – Park Attendant Contractor Teams “A” and “B”.

***NOTE: These contracts do not involve option periods.**

RFQ LINE ITEM #

0011 PARK ATTENDANT CONTRACTOR TEAM “A”

Old Highway 41 #3 Campground

Contract Dates: **02 APR – 09 SEP 2009**

Total number of performance days: **82** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$80**

0012 PARK ATTENDANT CONTRACTOR TEAM “B”

Old Highway 41 #3 Campground

Contract Dates: **02 APR - 09 SEP 2009**

Total number of performance days: **82** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$80**

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** Old Highway 41 #3 Campground has 50 CAMPSITES and is located approximately 2 miles from Acworth, GA. The campground is adjacent to an I-75 overpass.

- III. **PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** During the period **02 April through 09 September**, PAC's will perform contractual duties on a rotating **four (4) day on, four (4) day off**, schedule which will include weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the Park Attendant Contract Team are required to monitor the park and maintain a 24-hour presence with the park.** Maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**
- IV. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville **02-03 April and 06-08 April** beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. **09 September**. Orientation and debriefing days are part of the performance dates.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bid(s).**

A. APPROVED USER FEE COLLECTION & PROCESSING: PAC's will be responsible for learning and operating **the Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager** and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** **NOTE: Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH 4-DAY PERFORMANCE.** PAC's will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PAC's will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. The PAC'S will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to Post Office from this park is 4 miles.

B. PARK INSPECTIONS: PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 9:30 p.m. and 10:30 p.m. During this inspection, PAC's will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour is approximately 2.0 miles.

C. CLOSING/OPENING GATES AND FACILITIES: PAC's will open the gate each morning at 7 a.m. and gate will be closed and locked at **10:30 p.m.** while on duty. **WITHOUT EXCEPTION,** PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC's will also open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: No Cleaning Required.

E. PET POLICY: Two pet limit in park; however, refer to conditions listed in the General Performance Specs under “Pets”.

F. DRESS CODE OR UNIFORM POLICY: PAC’s are required to wear a **White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000.** Refer to other information regarding bonds in General Performance Specs under “BONDS”.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VIII. ADDITIONAL INFORMATION: All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park(s) and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.**

2009 - Old Highway 41 # 3 Campground "A"

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2009 - Old Highway 41 #3 Campground "B"

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
PAYNE CAMPGROUND & BOAT RAMP
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “B”
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION(S):** These Specific Recreation Area Contract Performance Requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at Payne Campground and Ramp - Park Attendant Contractor Teams “A” and “B”.

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM #

0013 PARK ATTENDANT CONTRACTOR TEAM “A”

Payne Campground & Boat Ramp

Contract Dates: **19 MAR - 09 SEP 2009**

Total number of performance days: **90** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$80**

0014 PARK ATTENDANT CONTRACTOR TEAM “B”

Payne Campground & Boat Ramp

Contract Dates: **19 MAR – 09 SEP 2009**

Total number of performance days: **88** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$80**

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** Payne Campground & Boat Ramp has 60 CAMPSITES and a boat ramp with 88 launching spaces and 38 single vehicle spaces; it is located approximately 7 miles from Acworth, GA.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the period **19 March through 09 September**, PAC's will perform contractual duties on a rotating **four (4) day on, four (4) day off**, schedule which will include weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it.** Maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**

IV. ORIENTATION & DEBRIEFING: Orientation will be at the Allatoona Lake Project Management Office in Cartersville **19-20 March and 23-25 March** beginning each day at 8 a.m. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. **09 September**. Orientation and debriefing days are part of the performance dates.

A. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bids.**

B. APPROVED USER FEE COLLECTION & PROCESSING: PAC's will be responsible for learning and operating **the Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager**, cash register, and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** **NOTE:** **Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH 4-DAY PERFORMANCE.** PAC's will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PAC's will submit bills for collections, cashiers checks, and Camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. The PAC's will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to Post Office from this park is 16 miles.

C. PARK INSPECTIONS: PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 9:30 p.m. and 10:30 p.m. During this inspection, PAC's will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour is approximately 1.5 miles.

- D. CLOSING/OPENING GATES AND FACILITIES:** PAC's will open the gate each morning at 7 a.m. and gate will be closed and locked at **10:30 p.m.** while on duty. **WITHOUT EXCEPTION**, PAC will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC will also open gates to allow emergency vehicles access to the park and customers.
- E. CLEANING AND MAINTENANCE: No Cleaning Required**
- F. PET POLICY:** Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".
- G. DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a **White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.
- H. OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The Bond for this campground is **\$5,000**. Refer to other information regarding bonds in General Performance Specs under "BONDS".
- V. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VII. ADDITIONAL CONTRACTOR DUTIES:** Boat ramp traffic will be directed through the campground between **7 a.m. and 10 p.m.** PAC's will open and close gates accordingly; will collect user fees for boat launching; and will sell annual day use passes.
- VIII. ADDITIONAL INFORMATION:** All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park(s) and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the equired contract performance requirements and duties.**

2009 - Payne Campground "A"

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2009 - Payne Campground "B"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
SWEETWATER CREEK CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “**A**”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “**B**”
ALLATOONA LAKE

- I. **NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at Sweetwater Creek Campground - Park Attendant Contractor Teams “**A**” and “**B**”.

***NOTE: These contracts do not involve option periods.**

RFQ LINE ITEM #

0015 PARK ATTENDANT CONTRACTOR TEAM “A**”**

Sweetwater Creek Campground

Contract Dates: **19 MAR - 09 SEP 2009**

Total number of performance days: **90** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$90**

0016 PARK ATTENDANT CONTRACTOR TEAM “B**”**

Sweetwater Creek Campground

Contract Dates: **19 MAR – 09 SEP 2009**

Total number of performance days: **88** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$90**

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. **PARK DESCRIPTION:** Sweetwater Campground has 159 CAMPSITES and a ramp with 20 public launching spaces is located approximately 10 miles from Canton, GA.
- III. **PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** During the periods **19 March through 09 September**, PAC’s will perform contractual duties on a rotating **three (3) day on, three (3) day off**, schedule which will include weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within the park.** Maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**
- V. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville **19-20 March and 23-25 March** beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. **09 September**. Orientation and debriefing days are part of the performance dates.

IV. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bid(s).

A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating **the Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager**, cash register, and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, computer literacy is required for all team members. **NOTE:** **Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per 3-day performance and at any time cash on hand exceeds \$5,000. CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH 3-DAY PERFORMANCE. PAC's will be responsible for preparing associated paperwork as required. Cash Conversions must be made no more than 24 hours after the end of each 3-day performance. Detailed procedures will be provided at orientation. Park attendants will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. The PAC's will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to Post Office from this park is 20 miles.

B. **PARK INSPECTIONS:** PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 9:30 p.m. and 10:30 p.m. During this inspection, PAC's will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour is approximately 5.0 miles.

C. **CLOSING/OPENING GATES AND FACILITIES:** PAC's will open gate each morning at 7 a.m. and gate will be closed and locked at 10:30 p.m. while on duty. WITHOUT EXCEPTION, PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC's will also open gates to allow emergency vehicles access to the park and customers.

D. **CLEANING AND MAINTENANCE:** No Cleaning Required.

E. **PET POLICY:** Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".

F. **DRESS CODE OR UNIFORM POLICY:** PAC's are required to wear a White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves). Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY are permissible. See General Performance Specs.

- G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:** The Bond for this campground is **\$5,000**. Refer to other information regarding bonds in General Performance Specs under “BONDS”.
- V. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:**
NONE
- VII. ADDITIONAL CONTRACTOR DUTIES:**
- A.** Boat ramp traffic will be directed through campground between **7 a.m. and 10 p.m.** PAC’s will collect user fees for boat launching and sell annual day use passes.
- B.** PAC’s, on Tuesdays, Wednesdays, and Thursdays, (**exception: 30 June - 02 July**), if scheduled to perform contractual duties, will open Sweetwater Day Use Area gate at 8 a.m. and close gate at 8 p.m. PAC’s will make inspection tours of Sweetwater Day Use Area **three (3) times daily**, checking comfort station, beach area, honor vault box, and will report deficiencies or disturbances to the Allatoona Lake Project Management Office. Round trip is approximately 1.0 mile.
- VIII. ADDITIONAL INFORMATION:** All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park(s) and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.**

2009 - Sweetwater Campground "A"

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2009 - Sweetwater Campground "B"

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SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
VICTORIA RAMP AND DAY USE AREA
INDEPENDENT PARK ATTENDANT CONTRACTOR
ALLATOONA LAKE

I. NUMBER OF CONTRACT POSITION (S): These Specific Recreation Area Contract Performance requirements are for one (1) Park Attendant Contractor Team (PAC) consisting of two (2) people on the team.

*NOTE: This contract does not involve option periods.

RFQ LINE ITEM #

0019 PARK ATTENDANT CONTRACTOR TEAM

Victoria Ramp and Day Use Area

Contract Dates: **31 MAR - 08 SEP 2009**

Total number of performance days: **95** (includes 2 orientation days & 1 debriefing day)

Government's estimated daily bid price: \$75

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding Project's RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements and calendar are in addition to the Mobile District General Specifications.

III. PARK DESCRIPTION: Victoria Ramp and Day Use Area has 95 BOAT LAUNCHING PARKING SPACES and 95 SINGLE PARKING SPACES and is located approximately 10 miles from Woodstock, GA.

IV. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the period 31 March through 08 September, PAC's will perform contractual duties during a four (4) day week (Fri-Mon). The schedule will include weekends and Federal Holidays (see attached schedule). **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it.** Maintain thirteen and one-half (13-1/2) hours actual performance time from **8 a.m. until 9:30 p.m.**

V. ORIENTATION & DEBRIEFING: Orientation will be at the Allatoona Lake Project Management Office in Cartersville on **31 March & 01 April** beginning each day at 8 a.m. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. on **08 September.** Orientation and debriefing days are part of the performance dates.

A. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Contract Performance Requirements prior to submitting your bids.**

B. APPROVED USER FEE COLLECTION & PROCESSING: PAC's will be responsible for learning and operating cash registers to collect user fees and preparing associated paperwork as required. An orientation session will be provided. PAC's will be required to deposit user fees into an approved Treasury Department account at a designated bank. A deposit must be made at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. **PARK ATTENDANT CONTRACTOR WILL BE REQUIRED TO GO TO BANK ON AN OFF DAY.** The PAC will be responsible for transportation to and from the bank. Approximate round-trip mileage to bank from this park is 14 miles.

C. PARK INSPECTIONS: Will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. During these inspections, the PAC will check for littered picnic sites, vehicles parked on grass, alcohol and pet violations, etc. If minor violations of this kind are noted, the attendant should correct the problem if possible. The last inspection tour will be between 8:30 p.m. and 9 p.m. Total mileage for one inspection tour of this park is approximately 1.0 miles.

D. CLOSING/OPENING GATES AND FACILITIES: Victoria Ramp and Day Use Area gates remain open 24 hours, seven (7) days a week.

E. CLEANING AND MAINTENANCE: **No Cleaning Required.**

F. PET POLICY: **PETS ARE NOT PERMITTED IN VICTORIA DAY USE AREA; HOWEVER PAC's MAY HAVE A MAXIMUM OF TWO (2) PETS AT THEIR CAMPSITE #6 IN VICTORIA CAMPGROUND which is adjacent to Victoria Day Use (approximately 100 yards from campsite).**

G. DRESS CODE OR UNIFORM POLICY: PAC's are required to wear a **WHITE collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.

H. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The bond for each area is **\$3,000**. Refer to information regarding bonds in General Performance Specs under "BONDS".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VIII. ADDITIONAL INFORMATION: All bidders should contact **Lakesha Self**, Park Ranger/Day Use Park Attendant Contractor Coordinator at **(678) 721-6730** to arrange for a tour of the park and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area the contract performance requirements and duties.**

2009 - Victoria Ramp & Day Use Area

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
VICTORIA CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “A”
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM “B”
ALLATOONA LAKE**

- I. NUMBER OF CONTRACT POSITION (S):** These Specific Recreation Area Contract Performance requirements are for two (2) separate Park Attendant Contractor Teams (PAC) consisting of two (2) people on each team at Victoria Campground - Park Attendant Contractor Teams “A” and “B”.

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM #

0017 PARK ATTENDANT CONTRACTOR TEAM “A”

Victoria Campground

Contract Dates: **19 MAR – 13 OCT 2009**

Total number of performance days: **106** (includes 5 orientation days and 1 debriefing day)

Government’s estimated daily bid price: **\$80**

0018 PARK ATTENDANT CONTRACTOR TEAM “B”

Victoria Campground

Contract Dates: **19 MAR - 13 OCT 2009**

Total number of performance days: **106** (includes 5 orientation days and 1 debriefing day) Government’s estimated daily bid price: **\$80**

NOTE: A separate bid must be submitted for each contract (Attendant “A” and/or “B”) you are interested in, by entering a bid on the corresponding Project’s RFQ Line Item Sheet; signatures of both members of the contract team on the STANDARD FORM 1449 (SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS) and completion of the Contractor Data Sheet. Contract performance requirements and other terms and conditions listed in the specific recreation area contract performance requirements are the same for each contract (except for performance schedule calendars) and are in addition to the Mobile District General Specifications.

- II. PARK DESCRIPTION:** Victoria Campground has 72 CAMPSITES and is located approximately 10 miles from Woodstock, GA.
- III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS:** PAC’s will perform contractual duties on a rotating **four (4) day on, four (4) day off**, schedule which will include weekends and Federal Holidays (see attached calendar).
- A.** During the period **19 March through 30 September**, maintain fifteen and one-half (15 ½) hours actual performance time from **7 a.m. until 10:30 p.m.**

- B. During the period **01 through 13 October**, maintain fourteen (14) hours actual performance time from **7 a.m. until 9 p.m.**
- C. **On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within the park.**
- IV. **ORIENTATION & DEBRIEFING:** Orientation will be at the Allatoona Lake Project Management Office in Cartersville **19-20 March and 23-25 March** beginning at 8 a.m. each day. Debriefing will be at the Allatoona Lake Project Management Office in Cartersville at 9:30 a.m. on **13 October**. Orientation and debriefing days are part of the performance dates.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:** **Note:** The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both the General Performance Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bid(s).**
- A. **APPROVED USER FEE COLLECTION & PROCESSING:** PAC's will be responsible for learning and operating **the Outdoor Recreation Management Suite (ORMS) computer program known as Field Manager** and credit card machines to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** **NOTE:** **Field Manager** is a Windows-based program, which utilizes a mouse for computer operations. PAC's will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. **CASH CONVERSIONS MUST BE MADE NO MORE THAN 24 HOURS AFTER THE END OF EACH 4-DAY PERFORMANCE.** PAC's will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PAC's will submit bills for collections, cashiers checks, and camper's personal checks using certified mail. The average cost of mailing these items certified is approximately \$7.00. PAC's will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Approximate round-trip mileage to the Post Office from the park is 20 miles.
- B. **PARK INSPECTIONS:** PAC's will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every three (3) hours. The last inspection tour will be between 9:30 p.m. and 10:30 p.m. During this inspection, PAC's will advise visitors of the 10:00 p.m. checkout. Additional guidance will be given during PAC orientation. Total mileage for one inspection tour is approximately 1.2 miles.

C. CLOSING/OPENING GATES AND FACILITIES: PAC's will open the gate each morning at 7 a.m. and gate will be closed and locked at 10:30 p.m. during the period of 27 March – 30 September while on duty. During the period 01 -13 October, the gate will close at 9 p.m. **WITHOUT EXCEPTION**, PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC's will also open gates to allow emergency vehicles access to the park and customers.

CLEANING AND MAINTENANCE: No Cleaning Required.

E. PET POLICY: Two pet limit in park; however, refer to conditions listed in General Performance Specs under "Pets".

F. DRESS CODE OR UNIFORM POLICY: PAC's are required to wear a **White, collared shirt (long or short sleeve, NO sleeveless), solid color slacks, or walking shorts. (No jeans or sweat pants, no ties or scarves).** Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS AND SKIRTS ONLY** are permissible. See General Performance Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000.** Refer to other information regarding bonds in General Performance Specs under "BONDS".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:
NONE

VIII. ADDITIONAL CONTRACTOR DUTIES: During the period of **08 September through 13 October**, PAC's, if scheduled to perform contractual duties, will make an inspection tour of Victoria Day Use Area **three (3) times daily**, inspecting comfort station, beach area, honor vault box and will report any deficiencies or disturbances to the Allatoona Lake Project Management Office. Round trip is approximately 1.0 mile.

IX. ADDITIONAL INFORMATION: All bidders should contact **Linda Hartsfield**, Park Ranger/Campground Park Attendant Contractor Coordinator at **(678) 721-6726** to arrange for a tour of the park(s) and explanation of the contract performance requirements. **Prospective contractors are urged to inspect the area before they submit a bid in order to become familiar with the size of the area and the contract performance requirements and duties.**

2009 - Victoria Campground "A"

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2009 - Victoria Campground "B"

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**RFQ LINE ITEM LIST
BAY SPRINGS SITE OFFICE
BAY SPRINGS LAKE**

Contractor Name: _____

RFQ LINE ITEM	<u>DAYS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
0001 Park Attendant Contractor Team "A" Old Bridge Beach, Bay Springs Lake Dates: 29 Apr 2009 – 07 Sep 2009	68	_____	_____
0002 Park Attendant Contractor Team "B" Old Bridge Beach, Bay Springs Lake Dates: 29 Apr 2009 – 05 Sep 2009	66	_____	_____
0003 Park Attendant Contractor Team "A" Piney Grove Beach, Bay Springs Lake Dates: 29 Apr 2009 – 07 Sep 2009	68	_____	_____
0004 Park Attendant Contractor Team "B" Piney Grove Beach, Bay Springs Lake Dates: 29 Apr 2009 – 05 Sep 2009	66	_____	_____

**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
OLD BRIDGE BEACH
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A"
& INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"
BAY SPRINGS LAKE**

I. NUMBER OF CONTRACT POSITION(S): These Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractor (PAC) Teams, consisting of two persons each team. PAC Team "A" and PAC Team "B" will be located at Old Bridge Beach, U.S. Army Corps of Engineers, Bay Springs Lake.

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT CONTRACTOR TEAM SCHEDULE "A"

Old Bridge Beach, Bay Springs Lake
Contract Dates: **29 APR 2009 – 07 SEP 2009**
Total Number of Working Days: 68
Government's Estimated Bid Price \$75.00

0002 PARK ATTENDANT CONTRACTOR TEAM SCHEDULE "B"

Old Bridge Beach, Bay Springs Lake
Contract Dates: **29 APR 2009 - 05 SEP 2009**
Total Number of Working Days: 66
Government's Estimated Bid Price \$75.00

NOTE: Interested bidders must select a contract (PAC Team "A" or Team "B") and enter a bid by the corresponding line item numbers on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Contractual responsibilities and other terms and conditions listed in this Specific Recreation Area Contract Performance Requirements are the same for each contract except for the performance schedule.

II. PARK DESCRIPTION: The beach area contains one bathroom, two picnic shelters, one volleyball court, nine picnic sites, 150 car parking lot, tot lot playground, courtesy dock, handicapped fishing pier, and large white sand beach. The beach is located in Tishomingo County, Mississippi on the North end of the Tennessee-Tombigbee Waterway. The round trip mileage to the beach area is one eighth of a mile. Maps are available upon request.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled performance dates, both members of the performing Park Attendant Contractor Team are required to monitor the beach.

- A. Scheduled performance dates for Park Attendant Contractor Team "A" will begin May 1, 2009 and end September 7, 2009. The PAC Team will perform contractual duties on a rotating four (4) days on, four (4) days off schedule.
- B. Park Attendant Contractor Team "B" will perform contractual duties on a rotating four (4) days on, four (4) days off schedule from May 5, 2009 through September 05, 2009.
- C. On scheduled performance days, at least one (1) member of the performing Park Attendant Contractor Team will maintain a maximum of twelve (12) hours physical

presence in the gatehouse to perform contractual responsibilities from 9:00 a.m. until 9:00 p.m. The other member of the scheduled performing team will remain within the area at all times to substitute/assist as needed.

IV. CONTRACTOR ORIENTATION: Park Attendant Contractor Teams “A” & “B” will be required to attend two (2) six (6) hour orientation sessions on April 29 & 30, 2009. Orientation will take place at the Piney Grove Beach gatehouse. The two 6 hour orientation sessions will be considered as one 12-hour performance day. The orientation sessions will begin at 9:00 a.m. each day.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both these and the Mobile District General Performance Specifications prior to submitting your bid.**)

- A. APPROVED USER FEE COLLECTION AND PROCESSING:** Park Attendant Contractors will be required to collect day use fees and sell annual passes.. Fees will be safeguarded in a government furnished safe between collections. PAC’s will convert collected fees to cashier’s check at local bank which is a 20 mile round trip. PAC’s will be required to purchase cashier’s checks or money orders any time that cash exceeds \$5,000. Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. PAC’s will also be responsible for mailing the items **CERTIFIED** to a government lock box for processing as instructed by authorized project personnel. The Park Attendant Contractor Team will be responsible for fees associated with cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage.
- B. PARK INSPECTIONS:** Park Attendant Contractors will be required to furnish sufficient transportation to make inspections of the entire beach. A minimum of four park patrols will be conducted each performance day between the hours of 10:00 a.m.—11:00 a.m.; 1:00 p.m.—2:00 p.m.; 4:00 p.m.—5:00 p.m.; 6:00—7:00 p.m. During these inspections, the PAC’s will inspect bathrooms for cleanliness and maintenance repairs. All findings will be reported to resource personnel. Also, PAC’s will inspect all beach facilities for potential safety hazards. While these inspections are being made the other member of the PAC team must be in the gatehouse. Park Attendant Contractors will keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger.
- C. CLOSING/OPENING GATES AND FACILITIES:** The performing Park Attendant Contractor will be responsible for opening the gatehouse and beach area at 9:00 a.m. and closing beach area and gate at 8:30 p.m. Park Attendant Contractor will also be responsible for locking two doors at bathhouse, unlocking and locking the West Damsite Picnic Area entrance gate and bathroom which is a 1 mile round trip from the gatehouse.
- D. CLEANING AND MAINTENANCE:** Refer to General Performance Specifications.

- E. PET POLICY:** Pets are allowed at PAC's living area in accordance with the General Performance Specifications, stated in Section One (1), par. E. "Pets". Pets will be controlled at all times and not allowed to disturb the public or other PAC. No pets will be allowed past the gatehouse by park visitors.
- F. CONTRACTOR APPEARANCE:** Uniforms are not required at this project. Park Attendant Contractors shall at all times be clean, neatly dressed, and present a courteous/helpful attitude toward the public and must act in a professional manner.
- G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:** All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, restrooms, and project office. PAC's will not be released early under this contract to fulfill other contracts. Park Attendant Contractors must have a personal change fund consisting of \$100.00 throughout the duration of the contract. PAC's will provide change for phone and vending machines. The only flag that will be displayed at the Park Attendant Contractors site will be the American Flag.

PAC's are required to secure a surety bond in the amount of \$5,000.00, and in addition to automobile insurance requirements, maintain comprehensive general liability insurance coverage of \$500,000.00

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack. Park Attendant Contractors will be responsible for all computer equipment, radios, cash register, credit card machine, weather radio, telephone, and any other property items that will be signed out to the PAC's.

VII. ADDITIONAL INFORMATION: All bidders should contact **Todd Holley at 662-423-1287 to arrange for a tour of the parks or to obtain further information.** Prior to submitting bids, prospective Park Attendant Contractors are urged to inspect contract locations to become familiar with onsite conditions and related contractual responsibilities.

2009 - Old Bridge Beach "A"

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2009 - Old Bridge Beach "B"

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**SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
PINEY GROVE BEACH
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A"
& INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"
BAY SPRINGS LAKE**

I. NUMBER OF CONTRACT POSITION(S): These Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractor (PAC) Teams, consisting of two persons each team. PAC Team "A" and PAC Team "B" will be located at Piney Grove Beach, U.S. Army Corps of Engineers, Bay Springs Lake.

RFQ LINE ITEM REFERENCE #

0003 PARK ATTENDANT CONTRACTOR TEAM SCHEDULE "A"

Piney Grove Beach, Bay Springs Lake
Contract Dates: **29 APR 2009 – 07 SEP 2009**
Total Number of Working Days: 68
Government's Estimated Bid Price \$75.00

0004 PARK ATTENDANT CONTRACTOR TEAM SCHEDULE "B"

Piney Grove Beach, Bay Springs Lake
Contract Dates: **29 APR 2009 - 05 SEP 2009**
Total Number of Working Days: 66
Government's Estimated Bid Price \$75.00

NOTE: Interested bidders must select a contract (PAC Team "A" or Team "B") and enter a bid by the corresponding line item numbers on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Contractual responsibilities and other terms and conditions listed in this Specific Recreation Area Contract Performance Requirements are the same for each contract except for the performance schedule.

II. PARK DESCRIPTION: The beach area contains one beach house with men's and women's restrooms, showers, and change areas, one picnic shelter, one volleyball court, one gazebo, six picnic sites, 100 car parking lot, and a large white sand beach. The beach area is located in Tishomingo County, Mississippi adjacent to the Piney Grove Campground. This area is located on the North end of the Tennessee-Tombigbee Waterway. The total mileage for one round trip through the beach area is one eighth of a mile. Maps are available upon request.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled performance dates, both members of the performing Park Attendant Contractor Team are required to monitor the beach.

- A. Scheduled performance dates for Park Attendant Contractor Team "A" will begin May 1, 2009 and end September 7, 2009. The PAC Team will perform contractual duties on a rotating four (4) days on, four (4) days off schedule.
- B. Park Attendant Contractor Team "B" will perform contractual duties on a rotating four (4) days on, four (4) days off schedule from May 5, 2009 through September 5, 2009.

- C. On scheduled performance days, at least one (1) member of the performing Park Attendant Contractor Team will maintain a maximum of twelve (12) hours physical presence in the gatehouse to perform contractual responsibilities from 9:00 a.m. until 9:00 p.m. The other member of the scheduled performing team will remain within the area at all times to substitute/assist as needed.

IV. CONTRACTOR ORIENTATION: Park Attendant Contractor Teams “A” & “B” will be required to attend two (2) six (6) hour orientation sessions on April 29 & 30, 2009. Orientation will take place at the Piney Grove Beach gatehouse. The two 6 hour orientation sessions will be considered as one 12-hour performance day. The orientation sessions will begin at 9:00 a.m. each day.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. **It is important to read and understand both these and the Mobile District General Performance Specifications prior to submitting your bid.**)

- A. APPROVED USER FEE COLLECTION AND PROCESSING:** Park Attendant Contractors will be required to collect day use fees and sell annual pass fees. Fees will be safeguarded in a government furnished safe between collections. PAC’s will convert collected fees to cashier’s check at local bank which is a 20 mile round trip. PAC’s will be required to purchase cashier’s checks or money orders any time that cash exceeds \$5,000. Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. PAC’s will also be responsible for mailing the items **CERTIFIED** to a government lock box for processing as instructed by authorized project personnel. The Park Attendant Contractor Team will be responsible for fees associated with cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage.
- B. PARK INSPECTIONS:** Park Attendant Contractors will be required to furnish sufficient transportation to make inspections of the entire beach. A minimum of four park patrols will be conducted each performance day between the hours of 10:00 a.m.—11:00 a.m.; 1:00 p.m.—2:00 p.m.; 4:00 p.m.—5:00 p.m.; 6:00—7:00 p.m. During these inspections, the PAC’s will inspect bathrooms for cleanliness and maintenance repairs. All findings will be reported to resource personnel. Also, PAC’s will inspect all beach facilities for potential safety hazards. While these inspections are being made the other member of the PAC team must be in the gatehouse. Park Attendant Contractors will keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger.
- C. CLOSING/OPENING GATES AND FACILITIES:** The performing Park Attendant Contractor will be responsible for opening the gatehouse and beach area at 9:00 a.m. and closing beach area and gate at 8:30 p.m. Park Attendant Contractor will also be responsible for locking four doors at bathhouse, unlocking and locking the Piney Grove Picnic Area entrance gate and bathroom which is a 4 mile round trip from the gatehouse.
- D. CLEANING AND MAINTENANCE:** Refer to General Performance Specifications.

- E. PET POLICY:** Pets are allowed at PAC's living area in accordance with the General Performance Specifications, stated in Section One (1), par. E. "Pets". Pets will be controlled at all times and not allowed to disturb the public or other PAC. No pets will be allowed past the gatehouse by park visitors.
- F. CONTRACTOR APPEARANCE:** Uniforms are not required at this project. Park Attendant Contractors shall at all times be clean, neatly dressed, and present a courteous/helpful attitude toward the public and must act in a professional manner.
- G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:** All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, restrooms, and project office. PAC's will not be released early under this contract to fulfill other contracts. Park Attendant Contractors must have a personal change fund consisting of \$100.00 throughout the duration of the contract. PAC's will provide change for phone and vending machines. The only flag that will be displayed at the Park Attendant Contractors site will be the American Flag.

PAC's are required to secure a surety bond in the amount of \$5,000.00, and in addition to automobile insurance requirements, maintain comprehensive general liability insurance coverage of \$500,000.00

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack. Park Attendant Contractors will be responsible for all computer equipment, radios, cash register, credit card machine, weather radio, telephone, and any other property items that will be signed out to the PAC's.

VII. ADDITIONAL INFORMATION: All bidders should contact **Todd Holley at 662-423-1287 to arrange for a tour of the parks or to obtain further information.** Prior to submitting bids, prospective Park Attendant Contractors are urged to inspect contract locations to become familiar with onsite conditions and related contractual responsibilities.

2009 - Piney Grove Beach "A"

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2009 - Piney Grove Beach "B"

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**Black Warrior & Tombigbee River
Demopolis Lake
Feb 2009 – Feb 2010**

RFQ	LOCATION	# OF DAYS	UNIT PRICE	TOTAL PRICE
001	SCHEDULE A FOSCUE CREEK CAMPGROUND Dates: 18 Feb 09 – 27 Feb 10	186	_____	_____
002	SCHEDULE B FOSCUE CREEK CAMPGROUND Dates: 18 Feb 09 – 28 Feb 10	183	_____	_____
003	SCHEDULE A FORKLAND PARK CAMPGROUND Dates: 18 Feb 09 – 27 Feb 10	186	_____	_____
004	SCHEDULE B FORKLAND PARK CAMPGROUND Dates: 18 Feb 09 – 28 Feb 10	183	_____	_____
005	SCHEDULE A SERVICE PARK CAMPGROUND Dates: 18 Feb 09 – 27 Feb 10	186	_____	_____
006	SCHEDULE B SERVICE PARK CAMPGROUND Dates: 18 Feb 09 – 28 Feb 10	183	_____	_____
007	SCHEDULE A JENNINGS FERRY CAMPGROUND Dates: 18 Feb 09 – 27 Feb 10	186	_____	_____
008	SCHEDULE B JENNINGS FERRY CAMPGROUND Dates: 18 Feb 09 – 28 Feb 10	183	_____	_____

SPECIFIC PARK SHEET FOR
FOSCUE PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractor Teams at Foscue Park Campground, with each team consisting of two persons. PAC Team “A” and PAC Team “B” will perform a rotating 4 days on and 4 days off schedule.

***NOTE: These contracts require a one year commitment. These contracts do not involve option periods.**

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT SCHEDULE “A”

Foscue Park Campground, Demopolis Lake

Contract dates: 18 Feb 2009 – 27 Feb 2010

Total number of performance days: 186

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$70.00

0002 PARK ATTENDANT SCHEDULE “B”

Foscue Park Campground, Demopolis Lake

Contract dates: 18 Feb 2009 – 28 Feb 2010

Total number of performance days: 183

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$70.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request for Quotation (SF 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Foscue Creek Park has 54 campsites. Forty-nine campsites have full hookups. All sites have concrete pads, 50 amp electrical hookups and water. The campground contains two shower buildings with laundry facilities, group picnic shelter, playgrounds and a dump station. The adjoining day use area provides picnic sites, a boat ramp and courtesy dock, playground, three group picnic shelters, walking trail, and restroom facilities. The park is located between 3 and 4 miles from downtown Demopolis (population 8,000).

III. HOURS OF WORK:

A. Shift begins: 6:00 A.M.

B. Shift Ends: 10:00 P.M.

C. After orientation and training days, PAC’s will perform a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.

D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as

deemed by the Resource Manager or his/her representatives. Also, see section below:
“OPENING/CLOSING GATES AND FACILITIES.”

IV. TRAINING AND ORIENTATION: Orientation will be held at the Demopolis Site Office in Demopolis for Attendants “A” and “B” on **February 18th** from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on **February 23rd**. Training days are part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS and credit card machines to register campers and visitors and collect user fees. Even though brief computer training will be provided, **COMPUTER LITERACY IS REQUIRED.**

- a. All Attendants will be required to pass a written and practical exam prior to beginning the contract.
- b. Since this computer system is web-based, all attendants will be required to sign a Computer Use Agreement prior to beginning the contract.
- c.

NOTE: ORMS is a Windows-based program which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier’s checks or money orders any time cash exceeds **\$5000** or a maximum of once each day. However, cashier’s checks or money orders must be purchased at **THE END OF THE 4 DAY SHIFT** regardless of amount of cash. Detailed procedures will be provided at orientation. **ATTENDANT MAY BE REQUIRED TO GO TO BANK ON AN OFF-DAY.** Money Orders must be purchased no later than 4 days after the deposit is created in NRRS, unless authorized or instructed to do differently. The park attendant will be responsible for the money order fee and transportation to and from the bank. Approximate round-trip mileage to bank from this park is five (5) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every four (4) hours. An inspection tour should be made prior to sundown to inform visitors of the day use area’s closing at sundown. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. CLOSING/OPENING GATES AND FACILITIES: During their duty shift, attendants will open gate each morning at 6:00 A.M. and gate will be closed and locked at 10:00 P.M. WITHOUT EXCEPTION, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers. Attendants will have to ensure that all visitors have departed the day use area after it closes at sundown.

D. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs under “Pets.”

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times when on duty. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE-LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000.** Refer to other information regarding bonds in General Specs under “BONDS.”

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: None.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. ADDITIONAL INFORMATION: All bidders should contact Valencia C. Young, Park Ranger/Park Attendant Coordinator at **334/289-3540** to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

2009 - Foscue Park "A"

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2010 - Foscue Park "A"

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2009 - Foscue Park "B"

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2010 - Foscue Park "B"

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SPECIFIC PARK SHEET FOR
FORKLAND PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractor Teams at Forkland Park Campground, with each team consisting of two persons. PAC Team "A" and PAC Team "B" will perform a rotating 4 days on and 4 days off schedule.

***NOTE:** These contracts require a one year commitment. These contracts do not involve an option year.

RFQ LINE ITEM REFERENCE #

0003 PARK ATTENDANT SCHEDULE "A"

Forkland Park Campground, Demopolis Lake

Contract dates: 18 Feb 2009 – 27 Feb 2010

Total number of performance days: 186

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$64.00

0004 PARK ATTENDANT SCHEDULE "B"

Forkland Park Campground, Demopolis Lake

Contract dates: 18 Feb 2009 – 28 Feb 2010

Total number of performance days: 183

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$64.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request for Quotation (SF 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Forkland Park has 42 campsites. The campground contains a restroom/shower building with laundry facilities, group picnic shelter and dump station. The adjoining day use area provides a boat ramp and courtesy dock and restroom facilities. The park is located in Forkland, Alabama, approximately ten miles north of Demopolis, AL (population 8,000). The park is located one mile off Hwy 43, which has recently been paved.

III. HOURS OF WORK:

A. Shift begins: 6:00 A.M.

B. Shift Ends: 10:00 P.M.

C. After orientation and training days, PAC's will perform a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.

D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as deemed by the Resource Manager or his/her representatives. Also, see section below: "OPENING/CLOSING GATES AND FACILITIES."

IV. TRAINING AND ORIENTATION: Orientation will be held at the Demopolis Site Office in Demopolis for Attendants “A” and “B” on **February 18th** from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on **February 24th**. Training days are part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS and credit card swipes to register campers and visitors and collect user fees. Even though brief computer training will be provided, COMPUTER LITERACY IS REQUIRED.

1. All Attendants will be required to pass a written and practical exam prior to beginning the contract.
2. Since this computer system is web-based, all attendants will be required to sign a Computer Use Agreement prior to beginning the contract.

NOTE: ORMS is a Windows-based program which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier’s checks or money orders any time cash exceeds **\$5,000** or a maximum of once each day. However, cashier’s checks or money orders must be purchased at THE END OF THE 4 DAY SHIFT regardless of amount of cash.

Detailed procedures will be provided at orientation. ATTENDANT MAY BE REQUIRED TO GO TO THE BANK ON AN OFF-DAY. Money Orders must be purchased no later than 4 days after the deposit is created in NRRS, unless authorized or instructed differently. Park Attendant Contractor will be responsible for the money order fee and transportation to and from the bank. Approximate round-trip mileage to bank from this park is eight (8) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to make an inspection of the entire area and facilities every four (4) hours. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. CLOSING/OPENING GATES AND FACILITIES: During their duty shift, attendants will open the campground gate each morning at 6:00 A.M. and close and lock the gate at 10:00 P.M. **WITHOUT EXCEPTION**, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers.

D. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs under “Pets.”

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times when on duty. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000**. Refer to other information regarding bonds in General Specs under “BONDS.”

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: None.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. ADDITIONAL INFORMATION: All bidders should contact Valencia C. Young, Park Ranger/Park Attendant Coordinator at **334-289-3540** to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

2009 - Forkland Park "A"

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DECEMBER						
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2010 - Forkland Park "A"

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2009 - Forkland Park "B"

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2010 - Forkland Park "B"

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SPECIFIC PARK SHEET FOR
SERVICE PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS

I. NUMBER OF CONTRACT POSITIONS: **This Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractor Teams at Service Park Campground, with each team consisting of two persons. PAC Team “A” and PAC Team “B” will perform a rotating 4 days on and 4 days off schedule.**

***NOTE: These contracts require a one year commitment. These contracts do not involve option periods.**

RFQ LINE ITEM REFERENCE #

0005 PARK ATTENDANT SCHEDULE “A”

Service Park Campground, Coffeeville Lake

Contract dates: 18 Feb 2009 – 27 Feb 2010

Total number of performance days: 186

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$50.00

0006 PARK ATTENDANT SCHEDULE “B”

Service Park Campground, Coffeeville Lake

Contract dates: 18 Feb 2009 – 28 Feb 2010

Total number of performance days: 183

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$50.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request for Quotation (SF 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Service has 32 campsites. The campground contains a shower building with laundry facilities, restroom building, and dump station. The adjoining day use area provides picnic sites, a boat ramp, and restroom facilities. The park is located three (3) miles west of Coffeeville on U.S. Hwy. 84, and 70 miles south of Demopolis Site Office. Due to the distance from the office, park attendants for this park should be comfortable working independently and without close supervision. Since the park is subject to closure due to flooding, park attendant may be required to relocate to Coffeeville Lock & Dam, or to another campground (Foscue Creek, Forkland or Jennings Ferry) until park can be reopened. A campsite will be provided without charge during any closure period. No payment will be made for days not worked during park closure.

III. HOURS OF WORK:

A. Shift begins: 6:00 A.M.

- B. Shift Ends: 10:00 P.M.
- C. After orientation and training days, PAC's will perform a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.
- D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as deemed by the Resource Manager or his/her representatives. Also, see section below: "OPENING/CLOSING GATES AND FACILITIES."

IV. TRAINING AND ORIENTATION: Orientation will be held at the Demopolis Site Office in Demopolis for Attendants "A" and "B" on **February 18th** from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on **February 26th**. Training days are part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS and credit card machines to register campers and visitors and collect user fees. Even though brief computer training will be provided, **COMPUTER LITERACY IS REQUIRED.**

- a. All Attendants will be required to pass a written and practical exam prior to beginning the contract.
- b. Since this computer system is web-based, all attendants will be required to sign a Computer Use Agreement prior to beginning the contract.

NOTE: ORMS is a Windows-based program which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier's checks or money orders any time cash exceeds **\$5000** or a maximum of once each day. However, cashier's checks or money orders must be purchased at **THE END OF THE 4 DAY SHIFT** regardless of amount of cash. Detailed procedures will be provided at orientation. **ATTENDANT MAY BE REQUIRED TO GO TO BANK ON AN OFF-DAY.** Money Orders must be purchased no later than 4 days after the deposit is created in NRRS, unless authorized or instructed differently. The park attendant will be responsible for the money order fee and transportation to and from the bank. Approximate round-trip mileage to bank from this park is eight (8) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every four (4) hours. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. CLOSING/OPENING GATES AND FACILITIES: During their duty shift, attendants will open gate each morning at 6:00 A.M. and gate will be closed and locked at 10:00 P.M. WITHOUT EXCEPTION, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers.

D. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs under "Pets."

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times when on duty. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE-LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000.** Refer to other information regarding bonds in General Specs under “BONDS.”

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: None.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

ADDITIONAL INFORMATION: All bidders should contact Valencia C. Young, Park Ranger/Park Attendant Coordinator at **334-289-3540** to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

2009 - Service Park "A"

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2010 -Service Park "A"

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2009 - Service Park "B"

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2010 - Service Park "B"

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**SPECIFIC PARK SHEET FOR
JENNINGS FERRY PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS**

I. NUMBER OF CONTRACT POSITIONS: **This Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractor Teams at Jennings Ferry Park Campground, with each team consisting of two persons each. PAC Team “A” and PAC Team “B” will perform a rotating 4 days on and 4 days off schedule.**

***NOTE: These contracts require a one year commitment. These contracts do not involve option periods.**

RFQ LINE ITEM REFERENCE #

0007 PARK ATTENDANT SCHEDULE “A”

Jennings Ferry Park Campground, Warrior Lake

Contract dates: 18 Feb 2009 – 27 Feb 2010

Total number of performance days: 186

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: 60.00

0008 PARK ATTENDANT SCHEDULE “B”

Jennings Ferry Park Campground, Warrior Lake

Contract dates: 18 Feb 2009 – 28 Feb 2010

Total number of performance days: 183

(Includes orientation/training days)*

*** See Section IV Training and Orientation Below**

Average daily bid price: \$60.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request for Quotation (SF 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Jennings Ferry Park has 52 campsites. The campground contains a shower building with laundry facilities, restroom building and dump station. The adjoining day use area provides a boat ramp, courtesy dock, restroom facilities and a fish cleaning station. The park is located just outside Eutaw, Alabama, about 36 miles south of Tuscaloosa. From Interstate 20/59 at Eutaw, Hwy. 14 Exit, it is approximately 7 miles to the park. The park is about one mile off Hwy 14.

III. HOURS OF WORK:

A. Shift begins: 6:00 A.M.

B. Shift Ends: 10:00 P.M.

C. After orientation and training days, PAC’s will perform a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.

D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as

deemed by the Resource Manager or his/her representatives. Also, see section below:
“OPENING/CLOSING GATES AND FACILITIES.”

IV. TRAINING AND ORIENTATION: Orientation will be held at the Demopolis Site Office in Demopolis for Attendants “A” and “B” on **February 18th** from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on **February 25th**. Training days are part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS and credit card machines to register campers and visitors and collect user fees. Even though brief computer training will be provided, **COMPUTER LITERACY IS REQUIRED.**

- a. All Attendants will be required to pass a written and practical exam prior to beginning the contract.
- b. Since this computer system is web-based, all attendants will be required to sign a Computer Use Agreement prior to beginning the contract?

NOTE: ORMS is a Windows-based program which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier’s checks or money orders any time cash exceeds **\$5,000** or a maximum of once each day. However, cashier’s checks or money orders must be purchased at **THE END OF THE 4 DAY SHIFT** regardless of amount of cash. Detailed procedures will be provided at orientation. **ATTENDANT MAY BE REQUIRED TO GO TO BANK ON AN OFF-DAY.** Money Orders must be purchased no later than 4 days after the deposit is created in NRRS, unless authorized or instructed differently. Park Attendant Contractor will be responsible for the money order fee and transportation to and from the bank. Approximate round-trip mileage to bank from this park is eight (8) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to, and will make an inspection of the entire area and facilities every four (4) hours. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. CLOSING/OPENING GATES AND FACILITIES: During their duty shift, attendants will open gate each morning at 6:00 A.M. and gate will be closed and locked at 10:00 P.M. **WITHOUT EXCEPTION**, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers.

D. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs under “Pets.”

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times when on duty. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE-LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000**. Refer to other information regarding bonds in General Specs under “BONDS.”

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: None.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. ADDITIONAL INFORMATION: All bidders should contact Valencia C. Young, Park Ranger/Park Attendant Coordinator at **334-289-3540** to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

2009 - Jennings Ferry Park "A"

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2010 -Jennings Ferry Park "A"

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2009 - Jennings Ferry Park "B"

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2010 - Jennings Ferry Park "B"

JANUARY						
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**BLACK WARRIOR & TOMBIGBEE LAKES
(Holt)**

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rates)	TOTAL PRICE
0007 Park Attendant Schedule "A" 141 Deerlick Creek Park Dates: February 24 – November 30, 2009		_____	_____
0008 Park Attendant Schedule "B" 138 Deerlick Creek Park Dates: February 24– November 27, 2009		_____	_____
0009 Park Attendant Schedule "A" 65 Rocky Branch Park Dates: April 29 – September 1, 2009		_____	_____
0010 Park Attendant Schedule "B" 61 Rocky Branch Park Dates: April 29 – August 28, 2009		_____	_____
0011 Park Attendant Schedule "A" 187 Burchfield Branch Park Dates: February 17 – February 28, 2010		_____	_____
0012 Park Attendant Schedule "B" 182 Burchfield Branch Park Dates: February 17 – February 23, 2010		_____	_____

SPECIFIC PARK CONTRACT PERFORMANCE REQUIREMENTS
DEERLICK CREEK PARK
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A"
& INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"
BLACK WARRIOR & TOMBIGBEE LAKES
(HOLT LAKE)

I. NUMBER OF CONTRACT POSITIONS: These Specific Recreation Area Contract Performance Requirements apply to two (2) separate Park Attendant Contractor Teams, consisting of two persons each team, at Deerlick Creek Park - Park Attendant Contractor Team "A" and Park Attendant Contractor Team "B."

***NOTE: These contracts do not involve option periods.**

RFQ LINE ITEM REFERENCE #

0007 - PARK ATTENDANT CONTRACTOR TEAM "A"

Deerlick Creek Park, Holt Lake

Contract dates: February 24, 2009 – November 30, 2010

Total number of performance days: 141(two days included in total for orientation)

Orientation: February 24 & 25, 2009

Government Estimate: \$78.00

0008 - PARK ATTENDANT CONTRACTOR TEAM "B"

Deerlick Creek Park, Holt Lake

Contract dates: February 24, 2009 – November 27, 2010

Total number of performance days: 138 (two days included in total for orientation)

Orientation: February 24 & 25, 2009

Government Estimate: \$78.00

NOTE: Interested bidders must select a contract (PAC Team "A" or Team "B") and enter a bid by the corresponding line item number on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Contractual responsibilities and terms are the same for each contract, except for the performance schedule/dates, which are shown on the attached calendar.

II. PARK DESCRIPTION: Deerlick Creek Park has a total of forty (40) Class A electric and water sites with an additional six (6) primitive sites. The campground has a bathhouse with coin operated washer and dryer and one (1) large group shelter for use by registered campers only. A day use area is located adjacent to the campground with one (1) swimming beach area and a day use picnic area. A boat ramp is also located near the campground and will require routine patrol.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled performance dates, both members of the performing Park Attendant Contractor team are required to monitor the park and maintain a simultaneous 24-hour presence within it.

Contractor gatehouse hours begin: 7:00 A.M.

Contractor gatehouse hours end: 10:00 P.M

After orientation days, each park attendant contractor team will perform contractual responsibilities on a rotating four (4) consecutive days on, four (4) consecutive days off schedule, which will include weekends and Federal Holidays. **Park Attendant Contractor Team "A"** will rotate four days on and four days off beginning March 1, 2009 and ending

November 30, 2010. **Park Attendant Contractor Team “B”** will rotate four days on and four days off beginning March 5, 2009 and ending November 27, 2010.

On scheduled performance days, the gatehouse will be continuously staffed by at least one (1) member of the performing Park Attendant Contractor Team from 7:00 A.M. until 10:00 P.M. The other member of the scheduled performing team will remain within the park at all times to substitute/assist as needed.

During the remaining hours (10:00 PM to 7:00 AM) of scheduled performance dates, both members of the performing contractor team will be continuously present within the park, with at least one member at or in the contractor living quarters at all times. Both members of the performing contractor team will provide customer support as needed and/or requested.

Customer support includes, but is not limited to, immediately summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles in/out of the park.

IV. CONTRACTOR ORIENTATION: Orientation for both teams of Deerlick Creek Park Attendant Contractors will be held on February 24 & 25, 2009. Orientation will take place at Deerlick Creek Park Gatehouse - contact Park Ranger Monica Little (205) 553-9373 for details.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. It is important to read and understand both the General Contract Specifications and the Specific Park Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTIONS & PROCESSING: Park Attendant Contractors will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) (a Web-based program utilizing a mouse and keyboard) to register campers and visitors and collect user fees. Park Attendants may be required to issue ENG 4457 (User Fee Permits) in case of computer failure. Management will instruct the attendant on when to use the permits. An orientation session will be provided; however, **computer literacy is required.** Park Attendant Contractors will be required to take a computer literacy test and pass with a 80 or higher before the contract is awarded. Attendants are required to maintain records of camping and day use, fees and submit recreation use fees to the designated Corps recreation fee cashier anytime cash exceeds \$5,000.00, or once weekly regardless of amount of cash. **NOTE: Park Attendant Contractors are required to purchase cashiers checks or money orders with their personal funds. Cashiers checks or money orders must be purchased at the end of the 4 day shift regardless of the amount of cash collected. This will require the attendant go to the bank on an off day. The attendant is responsible for the fee transportation to and from the bank and remitting the funds collected to the NRRS lock box. Please take this into consideration before placing a bid.**

B. PARK INSPECTIONS: Park Attendant Contractors (PAC's) will furnish sufficient transportation to, and will make inspection tours of the campground, picnic area, and swimming beach and boat ramp every two hours. Any vehicle used to patrol the park must be in accordance with conditions referred to in General Performance Specifications for PAC's under "Attendant Transportation"- NO EXCEPTIONS. During inspections, Park Attendant Contractors will check for litter on camp or picnic sites, vehicles parked on the grass, etc. If minor violations of this type are noted, performing PAC's should correct the problem, if possible, or report the problem to a Park Ranger. Also refer to "Visitor Assistance and Public Relations" in General Performance Specifications For Park Attendant Contractors. The last inspection will be between 9:30 p.m. and 10:00 p.m. Total mileage for one inspection tour is approximately 6.0 miles.

C. CLOSING/OPENING GATES AND FACILITIES: One member of the performing Park Attendant Contractor team will open the main gate each morning at 7:00 A.M. and will close and lock the gate at 10:00 P.M. **WITHOUT EXCEPTION**, park attendant contractors will

immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park Attendant Contractors will also promptly open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under “Cleaning and Maintenance”.

E. PET POLICY: Pets are allowed in accordance with the conditions listed in General Performance Specifications for Park Attendant Contractors under “Pets”. No pets are allowed in the gatehouse.

F. CONTRACTOR APPEARANCE: Refer to Park Attendant Contractor General Performance Specifications For Park Attendant Contractors about the dress code. No uniform will be necessary. Identification name badges and baseball-type caps with park attendant contractor embroidering will be issued to the attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

PAC's to provide telephone for use inside camper trailer or motor home. The telephone system in the campground will accommodate either a rotary or touch-tone system. All cleaning supplies for the gatehouse are contractually required to be furnished by Park Attendant Contractors at this location.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. BONDS: A \$3,000 surety bond is necessary before contract work can begin. Bonds may be purchased at most bonding agencies. Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under “Bonds”.

XI. BACKGRUOUND CHECK: Background checks for both attendants must be completed in order to award the contract.

X. ADDITIONAL INFORMATION: Contact Park Ranger Monica Little (205) 553-9373 to arrange a tour of the park or to obtain additional information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

2009 - Deerlick Creek "A"

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2009 - Deerlick Creek "B"

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SPECIFIC PARK CONTRACT PERFORMANCE REQUIREMENTS
ROCKY BRANCH PARK
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A"
& INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"
BLACK WARRIOR & TOMBIGBEE LAKES
(HOLT LAKE)

I. NUMBER OF CONTRACT POSITIONS: These Specific Recreation Area Contract Performance Requirements apply to two (2) separate Park Attendant Contractor Teams, consisting of two persons each team, at Rocky Branch Park - Park Attendant Contractor Team "A" and Park Attendant Contractor Team "B."

***NOTE: These contracts do not involve option periods.**

RFQ LINE ITEM REFERENCE #

0009 - PARK ATTENDANT CONTRACTOR TEAM "A"

Rocky Branch Park, Holt Lake

Contract dates: April 29, 2009 – September 1, 2009

Total number of performance days: 65 (one day included in total for orientation)

Orientation: April 29, 2009

Government Estimate: \$70.00

0010 - PARK ATTENDANT CONTRACTOR TEAM "B"

Rocky Branch Park, Holt Lake

Contract dates: April 29, 2009 – August 28, 2009

Total number of performance days: 61 (one day included in total for orientation)

Orientation: April 29, 2009

Government Estimate: \$70.00

NOTE: Interested bidders must select a contract (PAC Team "A" or Team "B") and enter a bid by the corresponding line item number on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Contractual responsibilities and terms are the same for each contract, except for the performance schedule/dates, which are shown on the attached calendar.

II. PARK DESCRIPTION: Rocky Branch Park is a day use area with one (1) swimming beach area and a day use picnic area, two (2) large group shelters, and a boat ramp is also located near the beach area and will require routine patrol. The park is located approximately 10 miles from Tuscaloosa, Alabama.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled performance dates, both members of the performing Park Attendant Contractor team are required to monitor the park and maintain a simultaneous 24-hour presence within it.

A. Contractor gatehouse hours begin: 8:00 A.M.

B. Contractor gatehouse hours end: 8:30 P.M

C. After orientation days, each park attendant contractor team will perform contractual responsibilities on a rotating four (4) consecutive days on, four (4) consecutive days off schedule, which will include weekends and Federal Holidays. **Park Attendant Contractor Team "A"** will rotate four days on and four days off beginning May 1, 2009 and ending September 1, 2009. **Park Attendant Contractor Team "B"** will rotate four days on and four days off beginning May 5, 2009 and ending August 28, 2009.

- D.** On scheduled performance days, the gatehouse will be continuously staffed by at least one (1) member of the performing Park Attendant Contractor Team from 8:00 A.M. until 8:30 P.M. The other member of the scheduled performing team will remain within the park at all times to substitute/assist as needed.
- E.** During the remaining hours (8:30 PM to 8:00 AM) of scheduled performance dates, both members of the performing contractor team will be continuously present within the park, with at least one member at or in the contractor living quarters at all times. Both members of the performing contractor team will provide customer support as needed and/or requested. Customer support includes, but is not limited to, immediately summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles in/out of the park.

IV. CONTRACTOR ORIENTATION: Orientation for both teams of Rocky Branch Park Attendant Contractors will be held on April 29, 2009. Orientation will take place at Rocky Branch Park Gatehouse - contact Park Ranger Monica Little (205) 553-9373 for details.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. It is important to read and understand both the General Contract Specifications and the Specific Park Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTIONS & PROCESSING: Park Attendant Contractors will be responsible for learning and operating a cash register used for issuing receipts for day use fees. Park Attendant Contractors will maintain records of day use fees, annual passes and golden submit recreation use fees to the designated Corps recreation fee cashier anytime cash exceeds \$5,000.00, or once weekly regardless of amount of cash.

B. PARK INSPECTIONS: Park Attendant Contractors (PAC's) will furnish sufficient transportation to, and will make inspection tours of the picnic area, swimming beach and boat ramp every two hours. Any vehicle used to patrol the park must be in accordance with conditions referred to in General Performance Specifications for PAC's under "Attendant Transportation"- NO EXCEPTIONS. During inspections, Park Attendant Contractors will check for litter on picnic sites, vehicles parked on the grass, etc. If minor violations of this type are noted, performing PAC's should correct the problem, if possible, or report the problem to a Park Ranger. Also refer to "Visitor Assistance and Public Relations" in General Performance Specifications For Park Attendant Contractors. The last inspection will be between 8:00 p.m. and 8:30 p.m. Total mileage for one inspection tour is approximately 2.0 miles.

C. CLOSING/OPENING GATES AND FACILITIES: One member of the performing Park Attendant Contractor team will open the main gate each morning at 8:00 A.M. and will close and lock the gate at 8:30 P.M. **WITHOUT EXCEPTION**, park attendant contractors will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park Attendant Contractors will also promptly open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under "Cleaning and Maintenance".

E. PET POLICY: Pets are allowed in accordance with the conditions listed in General Performance Specifications for Park Attendant Contractors under "Pets". No pets are allowed in the gatehouse.

F. CONTRACTOR APPEARANCE: Refer to Park Attendant Contractor General Performance Specifications For Park Attendant Contractors about the dress code. No uniform will be necessary. Identification name badges and baseball-type caps with park attendant contractor embroidering will be issued to the attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

PAC's to provide telephone for use inside camper trailer or motor home. The telephone system in the campground will accommodate either a rotary or touch-tone system. All cleaning supplies for the gatehouse are contractually required to be furnished by Park Attendant Contractors at this location.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. BONDS: A \$3,000 surety bond is necessary before contract work can begin. Bonds may be purchased at most bonding agencies. Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under "Bonds".

XI. ADDITIONAL INFORMATION:

Contact Park Ranger Monica Little (205) 553-9373 to arrange a tour of the park or to obtain additional information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

2009 - Rocky Branch "A"

JANUARY						
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2009 - Rocky Branch "B"

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SPECIFIC PARK CONTRACT PERFORMANCE REQUIREMENTS
BURCHFIELD BRANCH PARK
INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A"
& INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"
BLACK WARRIOR & TOMBIGBEE LAKES
(HOLT LAKE)

I. NUMBER OF CONTRACT POSITIONS: These Specific Recreation Area Contract Performance Requirements apply to two (2) separate Park Attendant Contractor Teams, consisting of two persons each team, at Burchfield Branch Park - Park Attendant Contractor Team "A" and Park Attendant Contractor Team "B."

***NOTE: These contracts do not involve option periods.**

RFQ LINE ITEM REFERENCE #

0011 - PARK ATTENDANT CONTRACTOR TEAM "A"

Burchfield Branch Park, Holt Lake

Contract dates: February 17, 2009 – February 28, 2010

Total number of performance days:187 (two days included in total for orientation)

Orientation: February 17 & 18, 2009

Government Estimate: \$70.00

0012 - PARK ATTENDANT CONTRACTOR TEAM "B"

Burchfield Branch Park, Holt Lake

Contract dates: February 17, 2009 – February 23, 2010

Total number of performance days: 182 (two days included in total for orientation)

Orientation: February 17 & 18, 2009

Government Estimate: \$70.00

NOTE: Interested bidders must select a contract (PAC Team "A" or Team "B") and enter a bid by the corresponding line item number on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Contractual responsibilities and terms are the same for each contract, except for the performance schedule/dates, which are shown on the attached calendar.

II. PARK DESCRIPTION: Burchfield Branch Park has a total of thirty-six (36) Class A electric and water sites, twenty-six (26) of which were recently renovated. The campground has a bathhouse with coin operated washer and dryer. One swimming beach area, one large group shelter, three fishing piers and a day use picnic area. The park is located approximately 25 miles from Hueytown, AL and 41 miles from Tuscaloosa, AL.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled performance dates, both members of the performing Park Attendant Contractor team are required to monitor the park and maintain a simultaneous 24-hour presence within it.

Contractor gatehouse hours begin: 6:00 A.M.

Contractor gatehouse hours end: 10:00 P.M

After orientation days, each park attendant contractor team will perform contractual responsibilities on a rotating four (4) consecutive days on, four (4) consecutive days off schedule, which will include weekends and Federal Holidays. **Park Attendant Contractor Team "A"** will rotate four days on and four days off beginning March 1, 2009 and ending February 28, 2010. **Park Attendant Contractor Team "B"** will rotate four days on and four days off beginning March 5, 2009 and ending February 23, 2010.

On scheduled performance days, the gatehouse will be continuously staffed by at least one (1) member of the performing Park Attendant Contractor Team from 6:00 A.M. until 10:00 P.M. The other member of the scheduled performing team will remain within the park at all times to substitute/assist as needed.

During the remaining hours (10:00 PM to 6:00 AM) of scheduled performance dates, both members of the performing contractor team will be continuously present within the park, with at least one member at or in the contractor living quarters at all times. Both members of the performing contractor team will provide customer support as needed and/or requested.

Customer support includes, but is not limited to, immediately summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles in/out of the park.

IV. CONTRACTOR ORIENTATION: Orientation for both teams of Burchfield Branch Park Attendant Contractors will be held on February 17 & 18, 2009. Orientation will take place at Burchfield Branch Park Gatehouse - contact Park Ranger Monica Little (205) 553-9373 for details.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contractor Services. It is important to read and understand both the General Contract Specifications and the Specific Park Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTIONS & PROCESSING: Park Attendant Contractors will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) (a Web-based program utilizing a mouse and keyboard) to register campers and visitors and collect user fees. Park Attendants may be required to issue ENG 4457 (User Fee Permits) in case of computer failure. Management will instruct the attendant on when to use the permits. An orientation session will be provided; however, **computer literacy is required.** Park Attendant Contractors will be required to take a computer literacy test and pass with an 80 or higher in order to award the contract. Attendants are required to maintain records of camping and day use, fees and submit recreation use fees to the designated Corps recreation fee cashier anytime cash exceeds \$5,000.00, or once weekly regardless of amount of cash. **NOTE: Park Attendant Contractors are required to purchase cashiers checks or money orders with their personal funds. Cashiers checks or money orders must be purchased at the end of the 4 day shift regardless of the amount of cash collected. This will require the attendant go to the bank on an off day. The attendant is responsible for the fee transportation to and from the bank and remitting the funds collected to the NRRS lock box. Please take this into consideration before placing a bid.**

B. PARK INSPECTIONS: Park Attendant Contractors (PAC's) will furnish sufficient transportation to, and will make inspection tours of the campground, picnic area, and swimming beach and boat ramp every two hours. Any vehicle used to patrol the park must be in accordance with conditions referred to in General Performance Specifications for PAC's under "Attendant Transportation"- NO EXCEPTIONS. During inspections, Park Attendant Contractors will check for litter on camp or picnic sites, vehicles parked on the grass, etc. If minor violations of this type are noted, performing PAC's should correct the problem, if possible, or report the problem to a Park Ranger. Also refer to "Visitor Assistance and Public Relations" in General Performance Specifications For Park Attendant Contractors. The last inspection will be between 9:30 p.m. and 10:00 p.m. Total mileage for one inspection tour is approximately 4.0 miles.

C. CLOSING/OPENING GATES AND FACILITIES: One member of the performing Park Attendant Contractor team will open the main gate each morning at 6:00 A.M. and will close

and lock the gate at 10:00 P.M. **WITHOUT EXCEPTION**, park attendant contractors will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park Attendant Contractors will also promptly open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under “Cleaning and Maintenance”.

E. PET POLICY: Pets are allowed in accordance with the conditions listed in General Performance Specifications for Park Attendant Contractors under “Pets”. No pets are allowed in the gatehouse.

F. CONTRACTOR APPEARANCE: Refer to Park Attendant Contractor General Performance Specifications For Park Attendant Contractors about the dress code. No uniform will be necessary. Identification name badges and baseball-type caps with park attendant contractor embroidering will be issued to the attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

G. PARK PROGRAMS: Park Attendant Contractors (PAC’s) will be responsible for signing out life jackets to park visitors upon request. PAC’s will also be responsible for putting life jackets on the board each morning and taking them into the gatehouse each evening.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

PAC’s to provide telephone for use inside camper trailer or motor home. The telephone system in the campground will accommodate either a rotary or touch-tone system. All cleaning supplies for the gatehouse are contractually required to be furnished by Park Attendant Contractors at this location.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. BONDS: A \$3,000 surety bond is necessary before contract work can begin. Bonds may be purchased at most bonding agencies. Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under “Bonds”.

XI. BACKGROUND CHECK: Background Check must be furnished for both contractors in order for contract to be awarded.

X. ADDITIONAL INFORMATION:

Contact Park Ranger Monica Little (205) 553-9373 to arrange a tour of the park or to obtain additional information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

2009 - Burchfield Branch "A"

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2010 - Burchfield Branch "A"

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2010 - Burchfield Branch "B"

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CARTERS LAKE – 2009 **RFQ Line Item List** **Park Attendant Contracts**

RFQ LINE	LOCATION & DATES	# OF DAYS	DAILY BID	TOTAL BID PRICE (# days X daily bid)	Attendant Names
001	Damsite 04/02/2009 - 09/07/2009	71			
002	Harris Branch A 04/30/2009 - 09/08/2009	68			
003	Harris Branch B 04/30/2009 - 09/05/2009	65			
004	Doll Mountain A 03/30/2009 - 10/23/2009	108			
005	Doll Mountain B 03/30/2009 - 10/25/2009	106			
006	Woodring Branch A 03/30/2009 - 10/25/2009	108			
007	Woodring Branch B 03/30/2009 - 10/23/2009	106			
008	Northbank 04/02/2009 - 10/25/2009	99			

CONTRACT DESCRIPTION
DOLL MOUNTAIN CAMPGROUND
PARK ATTENDANT SCHEDULES A & B
CARTERS LAKE 2009

The Contractor (at least two people) shall move to the site a minimum of two days but not more than seven days prior to the start of the contract. The Contractor will notify the Site Manager's Office at least one week in advance and give the time and date of their planned arrival at Carters Lake by calling (706) 334/2248. The Contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

I. NUMBER OF CONTRACT POSITION(S): TWO

004 PARK ATTENDANT CONTRACTOR TEAM "A" SCHEDULE

Doll Mountain Campground Carters Lake
Contract Dates: **March 30, 2009 – October 23, 2009**
Total days: **108**

005 PARK ATTENDANT CONTRACTOR TEAM "B" SCHEDULE

Doll Mountain Campground Carters Lake
Contract Dates: **March 30, 2009 – October 25, 2009**
Total days: **106**

Government estimated bid range: **\$60.00 - \$85.00 per day**

NOTE: A separate bid must be submitted for each contract (Attendant "A" or Attendant "B") by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). Job duties and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the performance schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION: Doll Mountain is comprised of separate camping and day use recreation areas. Doll Mountain Campground has 65 sites, two comfort stations, play ground and boat ramp. Doll Mountain Day Use area has a boat ramp, picnicking area and large group picnic shelter.

III. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS: During the period April 3, 2009, through October 25, 2009, the Contractor shall maintain 24-hour surveillance at the park during alternating four day shifts in accordance with the attached duty schedule. The Contractor shall staff at least one person in the gatehouse from 9:00 a.m. until 10:00 p.m. in accordance with the attached schedule.

IV. CONTRACTOR ORIENTATION: The Contractor will be required to attend a four day orientation beginning March 30, 2009. The attached schedule has orientation dates listed.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Contract Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING: Contract Park Attendants will be required to convert all cash collected into cashier's checks or money orders after each four day shift or at any time cash on hand exceeds \$1,000.00. The Contractor shall be responsible for the cost of the cashier's checks/money orders, and the transportation to acquire them. The approximate total round trip mileage to acquire a money order at the nearest source is 24 miles. Current fees for individual money orders range from \$1.05 - \$1.50 each. Contract Attendants will be responsible for all aspects of campground finances including collect camping fees for 65 sites and selling ice. Contractors will be responsible for a weekly submittal of fees collected to the NRRS lockbox in accordance with standard operating procedure. Contractors will be required to use a computer and credit card machine to account for fees collected. The computer software used to manage campground finances and reservations will be the Outdoor Recreation Management Suite (ORMS). Contractors will be responsible for learning and operating this software. A four day training and orientation session will be provided, however, computer literacy is required.

B. PARK INSPECTIONS: Contract Park Attendants will be required to make two (2) daily inspection tours of the campground and one (1) inspection of the adjacent day use area. Daily inspection tours of the entire park will be performed after opening the campground gate at 9:00 am. The final inspection of the campground will be performed at approximately 7:45 p.m. Inspection tour distance of the campground is approximately three (3) miles. Inspection tour distance of the campground and day use area is approximately six (6) miles. Contractors are responsible for providing transportation for performing inspections.

C. CLOSING/OPENING GATES AND FACILITIES: Contractors will be required to unlock and open the park entrance gate at 9:00 a.m. and close and lock the entrance gate at 10:00 p.m. daily while on duty. Contractors will be required to activate an electronic gate at 10:00 p.m., which allows campers to depart the campground after 10:00 p.m. Contractors will allow campers to depart the park at any time for any reason.

D. CLEANING AND MAINTENANCE: Contract Park Attendants will be required to keep the interior of the gatehouse cleaned and vacuumed.

E. PET POLICY: Refer to conditions listed in the General Specifications under "Pets".

F. DRESS CODE OR UNIFORM POLICY: Refer to conditions listed in the General Specifications under "dress code and uniform policy".

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Refer to conditions listed in the General Specifications under "Other Special Conditions/Requirements".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: Information provided in the General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Bidders should contact Oliver Craig, Park Ranger at Carters Lake, to discuss contract details. In order to become familiar with the size and scope of area and required duties, prospective offerors are urged to inspect the areas they are interested in operating and bidding on before submitting a bid. The Carters Lake Site Manager's Office phone number is (706) 334/2248. E-mail questions can be directed to oliver.p.craig@usace.army.mil. The Carters Lake web site can be viewed at <http://carters.sam.usace.army.mil>.

2009 - Doll Mountain "A"

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2009 - Doll Mountain "B"

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CONTRACT DESCRIPTION
DAMSITE PARK ATTENDANT
CARTERS LAKE 2009

The Contractor (at least two people) shall move to the site location a minimum of two days but not more than seven days prior to the start of the contract. The Contractor will notify the Site Manager's Office at least one week in advance and give the time and date of their planned arrival at Carters Lake by calling (706) 334/2248. The Contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

I. NUMBER OF CONTRACT POSITION(S): ONE

001 PARK ATTENDANT CONTRACTOR SCHEDULE

Damsite/Roving Fee Collector - Carters Lake

Contract Dates: April 2, 2009 – September 7, 2009

Total days: 71

Government estimated bid range: **\$60.00 - \$85.00 per day**

II. PARK DESCRIPTION: The recreational facilities at Damsite and Northbank Parks include a boat ramp, comfort station, picnic areas, three large group picnic shelters, playgrounds and ten small picnic shelters. These areas experience heavy use during summer weekends and holidays.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: Gatehouse hours and vault collection days are listed below. Performance schedule dates are shown in the attached schedule.

April 2, 2009 – September 7, 2009

a) Gatehouse Hours:

Friday 4:00 p.m. until 8:45 p.m.

Saturday 9:00 a.m. until 6:00 p.m.

Sunday 11:00 a.m. until 8:00 p.m.

Holidays (3) 9:00 a.m. until 6:00 p.m.

(Labor Day, July 4, Memorial Day)

b) Collect and count money from three (3) fee vaults located in Northbank and Damsite Parks on Friday mornings.

c) Post shelter reservations on Friday mornings.

c) Lock Northbank gate at 9:00 p.m. on Friday evenings.

IV. CONTRACTOR ORIENTATION: The Contractor shall be present at the Site Manager's Office on April 2, 2009 at 9:30 a.m. to attend an orientation meeting and pick up supplies.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Contract Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING: Fee collection will be accomplished using two separate methods. Contractors will be required to use a cash register to account for fees collected during gatehouse duty hours. One day each week the Contractor will also be responsible for removing locked moneyboxes from self-deposit fee vaults and restocking envelopes in accordance with the attached schedule. The Contractor will remove a locked moneybox from assigned vaults, return to the Site Manager's Office and count money. Security requirements mandate that both contract attendants be present when vaults are accessed and money is transported. Contract Attendants will be required to convert all cash collected into cashier's checks or money orders after each shift or at any time cash on hand exceeds \$1,000.00. Contract Park Attendant shall be responsible for the cost of the cashier's checks/money orders. The approximate total round trip mileage to acquire a money order at the nearest source is 14 miles. Current fees for individual money orders range from \$1.05 - \$1.50 each. Contractors will be responsible for providing transportation for collecting vaults and acquiring cashier's checks/money orders. Contractors will be responsible for a weekly submittal of fees collected to the Corps of Engineers Finance Center in accordance with standard operating procedure.

B. CLOSING/OPENING GATES/PARK INSPECTIONS AND OTHER DUTES: During the contract period, Friday duties are to include staffing the Damsite gatehouse, posting shelter reservations, collecting fee vaults and closing Northbank Park. In order to close Northbank Park, Contractor will proceed to the park after closing the Damsite gatehouse at 8:45 p.m. and announce to persons still present that the park will be closing at 9:00 p.m. After all day use visitors have departed, the Contractor will return to the entrance and lock the entrance gate. Prior to beginning fee vault collection duties, the Contractor will pick up picnic shelter reservations at the Site Manager's Office and post reservations at group picnic shelters located near fee vaults. Saturday, Sunday and holiday duties include staffing the Damsite gatehouse and performing two (2) daily inspection tours of Damsite Park. Inspection tours should be conducted before opening and after closing the Damsite gatehouse. The approximate total round trip mileage to pick up fee boxes and return to the Site Manager's Office is four (4) miles. Damsite Park inspection tour round trip distance is approximately one (1) mile. Contractors will be responsible for providing transportation for performing inspections.

C. CLEANING AND MAINTENANCE: Contractors will be required to keep the interior of the gatehouse cleaned and vacuumed.

D. PET POLICY: Refer to conditions listed in the General Specifications under "Pets".

E. DRESS CODE OR UNIFORM POLICY: Refer to conditions listed in the General Specifications under "dress code and uniform policy".

F. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Contractor must have a vehicle that will transport three (3) metal moneyboxes. Some small compact automobiles may not have sufficient cargo room to haul moneyboxes. Refer to conditions listed in the General Specifications under "Other Special Conditions/Requirements".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: Information provided in the General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Bidders should contact Oliver Craig, Park Ranger at Carters Lake, to discuss contract details. In order to become familiar with the size and scope of area and required duties, prospective offerors are urged to inspect the areas they are interested in operating and bidding on before submitting a bid.

The Carters Lake Site Manager's Office phone number is (706) 334/2248. E-mail questions can be directed to oliver.p.craig@usace.army.mil. The Carters Lake web site can be viewed at <http://carters.sam.usace.army.mil>.

2009 - Damsite

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CONTRACT DESCRIPTION
HARRIS BRANCH PARK ATTENDANTS A & B
CARTERS LAKE - 2009

The Contractor (at least two people) shall move onto the site location a minimum of two days but not more than seven days prior to the start of the contract. The Contractor will notify the Site Manager's Office at least one week in advance and give the time and date of their planned arrival at Carters Lake by calling (706) 334/2248. The Contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

I. NUMBER OF CONTRACT POSITION(S): TWO

002 CONTRACT PARK ATTENDANT SCHEDULE "A"

Harris Branch Park - Carters Lake

Contract Dates: **April 30, 2009 – September 8, 2009**

Total days: **68**

003 CONTRACT PARK ATTENDANT SCHEDULE "B"

Harris Branch Park - Carters Lake

Contract Dates: **April 30, 2009 – September 5, 2009**

Total days: **65**

Government estimated bid range: **\$60.00 - \$80.00 per day**

NOTE: A separate bid must be submitted for each contract (Attendant "A" or Attendant "B") by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). Job duties and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the performance schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION: Harris Branch Park is a public use recreation area that is comprised of ten primitive campsites, a group camping area, and a day use beach. The beach area experiences heavy traffic flow, especially on Sundays.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the period May 1, 2009, through September 8, 2009, the Contractor shall maintain 24-hour surveillance at the park during alternating four-day shifts in accordance with the attached duty schedule. The Contractor shall staff at least one person in the gatehouse, from 9:00 a.m. until 9:00 p.m., in accordance with the attached schedule.

IV. CONTRACTOR ORIENTATION: The Contractor shall be present at the Site Manager's Office on April 30, 2009, at 9:30 a.m., to attend an orientation meeting and pick up supplies.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Contract Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING: Contract Park Attendants will be required to convert all cash collected into cashier's checks or money orders after each four day shift or at any time cash on hand exceeds \$1,000.00. The Contractor shall be responsible for the cost of the cashier's checks/money orders, and the transportation to acquire them. Current fees for individual money orders range from \$1.05 - \$1.50 each. The approximate total round trip mileage to acquire a money order at the nearest source is 24 miles. The Contractor's primary duties will include collecting camping fees, scheduling group camping reservations, collecting day use fees and issuing annual passes. Contract Attendants will be required to use a cash register and fee books to account for fees collected. Contractors will be responsible for a weekly submittal of fees collected to the Corps of Engineers Finance Center in accordance with standard operating procedure.

B. PARK INSPECTIONS: Contract Park Attendants will be required to make three (3) daily inspection tours of the entire park (campground and beach area). Performance of the three (3) daily inspection tours of the park will be carried out at approximately 9:30 a.m., 1:00 p.m. and 8:00 p.m. each day. Approximate mileage for each round trip inspection tour is two (2) miles. Contractors are responsible for providing transportation for performing inspections.

C. CLOSING/OPENING GATES AND FACILITIES: Attendants will unlock and open the park entrance gates at 9:00 a.m. At 8:00 p.m., the Contract Attendant will proceed to the beach area and announce to persons still present that the area will be closing. After all beach users have departed, the contractor will return to the gatehouse and lock the beach entrance gate, ensuring no vehicles enter the beach area between the hours of 8:00 p.m. and 9:00 a.m. The Attendant will close and lock the park entrance gate at 9:00 p.m. Contractors will be required to allow campers to depart the park at any time for any reason.

D. CLEANING AND MAINTENANCE: Contract Park Attendants will be required to keep the interior of the gatehouse cleaned and vacuumed.

E. PET POLICY: Refer to conditions listed in the General Specifications under "Pets".

F. DRESS CODE OR UNIFORM POLICY: Refer to conditions listed in the General Specifications under "dress code and uniform policy".

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Refer to conditions listed in the General Specifications under "Other Special Conditions/Requirements".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

Information provided in the General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

Bidders should contact Oliver Craig, Park Ranger at Carters Lake, to discuss contract details. In order to become familiar with the size and scope of area and required duties, prospective offerors are urged to inspect the areas they are interested in operating and bidding on before submitting a bid. The Carters Lake Site Manager's Office phone number is (706) 334/2248. E-mail questions can be directed to oliver.p.craig@usace.army.mil. The Carters Lake web site can be viewed at <http://carters.sam.usace.army.mil>.

2009 - Harris Branch "A"

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2009 - Harris Branch "B"

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**CONTRACT DESCRIPTION
WOODRING BRANCH CAMPGROUND
PARK ATTENDANT SCHEDULES A & B
CARTERS LAKE - 2009**

The Contractor (at least two people) shall move onto the site location a minimum of two days but not more than seven days prior to the start of the contract. The Contractor will notify the Site Manager's Office one week in advance and give the time and date of their planned arrival at Carters Lake by calling (706) 334/2248. The Contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

I. NUMBER OF CONTRACT POSITION (S): TWO

006 CONTRACT PARK ATTENDANT TEAM "A" SCHEDULE

Woodring Branch Campground Carters Lake

Contract Dates: **March 30, 2009 – October 25, 2009**

Total days: **108**

007 CONTRACT PARK ATTENDANT TEAM "B" SCHEDULE

Woodring Branch Campground Carters Lake

Contract Dates: **March 30, 2009 – October 23, 2009**

Total days: **106**

Government estimated bid range: **\$60.00 - \$85.00 per day**

NOTE: A separate bid must be submitted for each contract (Attendant "A" or Attendant "B") by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF 1449). Job duties and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the performance schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION: Facilities in Woodring Branch include a developed campground with 42 sites, a primitive camping area with 12 sites and a day use area with boat ramp and picnic area. The developed campground in Woodring experiences heavy use during weekends the entire season.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the period April 3, 2009, through October 25, 2009, the Contractor shall maintain 24-hour surveillance in the developed campground during alternating four-day shifts in accordance with the attached duty schedule. The Contractor shall maintain at least one person in the gatehouse from 9:00 a.m. until 10:00 p.m. in accordance with the attached schedule.

IV. CONTRACTOR ORIENTATION: The Contractor will be required to attend a four day orientation beginning March 30, 2009. The attached schedule has orientation dates listed.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Contract Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING: Contract Park Attendants will be required to convert all cash collected into cashier's checks or money orders after each four day shift or at any time cash on hand exceeds \$1,000.00. The Contractor shall be responsible for the cost of the cashier's checks/money orders, and the transportation to acquire them. Current fee for individual money orders range from \$1.05 - \$1.50 each. The approximate total round trip mileage to acquire a money order at the nearest source is 34 miles. Contractors will be required to collect fees at 42 developed sites and verify payment at 12 campsites in the primitive camping area located approximately one (1) mile from the gatehouse. Contract Attendants will be responsible for all aspects of campground finances including collect camping fees and selling ice. Contractors will be responsible for a weekly submittal of fees collected to the NRRS lockbox in accordance with standard operating procedure. Contractors will be required to use a computer and credit card machine to account for fees collected. The computer software used to manage campground finances and reservations will be the Outdoor Recreation Management Suite (ORMS). Contractors will be responsible for learning and operating this software. A four-day training and orientation session will be provided, however, computer literacy is required.

B. PARK INSPECTIONS: Park Attendants will be required to make two (2) daily inspection tours of the developed campground and one (1) daily inspection tour of the day use area and primitive campground during each scheduled performance day. Performance of the two (2) daily inspection tours will be carried out at approximately 9:30 a.m. and 7:30 p.m. each day. Developed campground inspection tour distance is approximately two (2) miles. Day use and primitive campground area inspection tour distance is approximately six (6) miles. Contractors are responsible for providing transportation for conducting inspections.

C. CLOSING/OPENING GATES AND FACILITIES: Contractors will unlock and open the park entrance gate at 9:00 a.m. and close and lock gate at 10:00 p.m. daily while on duty. Contractors will be required to activate an electronic gate at 10:00 p.m., which allows campers to depart the campground after 10:00 p.m. Contract Attendants will allow campers to depart the park at any time for any reason.

D. CLEANING AND MAINTENANCE: Contract Park Attendants will be required to keep the interior of the gatehouse cleaned and vacuumed.

E. PET POLICY: Refer to conditions listed in the General Specifications under "Pets".

F. DRESS CODE OR UNIFORM POLICY: Refer to conditions listed in the General Specifications under "dress code and uniform policy".

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Refer to conditions listed in the General Specifications under "Other Special Conditions/Requirements".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: Information provided in the General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Bidders should contact Oliver Craig, Park Ranger at Carters Lake, to discuss contract details. In order to become familiar with the size and scope of area and required duties, prospective offerors are urged to inspect the areas they are interested in operating and bidding on before submitting a bid. The Carters Lake Site Manager's Office phone number is (706) 334/2248. E-mail questions can

be directed to oliver.p.craig@usace.army.mil. The Carters Lake web site can be viewed at <http://carters.sam.usace.army.mil>.

2009 - Woodring Branch "A"

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2009 - Woodring Branch "B"

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CONTRACT DESCRIPTION
NORTHBANK PARK ATTENDANT
CARTERS LAKE 2009

The Contractor (at least two people) shall move onto the site location a minimum of two days but not more than seven days prior to the start of the contract. The Contractor will notify the Site Manager's Office at least one week in advance and give the time and date of their planned arrival at Carters Lake by calling (706) 334/2248. The Contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

I. NUMBER OF CONTRACT POSITION(S): ONE

008 CONTRACT PARK ATTENDANT SCHEDULE

Northbank/Roving Fee Collector - Carters Lake

Contract Dates: **April 2, 2009 - October 25, 2009**

Total days: **99**

Government estimate bid range: **\$60.00 - \$85.00 per day**

II. PARK DESCRIPTION: The recreational facilities at Damsite and Northbank Parks include a boat ramp, comfort station, picnic areas, three large group picnic shelters, playgrounds and ten small picnic shelters. These areas experience heavy use during summer weekends and holidays.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: The Contractor's duties involve collecting day use fees, picking up and counting money from fee vaults and locking a park gate. Gatehouse hours and vault collection information is detailed in this scope of work. Gatehouse duties include issuing parking passes, collecting day use fees and assisting rangers with traffic.

April 3, 2009 – September 8, 2009

a) Collect from seven (7) fee vaults on Monday mornings
(Tuesday mornings following holidays).

b) Staff Northbank Park gatehouse.

Northbank Park Gatehouse Hours:

Saturday 10:30 a.m. until 9:00 p.m.

Sunday 10:30 a.m. until 9:00 p.m.

Holidays (3) 10:30 a.m. until 9:00 p.m.

(Memorial Day, July 4th and Labor Day)

September 9, 2009 – October 25, 2009

a) Collect from ten (10) fee vaults on Friday mornings.

b) Lock Northbank Gate: Friday, Saturday & Sunday – 8:00 p.m.

Note: Gatehouse is not open during this time.

IV. CONTRACTOR ORIENTATION: The Contractor shall be present at the Site Manager's Office on April 2, 2009 at 9:30 a.m. to attend an orientation meeting and pick up supplies.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Contract Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING:

Fee collection will be accomplished using two separate methods. Contractors will be required to use a cash register to account for fees collected during gatehouse duty hours. One day each week the Contractor will also be responsible for removing locked moneyboxes from self-deposit fee vaults and restocking envelopes in accordance with the attached schedule. The Contractor will remove a locked moneybox from assigned vaults, return to the Site Manager's Office and count money. Round-trip distance to remove moneyboxes is 72 miles. Security requirements mandate that both contract attendants be present when vaults are accessed and money is transported. Contractors will be required to convert all cash collected into cashier's checks or money orders after each shift or at any time cash on hand exceeds \$1,000.00. Contract Park Attendant shall be responsible for the cost of the cashier's checks/money orders. Current fees for individual money orders range from \$1.05 - \$1.50 each. The approximate total round trip mileage to acquire a money order at the nearest source is 14 miles. Contractors will be responsible for a weekly submittal of fees collected to the Corps of Engineers Finance Center in accordance with standard operating procedure. Contractors will be responsible for providing transportation for collecting vaults and acquiring cashier's checks/money orders.

B. PARK INSPECTIONS: During the contract period, the Contractor will complete two (2) daily inspection tours of Northbank Park on Saturdays, Sundays and Holidays. Inspection tour distance for Northbank Park is approximately one and one half (1.5) miles. Contractors will be responsible for providing transportation for performing inspections.

C. CLOSING/OPENING GATES AND OTHER DUTES: The Contractor will be required to announce to visitors still present at Northbank Park that the park will be closing. After all day use visitors have departed, the Contractor will return to the entrance and lock the entrance gate. Prior to beginning fee vault collection duties, the Contractor will pick up picnic shelter reservations at the Site Manager's Office and post reservations at group picnic shelters located near fee vaults.

D. CLEANING AND MAINTENANCE: Contract Park Attendants will be required to keep the interior of the gatehouse cleaned and vacuumed.

E. PET POLICY: Refer to conditions listed in the General Specifications under "Pets".

F. DRESS CODE OR UNIFORM POLICY: Refer to conditions listed in the General Specifications under "dress code and uniform policy".

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Contractors must have a vehicle that will transport ten (10) metal moneyboxes. Some small compact automobiles may not have sufficient cargo room to haul moneyboxes. Refer to conditions listed in the General Specifications under "Other Special Conditions/Requirements".

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: Information provided in the General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Bidders should contact Oliver Craig, Park Ranger at Carters Lake, to discuss contract details. In order to become familiar with the size and scope of area and required duties, prospective offerors are urged to inspect the areas they are interested in operating and bidding on before submitting a bid. The Carters Lake Site Manager's Office phone number is (706) 334/2248. E-mail questions can be directed to oliver.p.craig@usace.army.mil. The Carters Lake web site can be viewed at <http://carters.sam.usace.army.mil>.

2009 - Northbank

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LAKE SIDNEY LANIER 2009

Request For Quotation (RFQ ITEM)	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
CAMPGROUNDS:			
0001 PAC Schedule "A" Sawnee Campground Dates: 04/15/09 – 09/14/09	77	X	=
0002 PAC Schedule "B" Sawnee Campground Dates: 04/15/09 – 09/14/09	76	X	=
0003 PAC Schedule "A" Baldrige Campground Dates: 03/18/09 – 10/22/09	111	X	=
0004 PAC Schedule "B" Baldrige Campground Dates: : 03/18/09 – 10/25/09	110	X	=
0005 PAC Schedule "A" Duckett Mill Campground Dates: 04/15/09 – 09/14/09	77	X	=
0006 PAC Schedule "B" Duckett Mill Campground Dates: 04/15/09 – 09/14/09	76	X	=
0007 PAC Schedule "A" Old Federal Campground Dates: 03/18/09 – 11/22/09	126	X	=
0008 PAC Schedule "B" Old Federal Campground Dates: 03/18/09 – 11/19/09	122	X	=
0009 PAC Schedule "A" Bolding Mill Campground Dates: 04/15/09 – 09/14/09	77	X	=
0010 PAC Schedule "B" Bolding Mill Campground Dates: 04/15/09 – 09/14/09	76	X	=

Request For Quotation (RFQ ITEM)	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
Day Use:			
0011 PAC Schedule "A" Buford Dam Park Day Use Dates: 04/20/09 – 09/14/09	68	X	=
0012 PAC Schedule "A" Lanier Park Day Use Dates: 04/20/09 – 09/14/09	88	X	=
0013 PAC Schedule "A" Little Hall Park Day Use Dates: 04/20/09 – 09/14/09	68	X	=
0014 PAC Schedule "A" Van Pugh North Park Day Use Dates: 04/20/09 – 09/14/09	88	X	=
0015 PAC Schedule "A" Van Pugh South Park Day Use Dates: 04/20/09 – 09/14/09	48	X	=
0016 PAC Schedule "A" West Bank Park Day Use Dates: 04/20/09 – 09/14/09	74	X	=
0017 PAC Schedule "B" West Bank Park Day Use Dates: 04/20/09 – 09/14/09	75	X	=

CAMPGROUND SPECIFIC CONTRACT PERFORMANCE
REQUIREMENTS FOR
Bald Ridge Campground, Park Attendant Contractors
“A Shift & B Shift”
Lake Sidney Lanier

I. NUMBER OF CONTRACT POSITION(S): This specific park information sheet is for two (2) Park Attendant Contractors (PAC) position at Bald Ridge Campground - Schedule “A” & Schedule “B”. *Government Estimates are based on the average contract price awarded for the preceding 3 years.*

RFQ Line Item Reference Numbers

<p><u>0003 Schedule “A”</u> Bald Ridge Campground, Lake Sidney Lanier Contract Period: 03/18/09 – 10/22/09 Total days Scheduled: 111 Orientation Dates: 03/18/09 – 03/20/09 Performance Period: 03/25/09 – 10/22/08 Government Estimate Price: \$ 88.00/ Day</p>	<p><u>0004 Schedule “B”</u> Bald Ridge Campground, Lake Sidney Lanier Contract Period: 03/18/09 – 10/25/09 Total Days Scheduled: 110 Orientation Dates: 03/18/09 – 03/20/09 Performance Period: 03/29/09 – 10/25/08 Government Estimate Price: \$ 94.00/ Day</p>
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NOTE: A separate bid must be submitted for each contract (PAC “A” or PAC “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for contract dates, shown above, shift schedule, which is shown on the attached calendar(s), and orientation which is shown below (paragraph IV).

II. PARK DESCRIPTION: The park encompasses approximately 43 acres with 82 developed sites and 2 miles of park roads to be surveyed. The park has 3 washhouses, 1 swim area, 1 playground, 1 dump station, 1 boat ramp, and 2 washer and dryer facilities.

III. SCHEDULED HOURS: PAC’s is scheduled on a rotating (4) day rotation as indicated on attached calendar. PAC’s are scheduled the following hours: Gatehouse operation: 7:00 a.m. - 10:30 p.m.; 15 1/2 hours. PAC’s will also be available at their living quarters 10:30 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance; 8 1/2 hours.

IV. ORIENTATION: PAC orientation and computer instruction will be held **03/18/09 – 03/20/09** at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. A confirmed schedule for computer instruction will be sent by mail upon being awarded the contractor position.

***** ATTENDANCE IS MANDATORY *****

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand **both** the General Specifications **AND** the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of camping fees, reservation fees, and dump station fees. Additional fees that may be collected include day use fees and Golden Age Card fees.

2. The Government requires PAC's to utilize the following methods to process user fees collected. Note that the PAC may be required to use the following methods in any combination specified by the Operations Manager.

- a. PAC will **convert all cash collected into a money order or cashiers check** payable to the NRRS or a designated name specified by ReserveAmerica. The PAC will be responsible for the cost of the cashier's check or money order. The approximate cost of a cashier's check or money order will be between \$1.00-\$6.00.
- b. PAC will **mail a deposit** for the collected user fees by certified mail to an approved account. The approximate cost to certify mail is \$1.00-\$5.00.
- c. Credit card machines and computers will be used for collection of fees.
- d. PAC's will use a computer program specified by the Operations Manager to collect fees and manually prepare all associated paperwork for all mail deposits and cash conversions.
- e. The government will have the option of either requiring PACs to **1) mail paperwork, receipts, and checks associated with fee collections and cash conversions by certified receipt to address designated by Operations Manager; 2) deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office; and/or 3) release documentation and converted funds to a scheduled collections Ranger.**

3. A mail deposit or cash conversion and submittal of paperwork must be completed no less than once per each 4 day shift, and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 day shift.

B. PARK INSPECTIONS: PAC will inspect the park every four (4) hours during normal gatehouse operation. Inspections should incorporate items found in the General Specifications under section II, GENERIC DUTIES. PAC will tour park between 10:00 p.m. and 10:30 p.m. to observe for compliance with quiet hours (10:00 p.m. until 6:00 a.m.).

C. CLOSING /OPENING GATES AND FACILITIES: PAC will open gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled performance days. Gatehouse windows and doors should be locked and interior appliances, lights and computers should be logged off when PAC is not scheduled. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents. "Park Attendant Contractor" sign will be displayed on the site post at the scheduled PAC's site 24 hours a day during the scheduled 4 day shift.

D. CLEANING, SUPPLIES, AND MAINTENANCE: Please refer to the Mobile General Specifications. PAC's selected to work at Lake Lanier are NOT required to clean shower houses or other facilities, nor maintain shrubbery and/or landscaping. Cleaning requirements are limited to the entry station building. PAC's will be required to supply themselves with cleaning supplies and garbage bags.

E. PET POLICY: Pets are allowed in all Lake Lanier campgrounds. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier campgrounds include white collared shirt, dark pants (no jeans) and dark shoes to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the contractor's guide.

G. EVALUATIONS: The campground program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General specifications on “BONDS” and “LIABILITY INSURANCE”. All contracts at Lake Lanier require a surety bond in the amount of \$5000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC FURNISHED EQUIPMENT/SUPPLIES: Additional equipment/ supplies that are to be furnished by the PAC are listed in the Mobile District General Specifications for PAC Services.

VII. ADDITIONAL GOVERNMENT FURNISHED EQUIPMENT/SUPPLIES: Contractor name tag, park ball cap, and site for living quarters. PAC’s campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders can contact Brent Cossette at 770-945-9531 or brent.j.cossette@sam.usace.army.mil to arrange for a tour of the park(s) and an explanation of the job responsibilities and requirements. View the webpage at <http://lanier.sam.usace.army.mil>. Prospective PAC’s are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities. The Contractor Guide detailing required PAC responsibilities and standards of procedure is available for viewing at the Lanier Project Management Office.

2009 - Bald Ridge CG "A"

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2009 - Bald Ridge CG "B"

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**Campground Specific Contract Performance Requirements For
Bolding Mill Campground Park Attendant Contractors “A” & “B”
Lake Sidney Lanier**

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for two (2) separate Park Attendant Contractor (PAC) Positions at Bolding Mill Campground - Schedule “A” and Schedule “B”. *Government Estimates are based on the average contract price awarded for the preceding 3 years*

RFQ Line Item Reference Numbers

<p><u>0009 Schedule “A” 2009</u> Bolding Mill Campground, Lake Sidney Lanier Contract Period: 04/15/09 – 09/14/09 Total days Scheduled: 77 Orientation Dates: 04/15/09 – 04/17/09 Performance Period: 04/22/09 – 09/14/09 Government Estimate Price: \$85.00/ Day</p>	<p><u>0010 Schedule “B” 2009</u> Bolding Mill Campground, Lake Sidney Lanier Contract Period: 04/15/09 – 09/14/09 Total Days Scheduled: 76 Orientation Dates: 04/15/09 – 04/17/09 Performance Period: 04/26/09 – 09/14/09 Government Estimate Price: \$83.00/ Day</p>
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NOTE: A separate bid must be submitted for each contract (PAC “A” or PAC “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for contract dates, shown above, shift schedule, which is shown on the attached calendar(s), and orientation which is shown below (paragraph IV).

II. PARK DESCRIPTION: The park encompasses approximately 73 acres with 97 developed sites and 4 miles of park roads to be surveyed. The park has 2 washhouses, 1 comfort station (no shower) 1 swim area, 1 playground, 1 dump station, 1 boat ramp, 2 picnic shelters, and 1 washer and dryer facility.

III. SCHEDULED HOURS: PAC’s is scheduled on a (4) day rotation as indicated on attached calendar. PAC’s are scheduled the following hours: Gatehouse operation: 7:00 a.m. - 10:30 p.m.; 15 1/2 hours. PAC’s will also be available at their living quarters 10:30 p.m. through 7:00 a.m. each night of their scheduled shift for emergency assistance; 8 1/2 hours.

IV. ORIENTATION: PAC orientation and computer instruction will be held **04/15/09 – 04/17/09** at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. A confirmed schedule for computer instruction will be sent by mail upon being awarded the contractor position.

***** ATTENDANCE IS MANDATORY *****

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand **both** the General Specifications **AND** the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of camping fees, reservation fees, and dump station fees. Additional fees that may be collected include day use fees and Golden Age Card fees.

2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.

- a. PAC will **convert all cash collected into a money order or cashiers check** payable to the NRRS or a designated name specified by ReserveAmerica. The PAC will be responsible for the cost of the cashier's check or money order. The approximate cost of a cashier's check or money order is \$1.00-\$6.00.
- b. PAC will **mail deposit** collected user fees by certified mail into an approved account. The approximate cost for certified mail is \$1.00-\$5.00.
- c. Credit card machines and computers will be used in collection of fees.
- d. PAC contractors will use a computer program specified by the Operations Manager to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.
- e. The government will have the option of either requiring PACs to a) mail paperwork, receipts, and checks associated with mail deposits and cash conversions by certified return receipt to address designated by Operations Manager; b) deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office; or c) release documentation and converted funds to a designated collections Ranger.

3. A deposit or cash conversion and submittal of paperwork must be completed no less than once per each 4 day shift and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 day shift.

B. PARK INSPECTIONS: PAC will inspect park every four (4) hours during normal gatehouse operation. Inspections shall include shelters, beach and boat ramp. Inspections should incorporate items found in the General Specifications under section II, GENERIC DUTIES. PAC will tour park between 10:00 p.m. and 10:30 p.m. to observe for compliance with quiet hours (10:00 p.m. until 6:00 a.m.).

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will open gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled days. Gatehouse windows and doors should be locked and interior appliances, lights and computers should be turned off when PAC is not scheduled to perform. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents. "Park Attendant Contractor" sign will be displayed on post at scheduled PAC's site 24 hours a day during 4 day shift.

2. PAC will open the picnic shelter area gate and display "reserved" sign as directed by the Lanier Project Management Office.

D. CLEANING, SUPPLIES, AND MAINTENANCE: Please refer to the Mobile General Specifications. PAC's selected to work at Lake Lanier are NOT required to clean shower houses or other facilities, nor maintain shrubbery and/or landscaping. Cleaning requirements are limited to the entry station building. PAC's will be required to supply themselves with cleaning supplies and garbage bags.

E. PET POLICY: Pets are allowed at all Lake Lanier Campgrounds. Bidders should refer to Mobile District General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Campgrounds include white collared shirt, dark pants (no jeans) and dark shoes and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the contractor's guide.

G. EVALUATIONS: The campground program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General specifications on “BONDS” and “LIABILITY INSURANCE”. All contracts at Lake Lanier require a surety bond in the amount of \$5000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC FURNISHED EQUIPMENT/SUPPLIES: Additional equipment/ supplies that are to be furnished by the PAC are listed in the Mobile District General Specifications for PAC Services.

VII. ADDITIONAL GOVERNMENT FURNISHED EQUIPMENT/SUPPLIES: Contractor name tag, park ball cap, and site for living quarters. PAC’s campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders can contact Brent Cossette at 770-945-9531 or email brent.j.cossette@sam.usace.army.mil to arrange for a tour of the park(s) or an explanation of the job responsibilities and requirements. View the webpage at <http://lanier.sam.usace.army.mil>. Prospective PAC’s are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities. The Contractor Guide detailing required PAC responsibilities and standards of procedure is available for viewing at the Lanier Project Management Office.

2009 - Bolding Mill CG "A"

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**SPECIFIC PARK SHEET FOR
BUFORD DAM PARK
PARK ATTENDANT CONTRACTORS 'A'
LAKE SIDNEY LANIER**

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for one (1) Park Attendant Contractor (PAC) position at Buford Dam Park Day Use Area- PAC "A".

RFQ Line Item Reference #s

0009 PAC Schedule "A"

Buford Dam Park Day Use, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performance days: 68

Orientation Dates: 04/20/08 thru 04/21/09

Performance Period: 04/24/09 thru 09/14/09

Government Estimate Price: \$86.00/day

- A. Bidding:** A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). For example: Park Attendant Contractor "A" bids on items 0009.

II. PARK DESCRIPTION: The park encompasses approximately 121 acres with 60 developed acres. The park has 2 restrooms, 1 swim area, 2 play grounds, 3 picnic shelters, 420 car parking spaces, 1 volleyball court, 11 picnic sites with tables only, and access to the Laurel Ridge hiking trail. The park has 2 miles of road to inspect.

III. HOURS OF PERFORMANCE: PAC will perform Thursdays, Fridays, Saturdays, Sundays, and holidays; 4-5 days per week as indicated on attached calendar. PAC will perform the following hours: Gatehouse operation: 8:00 a.m. - 7:00 p.m.; 11 hours. Also see section below "CLOSING / OPENING GATES AND FACILITIES".

IV. ORIENTATION: 2009 PAC orientation and cash register instruction for all schedule "A" attendants will be held on April 20th and 21st, 2009. Orientation will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. on the above listed dates. **ATTENDANCE IS MANDATORY.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of day use fees including annual pass sales.
2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.
 - a. PACs will use a cash register to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.
 - b. PAC will **direct deposit** collected user fees into an approved account at a designated bank.
 - c. The government will have the option of either requiring PACs to deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier

Project Management Office or scheduling a Ranger to collect the documentation and converted funds.

3. A deposit or cash conversion and submittal of paperwork must be accomplished no less than once per each 4 or 5 day performance week and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 or 5 day performance week.

B. PARK INSPECTIONS: PAC will inspect park on weekends and holidays to assist rangers in counting available parking spaces.

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will open Powerhouse Park gates no later than 7:30a.m. on scheduled performance days.
2. PAC will open Lower Overlook Park gates no later than 7:40a.m. on scheduled performance days.
3. PAC will open Buford Dam Park gates no later than 8:00a.m. on scheduled performance days.
4. PAC will open shelter house gates and display reserved shelter signs as directed by the Lanier Project Management Office.
5. Gate house windows and doors should be locked and interior appliances, lights and computers should be turned off after performance shift ends each day.
6. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents.
7. NOTE: PAC is not required to close the above listed gates. Park Rangers close the parks at 10:00p.m.

D. CLEANING AND MAINTENANCE: Please refer to General Specifications. At Lake Lanier Day Use Parks, PACs are not required to maintain shrubbery in the vicinity of the gatehouse. PAC's will be required to supply themselves with bathroom supplies and garbage bags.

E. PET POLICY: Pets are not allowed at Buford Dam Park. PACs may have pets, but pets will be restricted to PAC campsite. No exceptions will be made. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Day Use Parks include white collared shirt and dark pants (no jeans) and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the PAC's guide.

G. EVALUATIONS: The day use program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General Specifications on "BONDS" and "LIABILITY INSURANCE". All contracts at Lake Lanier require a surety bond in the amount of \$5,000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: In addition to PAC-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the following is to be provided by the PAC:

A. MAILING ENVELOPE: The PAC will be responsible for the cost of supplying envelopes with minimum dimensions being 8.5 x 11 inches. One envelope is required for each four-day performance shift.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

A. SITE FOR LIVING QUARTERS: PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders should contact Ken Weiner at 770/945-9531 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. View the website at <http://lanier.sam.usace.army.mil>. Prospective PACs are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities. The PAC Guide, also referred to as the PAC Handbook, detailing required PAC performance operations, is available for viewing at the Lanier Project Management Office.

2009 -Buford Dam Park "A"

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**Campground Specific Contract Performance Requirements For
Duckett Mill Campground Park Attendant Contractors “A” & “B”
Lake Sidney Lanier**

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for two (2) Park Attendant Contractor (PAC) Positions at Duckett Mill Campground – “Schedule “A” & Schedule “B””.
Government Estimates are based on the average contract price awarded for the preceding 3 years.

RFQ Line Item Reference Numbers

<p><u>0005 Schedule “A” 2009</u> Duckett Mill Campground, Lake Sidney Lanier Contract Period: 04/15/09 – 09/14/09 Total days Scheduled: 77 Orientation Dates: 04/15/09 – 04/17/09 Performance Period: 04/22/09 – 09/14/09 Government Estimate Price: \$93.00</p>	<p><u>0006 Schedule “B” 2009</u> Duckett Mill Campground, Lake Sidney Lanier Contract Period: 04/15/09 – 09/14/09 Total Days Scheduled: 76 Orientation Dates: 04/15/09 – 04/17/09 Performance Period: 04/26/09 – 09/14/09 Government Estimate Price: \$93.00</p>
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NOTE: A separate bid must be submitted for each contract (PAC “A” or PAC “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for contract dates, shown above, shift schedule, which is shown on the attached calendar(s), and orientation which is shown below (paragraph IV).

II. PARK DESCRIPTION: The park encompasses approximately 97 acres with 111 developed sites and 4 miles of park roads to be surveyed. The park has 2 washhouses, 1 comfort station (no showers), 1 swim area, 1 playground, 1 dump station, 1 boat ramp, and 1 washer and dryer facilities.

III. SCHEDULED HOURS: PAC’s is scheduled on a (4) day rotation as indicated on attached calendar. PAC’s are scheduled the following hours: Gatehouse operation: 7:00 a.m. - 10:30 p.m.; 15 1/2 hours. PAC’s will also be available at their living quarters 10:30 p.m. through 7:00 a.m. each night of their scheduled shift for emergency assistance; 8 1/2 hours

IV. ORIENTATION: PAC orientation and computer instruction will be held **04/15/09 – 04/17/09** at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. A confirmed schedule for computer instruction will be sent by mail upon being awarded the contractor position.

***** ATTENDANCE IS MANDATORY *****

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications AND the Area Specific Provisions and Requirements prior to submitting your bids.

VI. **APPROVED USER FEE COLLECTION & PROCESSING:**

1. This contract requires collection of camping fees, reservation fees, and dump station fees. Additional fees that may be collected include day use fees and Golden Age Card fees.

2. The Government requires PAC's to utilize the following methods to process user fees collected. Note that the PAC may be required to use the following methods in any combination specified by the Operations Manager.

a. PAC will **convert all cash collected into a money order or cashiers check** payable to the NRRS or a designated name specified by ReserveAmerica. The PAC will be responsible for the cost of the cashier's check or money order. The approximate cost of a cashier's check or money order will be between \$1.00-\$6.00.

b. PAC will **mail a deposit** for the collected user fees by certified mail to an approved account. The approximate cost to certify mail is \$1.00-\$5.00.

c. Credit card machines and computers will be used for collection of fees.

d. PAC's will use a computer program specified by the Operations Manager to collect fees and manually prepare all associated paperwork for all mail deposits and cash conversions.

e. The government will have the option of either requiring PACs to **1) mail paperwork, receipts, and checks associated with fee collections and cash conversions by certified receipt to address designated by Operations Manager; 2) deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office; and/or 3) release documentation and converted funds to a scheduled collections Ranger.**

3. A mail deposit or cash conversion and submittal of paperwork must be completed no less than once per each 4 day shift, and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 day shift.

VII. **PARK INSPECTIONS:** PAC will inspect the park every four (4) hours during normal gatehouse operation. Inspections should incorporate items found in the General Specifications under *Section II, GENERIC DUTIES*. PAC will tour park between 10:00 p.m. and 10:30 p.m. to observe for compliance with quiet hours (10:00 p.m. until 6:00 a.m.).

VIII. **CLOSING /OPENING GATES AND FACILITIES:**

PAC will open gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled performance days. Gatehouse windows and doors should be locked and interior appliances, lights and computers should be turned off when PAC is not scheduled. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents. "Park Attendant Contractor" sign will be displayed on the site post at the scheduled PAC's site 24 hours a day during the scheduled 4 day shift.

CLEANING, SUPPLIES, AND MAINTENANCE: Please refer to the Mobile General Specifications. PAC's selected to work at Lake Lanier are not required to clean shower houses or other facilities, nor maintain shrubbery and/or landscaping. Cleaning requirements are limited to the entry station building. PAC's will be required to supply themselves with cleaning supplies and garbage bags.

PET POLICY: Pets are allowed in all Lake Lanier campgrounds. Bidders should refer to General Specifications section titled “PETS”.

DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier campgrounds include white collared shirt, dark pants (no jeans) and dark shoes to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the contractor's guide.

G. EVALUATIONS: The campground program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General specifications on “BONDS” and “LIABILITY INSURANCE”. All contracts at Lake Lanier require a surety bond in the amount of \$5000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC FURNISHED EQUIPMENT/SUPPLIES: Additional equipment/supplies that are to be furnished by the PAC are listed in the Mobile District General Specifications for PAC Services.

VII. ADDITIONAL GOVERNMENT FURNISHED EQUIPMENT/SUPPLIES:

Contractor name tag, park ball cap, and site for living quarters. PAC’s campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders can contact Brent Cossette at 770-945-9531 or email brent.j.cossette@sam.usace.army.mil to arrange for a tour of the park(s) or an explanation of the job responsibilities and requirements. View the webpage at <http://lanier.sam.usace.army.mil>. Prospective PAC’s are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities. The Contractor Guide detailing required PAC responsibilities and standards of procedure is available for viewing at the Lanier Project Management Office

2009 - Duckett Mill CG "A"

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2009 - Duckett Mill CG "B"

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Specific Park SHEET for
LANIER PARK DAY USE AREA
PARK ATTENDANT CONTRACTORS ‘A’
LAKE SIDNEY LANIER

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for one (1) Park Attendant Contractor (PAC) position at Lanier Park Day Use Area- PAC “A”.

RFQ Line Item Reference #s

0012 PAC Schedule “A”

Lanier Park Day Use, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performance days: 88

Orientation Dates: 04/20/08 thru 04/21/09

Performance Period: 04/23/09 thru 09/14/09

Government Estimate Price: \$83.00/day

A. Bidding: A separate bid must be submitted for each contract (PAC “A” or PAC “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF1449). For example: Park Attendant Contractor “B” bids on items 0012 *and* 0013.

B. Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the contract dates shown above, shift schedule shown on the attached calendars, and orientation dates shown above and below in paragraph IV.

II. PARK DESCRIPTION: The park encompasses approximately 50 acres with 15 developed acres. The park has 2 restrooms, 17 car parking spaces at the ramp, 62 boat trailer parking spaces, and 1 multi-laned boat ramp, 25 picnic sites, 1 swim beach, 1 picnic shelter, 1-mile pedestrian trail, and 125 car parking spaces at the beach. The park has 2.5 miles of road to inspect.

III. HOURS OF PERFORMANCE: PAC will perform a rotating (4) day performance week as indicated on attached calendar. PAC will perform the following hours: Gatehouse operation: 7:00 a.m. - 7:00 p.m.; 12 hours. Also see section below “CLOSING / OPENING GATES AND FACILITIES”.

IV. ORIENTATION: 2009 PAC orientation and cash register instruction for all schedule “A” attendants will be held on April 20th and 21st. Orientation will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. on the above listed dates. **ATTENDANCE IS MANDATORY.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of day use fees including annual pass sales.
2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.
 - a. PACs will use a cash register to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.

b. PAC will **direct deposit** collected user fees into an approved account at a designated bank.

c. The government will have the option of either requiring PACs to deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office or scheduling a Ranger to collect the documentation and converted funds.

3. A deposit or cash conversion and submittal of paperwork must be accomplished no less than once per each 4 day performance period and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4-day performance period.

B. PARK INSPECTIONS: PAC will inspect park on weekends and holidays to assist rangers in counting available parking spaces.

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will open Lanier Park swim beach area gate no later than 7:00 a.m. on scheduled performance days.
2. PAC will open shelter house gate and display reserved shelter signs as directed by the Lanier Project Management Office.
3. Gate house windows and doors should be locked and interior appliances, lights and computers should be turned off after performance shift ends each day.
4. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents.
5. NOTE: PAC is not required to close the above listed gates; park rangers close these gates at 10:00 p.m.

D. CLEANING AND MAINTENANCE: Please refer to General Specifications. At Lake Lanier Day Use Parks, PACs are not required to maintain shrubbery in the vicinity of the gatehouse. PAC's will be required to supply themselves with bathroom supplies and garbage bags.

E. PET POLICY: Pets are **not** allowed at Lanier Park. PACs may have pets, but pets will be restricted to the PAC campsite. No exceptions will be made. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Day Use Parks include white, collared shirt and dark pants (no jeans) and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the PAC's guide.

G. EVALUATIONS: The day use program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General Specifications on "BONDS" and "LIABILITY INSURANCE". All contracts at Lake Lanier require a surety bond in the amount of \$5,000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: In addition to PAC-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the following is to be provided by the PAC:

A. MAILING ENVELOPE: The PAC will be responsible for the cost of supplying envelopes with minimum dimensions being 8.5 x 11 inches. One envelope is required for each four-day performance shift.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

A. SITE FOR LIVING QUARTERS PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders should contact Ken Weiner at 770/945-9531 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. View the website at <http://lanier.sam.usace.army.mil>. Prospective PACs are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities. The PAC Guide, also referred to as the PAC Handbook, detailing required PAC performance operations, is available for viewing at the Lanier Project Management Office.

2009 -Lanier Park "A"

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**SPECIFIC PARK SHEET FOR
LITTLE HALL DAY USE
PARK ATTENDANT CONTRACTOR 'A'
LAKE SIDNEY LANIER**

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for (1) Park Attendant Contractor (PAC) position at Little Hall Day Use - PAC "A".

RFQ Line Item Reference #

0013 PAC Schedule "A"

Little Hall Day Use, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performance days: 68

Orientation Dates: 04/20/09 thru 04/21/09

Performance Period: 04/24/09 thru 09/14/09

Government Estimate Price: \$87.00/day

C. Bidding: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). For example: Park Attendant Contractor "A" bids on items 0011.

D. Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the contract dates shown above, shift schedule shown on the attached calendars, and orientation dates shown above and below in paragraph IV.

II. PARK DESCRIPTION: The park encompasses approximately 42 acres with 30 developed acres. The park has 1 restroom, 1 swim area, 1 play ground, 1 picnic shelter, 132 car parking spaces, 113 boat trailer parking spaces, 1 fishing tournament complex, 1 walking trail, and 1 multi-laned boat ramp. The park has 2 miles of road to inspect.

III. HOURS OF PERFORMANCE: PAC will perform Thursdays, Fridays, Saturdays, Sundays, and holidays; 4-5 days per week as indicated on attached calendar. PAC will perform the following hours: Gatehouse operation: 6:00 a.m.-6:00 p.m.: 12 hours. Also see section below "CLOSING / OPENING GATES AND FACILITIES".

IV. ORIENTATION: 2009 PAC orientation and cash register instruction for all schedule "A" attendants will be held on April 20th and 21st. Orientation will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. on the above listed dates. **ATTENDANCE IS MANDATORY.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of day use fees including annual pass sales.
2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.
 - a. PAC will use a cash register to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.

b. PAC will **direct deposit** collected user fees into an approved account at a designated bank.

c. The government will have the option of either requiring PAC to deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office or scheduling a Ranger to collect the documentation and converted funds.

3. A deposit or cash conversion and submittal of paperwork must be accomplished no less than once per each 4 or 5 day performance period and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 or 5 day performance period.

B. PARK INSPECTIONS: PAC will inspect park on weekends and holidays to assist rangers in counting available parking spaces.

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will open shelter house gate and display reserved shelter sign as directed by the Lanier Project Management Office.

2. Gate house windows and doors should be locked and interior appliances, lights and computers should be turned off after performance shift ends each day.

3. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents.

4. In the event a permitted group at the Fishing Tournament Complex has difficulty with the equipment, the PAC will contact a Corps Park Ranger and assist as directed.

D. CLEANING AND MAINTENANCE: Please refer to General Specifications. At Lake Lanier Day Use Parks, PACs are not required to maintain shrubbery in the vicinity of the gatehouse. PAC's will be required to supply themselves with bathroom supplies and garbage bags.

E. PET POLICY: Pets are allowed at this facility. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Day Use Parks include white, collared shirt and dark pants (no jeans) and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the PAC's guide.

G. EVALUATIONS: The day use program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General Specifications on "BONDS" and "LIABILITY INSURANCE". All contracts at Lake Lanier require a surety bond in the amount of \$5,000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: In addition to PAC-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the following is to be provided by the PAC:

A. MAILING ENVELOPE: The PAC will be responsible for the cost of supplying envelopes with minimum dimensions being 8.5 x 11 inches. One envelope is required for each completed performance shift.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

A. SITE FOR LIVING QUARTERS: PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders should contact Ken Weiner at 770/945-9531 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. View the website at <http://lanier.sam.usace.army.mil>. Prospective PACs are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities. The PAC Guide, also referred to as the PAC Handbook, detailing required PAC performance operations, is available for viewing at the Lanier Project Management Office.

2009 - Little Hall Park "A"

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CAMPGROUND SPECIFIC CONTRACT PERFORMANCE
REQUIREMENTS FOR
Old Federal Campground, Park Attendant Contractors “A” & “B”
Lake Sidney Lanier

I. NUMBER OF CONTRACT POSITION(S): This specific park information sheet is for two (2) separate Park Attendant Contractor (PAC) positions at Old Federal Campground - Schedule “A” and Schedule “B”. *Government Estimates are based on the average contract price awarded for the preceding 3 years..*

RFQ Line Item Reference Numbers

<p><u>0007 Schedule “A” 2009</u> Old Federal Campground, Lake Sidney Lanier Contract Period: 03/18/09 – 11/22/09 Total days Scheduled: 126 Orientation Dates: 03/18/09 – 03/20/09 Performance Period: 03/25/09 – 11/22/08 Government Estimate Price: \$87.00/ Day</p>	<p><u>0008 Schedule “B” 2009</u> Old Federal Campground, Lake Sidney Lanier Contract Period: 03/18/09 – 11/19/09 Total Days Scheduled: 122 Orientation Dates: 03/18/09 – 03/20/09 Performance Period: 03/29/09 – 11/19/08 Government Estimate Price: \$ 90.00/ Day</p>
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NOTE: A separate bid must be submitted for each contract (PAC “A” or PAC “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for contract dates, shown above, performance schedule, which is shown on the attached calendars and orientation which is shown below (paragraph IV).

II. PARK DESCRIPTION: The park encompasses approximately 63 acres with 84 developed sites and 2.1 miles of park roads to be surveyed. The park has 3 washhouses, 1 swim area, 1 dump station, 1 boat ramp, 2 shelter houses, and 2 washer and dryer facilities.

III. SCHEDULED HOURS: PAC’s is scheduled on a rotating (4) day rotation as indicated on attached calendar. PAC’s are scheduled the following hours: Gatehouse operation: 7:00 a.m. - 10:30 p.m.; 15 1/2 hours. PAC’s will also be available at their living quarters 10:30 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance; 8 1/2 hours.

IV. ORIENTATION: PAC orientation and computer instruction will be held **03/18/09 – 03/20/09** at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. A confirmed schedule for computer instruction will be sent by mail upon being awarded the contractor position.

***** ATTENDANCE IS MANDATORY *****

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand **both** the General Specifications **AND** the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of camping fees, reservation fees, and dump station fees. Additional fees that may be collected include day use fees and Golden Age Card fees.

2. The Government requires PAC's to utilize the following methods to process user fees collected. Note that the PAC may be required to use the following methods in any combination specified by the Operations Manager.

a. PAC will **convert all cash collected into a money order or cashiers check** payable to the NRRS or a designated name specified by ReserveAmerica. The PAC will be responsible for the cost of the cashier's check or money order. The approximate cost of a cashier's check or money order will be between \$1.00-\$6.00.

b. PAC will **mail a deposit** for the collected user fees by certified mail to an approved account. The approximate cost to certify mail is \$1.00-\$5.00.

c. Credit card machines and computers will be used for collection of fees.

d. PAC's will use a computer program specified by the Operations Manager to collect fees and manually prepare all associated paperwork for all mail deposits and cash conversions.

e. The government will have the option of either requiring PACs to **1)** mail paperwork, receipts, and checks associated with fee collections and cash conversions by certified receipt to address designated by Operations Manager; **2)** deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office; and/or **3)** release documentation and converted funds to a scheduled collections Ranger.

3. A mail deposit or cash conversion and submittal of paperwork must be completed no less than once per each 4 day shift, and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 day shift.

B. PARK INSPECTIONS: PAC will inspect the park every four (4) hours during normal gatehouse operation. Inspections should incorporate items found in the General Specifications under section II, GENERIC DUTIES. PAC will tour park between 10:00 p.m. and 10:30 p.m. to observe for compliance with quiet hours (10:00 p.m. until 6:00 a.m.).

C. CLOSING /OPENING GATES AND FACILITIES: PAC will open gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled performance days. Gatehouse windows and doors should be locked and interior appliances, lights and computers should be turned off when PAC is not scheduled. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents. "Park Attendant Contractor" sign will be displayed on the site post at the scheduled PAC's site 24 hours a day during the scheduled 4 day shift.

D. CLEANING, SUPPLIES, AND MAINTENANCE: Please refer to the Mobile General Specifications. PAC's selected to work at Lake Lanier are NOT required to clean shower houses or other facilities, nor maintain shrubbery and/or landscaping. Cleaning requirements are limited to the entry station building. PAC's will be required to supply themselves with cleaning supplies and garbage bags.

E. PET POLICY: Pets are allowed in all Lake Lanier campgrounds. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier campgrounds include white collared shirt, dark pants (no jeans) and dark shoes to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the contractor's guide.

G. EVALUATIONS: The campground program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General specifications on “BONDS” and “LIABILITY INSURANCE”. All contracts at Lake Lanier require a surety bond in the amount of \$5000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC FURNISHED EQUIPMENT/SUPPLIES: Additional equipment/ supplies that are to be furnished by the PAC are listed in the Mobile District General Specifications for PAC Services.

VII. ADDITIONAL GOVERNMENT FURNISHED EQUIPMENT/SUPPLIES: Contractor name tag, park ball cap, and site for living quarters. PAC’s campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders can contact Brent Cossette at 770-945-9531 or email brent.j.cossette@sam.usace.army.mil to arrange for a tour of the park(s) or an explanation of the job responsibilities and requirements. View the webpage at <http://lanier.sam.usace.army.mil>. Prospective PAC’s are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities. The Contractor Guide detailing required PAC responsibilities and standards of procedure is available for viewing at the Lanier Project Management Office

2009 - Old Federal CG "A"

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2009 - Old Federal CG "B"

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CAMPGROUND SPECIFIC CONTRACT PERFORMANCE REQUIREMENTS FOR
Sawnee Campground Park Attendant Contractors “A Shift & B Shift”
Lake Sidney Lanier

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for two (2) Park Attendant Contractor (PAC) Positions at Sawnee Campground – “Schedule “A” & Schedule “B”. *Government Estimates are based on the average contract price awarded for the preceding 3 years.*

RFQ Line Item Reference Numbers

<p><u>0001 Schedule “A” 2009</u> Sawnee Campground, Lake Sidney Lanier Contract Period: 04/15/09 – 09/14/09 Total days Scheduled: 77 Orientation Dates: 04/15/09 – 04/17/09 Performance Period: 04/22/09 – 09/14/09 Government Estimate Price: \$105.00/ Day</p>	<p><u>0002 Schedule “B” 2009</u> Sawnee Campground, Lake Sidney Lanier Contract Period: 04/15/09 – 09/14/09 Total Days Scheduled: 76 Orientation Dates: 04/15/09 – 04/17/09 Performance Period: 04/26/09 – 09/14/09 Government Estimate Price: \$102.00/ Day</p>
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NOTE: A separate bid must be submitted for each contract (PAC “A” or PAC “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for contract dates, shown above, shift schedule, which is shown on the attached calendar(s), and orientation which is shown below (paragraph IV).

II. PARK DESCRIPTION: The park encompasses approximately 33 acres with 56 developed sites and 1.7 miles of park roads to be surveyed. The park has 2 washhouses, 1 swim area, 1 playground, 1 dump station, 1 boat ramp, and 2 washer and dryer facilities.

III. SCHEDULED HOURS: PAC’s is scheduled on a (4) day rotation as indicated on attached calendar. PAC’s are scheduled the following hours: Gatehouse operation: 7:00 a.m. - 10:30 p.m.; 15 1/2 hours. PAC’s will also be available at their living quarters 10:30 p.m. through 7:00 a.m. each night of their scheduled shift for emergency assistance; 8 1/2 hours

IV. ORIENTATION: PAC orientation and computer instruction will be held **04/15/09 – 04/17/09** at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. A confirmed schedule for computer instruction will be sent by mail upon being awarded the contractor position.

***** ATTENDANCE IS MANDATORY *****

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand **both** the General Specifications **AND** the Area Specific Provisions and Requirements prior to submitting your bids.

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of camping fees, reservation fees, and dump station fees. Additional fees that may be collected include day use fees and Golden Age Card fees.

2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.

- a. PAC will **convert all cash collected into a money order or cashiers check** payable to the NRRS or a designated name specified by ReserveAmerica. The PAC will be responsible for the cost of the cashier's check or money order. The approximate cost of a cashier's check or money order is \$1.00-\$6.00.
- b. PAC will **mail deposit** collected user fees by certified mail into an approved account. The approximate cost for certified mail is \$1.00-\$5.00.
- c. Credit card machines and computers will be used in collection of fees.
- d. PAC contractors will use a computer program specified by the Operations Manager to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.
- f. The government will have the option of either requiring PACs to a) mail paperwork, receipts, and checks associated with mail deposits and cash conversions by certified return receipt to address designated by Operations Manager; b) deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office; or c) release documentation and converted funds to a designated collections Ranger.

3. A deposit or cash conversion and submittal of paperwork must be completed no less than once per each 4 day shift and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4 day shift.

B. PARK INSPECTIONS: PAC will inspect park every four (4) hours during normal gatehouse operation hours. Inspections should incorporate items found in the General Specifications under section II, GENERIC DUTIES. PAC will tour park between 10:00 p.m. and 10:30 p.m. to observe for compliance with quiet hours (10:00 p.m. until 6:00 a.m.).

C. CLOSING /OPENING GATES AND FACILITIES: PAC will open gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled days. Gatehouse windows and doors should be locked and interior appliances, lights and computers should be turned off when PAC is not scheduled to perform. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents. "Park Attendant Contractor" sign will be displayed on post at scheduled PAC's site 24 hours a day during 4 day shift.

D. CLEANING, SUPPLIES, AND MAINTENANCE: Please refer to the Mobile General Specifications. PAC's selected to work at Lake Lanier are NOT required to clean shower houses or other facilities, nor maintain shrubbery and/or landscaping. Cleaning requirements are limited to the entry station building. PAC's will be required to supply themselves with cleaning supplies and garbage bags.

E. PET POLICY: Pets are allowed at all Lake Lanier Campgrounds. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Campgrounds include white collared shirt, dark pants (no jeans) and dark shoes and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the contractor's guide.

G. EVALUATIONS: The campground program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General specifications on “BONDS” and “LIABILITY INSURANCE”. All contracts at Lake Lanier require a surety bond in the amount of \$5000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: Additional equipment/ supplies that are to be furnished by the PAC are listed in the Mobile District General Specifications for PAC Services.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

A. SITE FOR LIVING QUARTERS PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal use (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders can contact Brent Cossette at 770-945-9531 or email brent.j.cossette@sam.usace.army.mil to arrange for a tour of the park(s) or an explanation of the job responsibilities and requirements. View the webpage at <http://lanier.sam.usace.army.mil>. Prospective PAC's are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities. The Contractor Guide detailing required PAC responsibilities and standards of procedure is available for viewing at the Lanier Project Management Office.

2009 - Sawnee CG "A"

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2009 - Sawnee CG "B"

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**SPECIFIC PARK SHEET FOR
VAN PUGH NORTH DAY USE AREA
PARK ATTENDANT CONTRACTORS 'A'
LAKE SIDNEY LANIER**

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for one (1) Park Attendant Contractor (PAC) position at Van Pugh North Park Day Use Area- PAC "A".

RFQ Line Item Reference #s

0014 PAC Schedule "A"

Van Pugh North Park Day Use, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performance days: 88

Orientation Dates: 04/20/08 thru 04/21/09

Performance Period: 04/23/09 thru 09/14/09

Government Estimate Price: \$92.00/day

A. Bidding: A separate bid must be submitted for each contract (PAC "A" or PAC "B") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). For example: Park Attendant Contractor "B" bids on items 0015 *and* 0016. .

B. Contractual responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the contract dates shown above, shift schedule shown on the attached calendars, and orientation dates shown above and below in paragraph IV.

II. PARK DESCRIPTION: The park encompasses approximately 38 acres with 25 developed acres. The park has 1 restroom, 2 swim areas, 1 play ground, 1 picnic shelter, 160 car parking spaces, 50 boat trailer parking spaces, 20 picnic tables, and 1 multi-laned boat ramp. The park has 1 mile of road to inspect.

III. HOURS OF PERFORMANCE: PAC will perform a rotating (4) day performance week as indicated on attached calendar. PAC will perform the following hours: Gatehouse operation: 7:00 a.m. - 7:00 p.m.; 12 hours. Also see section below "CLOSING / OPENING GATES AND FACILITIES".

IV. ORIENTATION: 2009 PAC orientation and cash register instruction for all schedule "A" attendants will be held on April 20th and 21st. Orientation will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. on the above listed dates. **ATTENDANCE IS MANDATORY.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of day use fees including annual pass sales.
2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.

- a. PACs will use a cash register to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.
- b. PAC will **direct deposit** collected user fees into an approved account at a designated bank.
- c. The government will have the option of either requiring PACs to deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office or scheduling a Ranger to collect the documentation and converted funds.

3. A deposit or cash conversion and submittal of paperwork must be accomplished no less than once per each 4 day performance period and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4-day performance period.

B. PARK INSPECTIONS: PAC will inspect park on weekends and holidays to assist rangers in counting available parking spaces.

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will display reserved shelter sign as directed by the Lanier Project Management Office.
2. Gate house windows and doors should be locked and interior appliances, lights and computers should be turned off after performance shift ends each day.
3. PACs will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents.

D. CLEANING AND MAINTENANCE: Please refer to General Specifications. At Lake Lanier Day Use Parks, PACs are not required to maintain shrubbery in the vicinity of the gatehouse. PAC's will be required to supply themselves with bathroom supplies and garbage bags.

E. PET POLICY: Pets are **not** allowed at Van Pugh North. **Pets are allowed** at Van Pugh South. PAC campsites for this contract are located in Van Pugh South Day Use Area. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Day Use Parks include white, collared shirt and dark pants (no jeans) and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the PAC guide.

G. EVALUATIONS: The day use program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General Specifications on "BONDS" and "LIABILITY INSURANCE". All contracts at Lake Lanier require a surety bond in the amount of \$5,000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: In addition to PAC-furnished equipment/supplies listed in the Mobile District General Specifications for Park Attendant Services, the following is to be provided by the PAC:

A. MAILING ENVELOPE: The PAC will be responsible for the cost of supplying envelopes with minimum dimensions being 8.5 x 11 inches. One envelope is required for each four-day performance shift.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

- A. SITE FOR LIVING QUARTERS:** PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. PAC campsites for this contract are located in Van Pugh South Day Use Area, approximately 1 mile from Van Pugh North. Telephone service at PAC site is on “party-line” with the Van Pugh South gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders should contact Ken Weiner at 770/945-9531 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. View the website at <http://lanier.sam.usace.army.mil>. Prospective PACs are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities. The PAC Guide, also referred to as the PAC Handbook, detailing required PAC performance operations, is available for viewing at the Lanier Project Management Office.

2009 -Van Pugh North Park "A"

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Specific park SHEET for
VAN PUGH SOUTH DAY CAMP
PARK ATTENDANT CONTRACTOR
LAKE SIDNEY LANIER

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for one (1) Park Attendant Contractor (PAC) position at Van Pugh South Day Camp Area - PAC "A".

RFQ Line Item Reference #s

0015 PAC Schedule "A"

Van Pugh South Day Camp, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performing days: 48

Orientation Dates: 04/20/09 thru 04/21/09

Performance Period: 04/25/09 thru 09/14/09

Government Estimate Price: \$96.00/day

A. Bidding: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). For example: Park Attendant Contractor "A" bids on items 0013.

II. PARK DESCRIPTION: The park encompasses approximately 49 acres with 57 developed sites. The park has 2 restroom/shower facilities, 1 playground, and a boat ramp. The park has 1.6 miles of road to inspect.

III. HOURS OF PERFORMANCE: PAC will perform Saturdays, Sundays, and holidays; 2-5 days per week as indicated on attached calendar. PAC will perform the following hours:
Gatehouse operation: 8:00 a.m. – 10:00 p.m.: 14 hours. Also see section below "CLOSING / OPENING GATES AND FACILITIES".

IV. ORIENTATION: 2009 PAC orientation and cash register instruction for all schedule "A" attendants will be held on April 20th and 21st, 2008. Orientation will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. on the above listed dates. **ATTENDANCE IS MANDATORY.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of day camp fees.
2. The Government requires PACs to utilize the following methods to process special facility fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.
 - a. PACs will use a cash register to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.

b. PAC will **direct deposit** collected user fees into an approved account at a designated bank.

c. The government will have the option of either requiring PACs to deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office or scheduling a Ranger to collect the documentation and converted funds.

3. A deposit or cash conversion and submittal of paperwork must be accomplished no less than once per each 2 to 5 day performance period and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each performance period.

B. PARK INSPECTIONS: PAC will inspect park every four (4) hours during normal gatehouse operation hours. Inspections shall include boat ramp area. Inspections should incorporate items found in the General Specifications under section II, GENERIC DUTIES.

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will open Van Pugh South Park gates no later than 8:00a.m. on scheduled performance days.

2. Gate house windows and doors should be locked and interior appliances, lights and cash register should be turned off after performance shift ends each day.

3. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents.

4. NOTE: PAC is not required to close the above listed gate; park rangers close the parks at 10:00p.m.

D. CLEANING AND MAINTENANCE: Please refer to General Specifications. At Lake Lanier Day Use Parks, PACs are not required to maintain shrubbery in the vicinity of the gatehouse. PAC's will be required to supply themselves with bathroom supplies and garbage bags.

E. PET POLICY: Pets are allowed at Van Pugh South. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Day Use Parks include white, collared shirt and dark pants (no jeans) and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the PAC's guide.

G. EVALUATIONS: The day use program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

I. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General Specifications on "BONDS" and "LIABILITY INSURANCE". All contracts at Lake Lanier require a surety bond in the amount of \$5,000.00, and comprehensive automobile liability

insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: In addition to PAC-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the following is to be provided by the PAC:

A. MAILING ENVELOPE: The PAC will be responsible for the cost of supplying envelopes with minimum dimensions being 8.5 x 11 inches. One envelope is required for each completed performance shift.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

A. SITE FOR LIVING QUARTERS: PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on “party-line” with the gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders should contact Ken Weiner at 770/945-9531 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. View the website at <http://lanier.sam.usace.army.mil>. Prospective PACs are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities. The PAC Guide, also referred to as the PAC Handbook, detailing required PAC performance operations, is available for viewing at the Lanier Project Management Office.

2009 - Van Pugh South "A"

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**SPECIFIC PARK SHEET FOR
WEST BANK PARK DAY USE AREA
PARK ATTENDANT CONTRACTORS 'A & B'
LAKE SIDNEY LANIER**

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for two (2) separate Park Attendant Contract (PAC) Positions at West Bank Park Day Use Area - PAC "A" and PAC "B".

RFQ Line Item Reference #s

0016 PAC Schedule "A"-

West Bank Park Day Use, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performance days: 74

Orientation Dates: 04/20/09 thru 04/21/09

Performance Period: 04/23/09 thru 09/14/09

Government Estimate Price: \$95.00/day

0017 PAC Schedule "B"-

West Bank Park Day Use, Lake Sidney Lanier

Contract Dates: 04/20/09 thru 09/14/09

Total number of performing days: 75

Orientation Date: 04/20/09 thru 04/21/09

Performance Period: 04/27/08 thru 09/14/09

Government Estimate Price: \$94.00/day

- A. **Bidding:** A separate bid must be submitted for each contract (PAC "A" or PAC "B") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). For example: Park Attendant Contractor "B" bids on item 0013.
- B. **Contractual responsibilities** and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the contract dates shown above, shift schedule shown on the attached calendar(s), and orientation dates shown above and below in paragraph IV.

II. PARK DESCRIPTION: The park encompasses approximately 24 acres with 24 developed acres. The park has 3 restrooms, 2 swim areas, 2 play grounds, 2 picnic shelters, 61 picnic tables, 379 car parking spaces, 1 volleyball court, and 1 walking trail. The park has 1 mile of road to inspect.

III. HOURS OF PERFORMANCE: PAC will perform a rotating (4) day performance week as indicated on attached calendar. PAC will perform the following hours: Gatehouse operation: 7:00 a.m. - 7:00 p.m.; 12 hours. Also see section below "CLOSING / OPENING GATES AND FACILITIES".

IV. ORIENTATION: 2009 PAC orientation and cash register instruction for all schedule "A" and "B" attendants will be held on April 20th and 21st, 2009. Orientation will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. on the above listed date. **ATTENDANCE IS MANDATORY.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING:

1. This contract requires collection of day use fees including annual pass sales.
2. The Government requires PACs to utilize the following methods to process user fees collected. Note that PAC may be required to use the following methods in any combination specified by the Operations Manager.
 - a. PACs will use a cash register to collect fees and manually prepare all associated paperwork for all direct deposits and cash conversions.

b. PACs will **direct deposit** collected user fees into an approved account at a designated bank.

c. The government will have the option of either requiring PACs to deliver paperwork, receipts and checks associated with direct deposits and cash conversions to the Lanier Project Management Office or scheduling a Ranger to collect the documentation and converted funds.

3. A deposit or cash conversion and submittal of paperwork must be accomplished no less than once per each 4 day performance period and at any time cash on hand exceeds \$5,000.00. Deposits must be made no more than 24 hours after the end of each 4-day performance period.

B. PARK INSPECTIONS: PAC will inspect park on weekends and holidays to assist rangers in counting available parking spaces.

C. CLOSING /OPENING GATES AND FACILITIES:

1. PAC will open Lower Pool Park gates no later than 6:50a.m. on scheduled performance days.
2. PAC will open West Bank Park gates no later than 7:00a.m. on scheduled performance days.
3. PAC will display reserved shelter signs as directed by the Lanier Project Management Office.
4. Gate house windows and doors should be locked and interior appliances, lights and computers should be turned off after performance shift ends each day.
5. PAC will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents.
6. NOTE: PAC is not required to close the above listed gates; park rangers close the parks at 10:00p.m.

D. CLEANING AND MAINTENANCE: Please refer to General Specifications. At Lake Lanier Day Use Parks, PACs are not required to maintain shrubbery in the vicinity of the gatehouse. PAC's will be required to supply themselves with bathroom supplies and garbage bags.

E. PET POLICY: Pets are not allowed at West Bank Park or at Buford Dam Park. PACs may have pets, but pets will be restricted to the PAC's campsite. No exceptions will be made. Bidders should refer to General Specifications section titled "PETS".

F. DRESS CODE OR UNIFORM POLICY: Uniforms at Lake Lanier Day Use Parks include white, collared shirt and dark pants (no jeans) and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00. Please reference general contract specifications for more details. Further clothing guidelines are specified in the PAC guide.

G. EVALUATIONS: The day use program managers at Lake Sidney Lanier reserve the right to submit end of year evaluations to the Mobile District contracting office on issues pertaining to Park Attendant Contractor performance.

H. Criminal Background Check: A criminal background check maybe required prior to being awarded a contract.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Please refer to General Specifications on "BONDS" and "LIABILITY INSURANCE". All contracts at Lake Lanier require a surety bond in the amount of \$5,000.00, and comprehensive automobile liability insurance with bodily injury coverage: minimum \$200,000 per person and \$500,000 per occurrence; property damage coverage: minimum \$20,000 per occurrence. Personal costs for liability insurance will vary.

VI. ADDITIONAL PAC-FURNISHED EQUIPMENT/SUPPLIES: In addition to PAC-furnished equipment/supplies listed in the Mobile District General Specifications for PAC Services, the following is to be provided by the PAC:

A. MAILING ENVELOPE: The PAC will be responsible for the cost of supplying envelopes with minimum dimensions being 8.5 x 11 inches. One envelope is required for each four-day performance shift.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

A. SITE FOR LIVING QUARTERS: PAC campsites at Lake Lanier include water, sewer, and electric hookups with 50/30/20 AMP service. PAC "A" shift site is located within Buford Dam Park's "Volunteer Village" approximately 2 miles from West Bank Park. Telephone service is available to PAC sites at Volunteer Village, but all fees and monthly charges are the sole responsibility of the PAC. PAC "B" shift site is located in Buford Dam Park approximately 2 miles from West Bank Park. Telephone service at this site is on "party-line" with the Buford Dam Park gatehouse. No personal usage (including internet/e-mail) will be allowed.

VIII. ADDITIONAL INFORMATION: All bidders should contact Ken Weiner at 770/945-9531 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. View the website at <http://lanier.sam.usace.army.mil>. Prospective PACs are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and contractual responsibilities. The PAC Guide, also referred to as the PAC Handbook, detailing required contractor performance operations, is available for viewing at the Lanier Project Management Office.

2009 - West Bank Park "A"

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2009 - West Bank Park "B"

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Lake Seminole Park Attendant Contracts
Summer 2009

RFQ LINE ITEM	DAYS	UNIT PRICE	TOTAL
0001 CONTRACT A Eastbank Campground February 25, 2009 -September 28, 2009	110	_____	_____
0002 CONTRACT B Eastbank Campground February 25, 2009 -September 30, 2009	108	_____	_____

EASTBANK CAMPGROUND
Specific Recreation Area Contract Performance Requirements
Park Attendant Contractor A & B

LAKE SEMINOLE

Summer 2009

- I. NUMBER OF CONTRACT POSITIONS:** This Specific Recreation Area Contract Performance Sheet is for two (2) separate Park Attendant Contractor (PAC) contracts at Eastbank Campground - PAC "A" and PAC "B." The Park Attendant Contractor will not be released early from this contract to fulfill another contract.

RFQ LINE ITEM REFERENCE #:

0001 PAC SCHEDULE "A"

Eastbank Campground, Lake Seminole
Contract dates: **02/25/2009 – 09/28/2009**
(Includes two days of orientation)
Total number of performance dates: **110**
Government Estimate: **\$61.00**
Estimated Total: **\$6,710.00**

0002 PAC SCHEDULE "B"

Eastbank Campground, Lake Seminole
Contract dates: **02/25/2009 – 09/30/2009**
(Includes two days of orientation)
Total number of performance dates: **108**
Government Estimate: **\$64.00**
Estimated Total: **\$6,912.00**

NOTE: A separate bid must be submitted for each contract (PAC "A" or PAC "B") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area contract performance sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

- II. PARK DESCRIPTION:** Eastbank Campground consists of approximately 65 acres of grassy and wooded areas. There are 75 sites in the campground, 69 of which have water and electrical hookups available. The Campground has two miles of paved roads and is located $\frac{3}{4}$ of a mile from the Resource Management Office; 1-mile North of Chattahoochee, FL; 45 miles west of Tallahassee, Florida; 25 miles east of Marianna, Florida; and 23 miles southeast of Bainbridge, Georgia.
- III. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS:** The Park Attendant Contractor's schedule shall consist of a rotation of 4-days on/4-days off. Park Attendant Contractors shall perform on all holidays that occur on regular scheduled days. On scheduled performance days, both members of the Park Attendant Contractor Team shall be present within the park at all times. Contractors shall also maintain a 24-hour presence to monitor the park during performance days, which ends at 7 a.m. the morning following a 4-day-on rotation.

Gatehouse hours are from 7:00 a.m. to 10:00 p.m. A minimum of one (1) Park Attendant Contractor will be required to perform in the gatehouse a maximum of fifteen (15) hours, depending upon visitation and use, as deemed by the Resource Manager or his/her representatives. This includes the time when one contractor is performing park patrols and inspections. **Attendants shall be required to open the park gates at 7:00 a.m. and close park gates at 10:00 p.m.**

A. If conditions warrant, the Resource Manager or his/her representative has the authority to change performance days and hours as deemed necessary. However, only the Contracting Officer can change the total number of required performance days per week and/or the total amount of performance hours per day. The Resource Manager or his/her representative will give the Park Attendant Contractor at least 24-hours notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes.

B. Performance schedule for this contract shall be as follows:

1. **a. ORIENTATION DAYS:** February 25– 26, 2009
b. Orientation is mandatory and will be paid as part of the contract.
2. **PERFORMANCE DAYS: (Contractor A)** - (Start March 1, 2009); four days on/four days off. Performance hours are from 7:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 7:00 a.m.
3. **NON-PERFORMANCE DAYS: (Contractor A)** - (Start March 5, 2009); Off-hours begin at 7:00 a.m. the morning following four consecutive performance days and performance begins at 7:00 a.m. after four consecutive non-performance days.
4. **PERFORMANCE DAYS: (Contractor B)** - (Start March 5, 2009); four days on/four days off. Performance hours are from 7:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 7:00 a.m.
5. **NON-PERFORMANCE DAYS: (Contractor B)** - (Start March 9, 2009); Off-hours begin at 7:00 a.m. the morning following four consecutive performance days and performance begins at 7:00 a.m. after four consecutive non-performance days.

The contractor will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days the Park Attendant Contractor will not be required to remain in the park. However, **Park Attendant Contractors will respond to any emergency if on the park premises, whether or not the incident occurs during performance hours, including but not limited to the use of the telephone and opening and closing of park gates.**

IV. ORIENTATION:

A. All successful bidders will be required to attend orientation sessions on February 25 - 26, 2009 at the Lake Seminole Resource Management Office in Chattahoochee, Florida and/or on-site in the campground. Orientation will begin at 9 p.m. daily. During these sessions, review of the Park Attendant Contractor's Handbook, rules, policies, and contractor responsibilities will be discussed. The contractor will also be instructed in User Fee Collections (User Fee Permits, NRRS computer program, etc.) Two days of orientation are allocated, however if the contracting officer's

representative deems necessary, additional orientation may be available, however anything over two days may not be paid. Lunch will not be provided.

B. A non-reservable campsite will be made available free of charge for the contractor's use, if so desired, starting February 16, 2009. At time of acceptance of bids, successful contractors shall communicate their arrival date to the project to the Contracting Officer's Representative. It is recommended that the contractor use this time to familiarize or re-acquaint themselves with the recreation areas and local communities.

C. Park Attendant sites are not assigned. Both sites are located in close proximity to the gatehouse and are complete with full hook-ups.

D. COMPUTER LITERACY IS REQUIRED BY BOTH PARK ATTENDANT CONTRACTOR TEAM MEMBERS FOR EACH CONTRACT.

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS. (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contract Services. It is important to read and understand both the General Specifications and the Specific Recreation Area Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections shall be conducted according to regulations. Park Attendant Contractors may collect various fees, including day use fees, annual pass and golden age/access fees, camping fees and special use fees. PAC's shall utilize the National Recreation Reservation System (NRRS). PAC's shall be responsible for converting cash into a cashier's check or money order for deposit and to process collected fees in accordance with project regulations and those issued by the Finance and Accounting Officer. Approximate round trip mileage to a post office/banking facility is 2 miles. **Park Attendant Contractors are responsible for security of all recreational funds/property in their possession.**

B. PARK INSPECTIONS: A minimum of four (4) patrols in the area of responsibility shall be conducted each working day between the hours of 7:00 a.m. - 9:00 a.m.; 1:00 p.m. - 3:00 p.m.; 5:00 p.m. - 7:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one (1) of these inspections shall include the inspection of all campground facilities, back exit gate and the surrounding area for potential safety hazards. All site post markers/receipts shall be removed by the end of the day of the camper's checkout by the PAC. All accidents, violations of the law, disturbances and situations that could affect the health and safety of visitors shall be reported promptly to a ranger or other COE personnel. One (1) Park Attendant Contractor must be in the gatehouse during these patrols and inspections.

C. CLOSING/OPENING GATES AND FACILITIES: The Park Attendant Contractor shall be required to open the park gates at 7:00 a.m. and to close park gates at 10:00 p.m. on performance days. **NOTE: Without exception, contractor shall immediately open park entrance gates for those wishing to leave the park. Contractor shall open park gates immediately for emergency and law enforcement vehicles to access the park and customers.**

D. CLEANING AND MAINTENANCE: Park Attendant Contractors shall clean and maintain the gatehouse and immediate surroundings within a twenty-five foot radius. This includes, but is not be limited to, sweeping, mopping, and waxing the floor, dusting, cleaning windows and

disposing of trash, and cleaning of gatehouse restroom. General maintenance of all shrubbery and flowerbeds around the gatehouse is part of this contract.

E. PET POLICY: See General Specifications.

F. DRESS CODE: See General Specifications.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: (As per General Specifications)

1. The contractor shall be fully bonded or insured to cover funds not received by the designated government agent as provided for in the specification. **The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount of \$3,000.00. Proof of bond or other surety shall be supplied to the Contracting Office prior to arrival at the project to begin work. The contractor shall not begin work until proof of such bond is furnished.** Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par in the total amount of the bond; or:

b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. See addendum "Surety Bonds for Gate Attendants" in solicitation package for more information.

2. **REQUIRED INSURANCE:**

a. The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation.

b. **Comprehensive Automobile Liability Insurance:** Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. **Property Damage Coverage** with a minimum limit of \$20,000 per occurrence.

c. At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished prior to the commencement of the contract.

d. See "Clauses Incorporated By Full Text (Insurance – Work On Government Installation)" for more information of insurance requirements.

3. All government buildings are designated "Smoke-Free." Smoking may be allowed in a designated area, not to affect the visiting public.

4. Park Attendant Contractors are required to compile with EM 385-1-1, Safety and Health Requirements Manual.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

A. PAC's are required to have an insured factory built RV and transportation as specified in Mobile District General Performance Specifications

B. A telephone will be provided at the gatehouse for business use only. The government will provide all other supplies necessary for the operation of the campground.

VIII. ADDITIONAL INFORMATION: Prospective bidders who are not familiar with the size and scope of the area and required duties are encouraged to visit the project or discuss the contract with project employees before submitting a bid. For additional information contact:

Lake Seminole Resource Management Office
Attn: Park Ranger Angela Griffin
P.O. Box 96
2382 Booster Club Road
Chattahoochee, Florida 32324
Phone (229) 662-2001
Fax (229) 662-2903

2009 - Eastbank Campground "A"

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2009 - Eastbank Campground "B"

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Tenn-Tom Waterway Park Attendant Contracts

Summer 2009- 2010

RFQ LINE ITEM	DAYS	UNIT PRICE (DAILY RATE)	TOTAL
0009 BASE YEAR, CONTRACT A DeWayne Hayes Campground February 17 – October 31, 2009	129	_____	_____
0010 OPTION YEAR, CONTRACT A DeWayne Hayes Campground February 16 – October 29, 2010	132	_____	_____
0011 BASE YEAR, CONTRACT B DeWayne Hayes Campground February 17 – October 30, 2009	133	_____	_____
0012 OPTION YEAR, CONTRACT B DeWayne Hayes Campground February 16, - October 31, 2010	131	_____	_____
0015 BASE YEAR, CONTRACT A DeWayne Hayes Day Use Area April 14 – September 10, 2009	79	_____	_____
0016 OPTION YEAR, CONTRACT A DeWayne Hayes Day Use Area April 13 – September 9, 2010	77	_____	_____
0017 BASE YEAR, CONTRACT B Pickensville Campground February 17 – October 30, 2009	133	_____	_____
0018 OPTION YEAR, CONTRACT B Pickensville Campground February 16 – October 31, 2010	131	_____	_____

**DeWayne Hayes Campground
Specific Contract Performance Requirements
Park Attendant Contractor A
Tennessee-Tombigbee Waterway**

I. NUMBER OF CONTRACT POSITIONS: These Performance Requirements are for Park Attendant Contractor A at DeWayne Hayes Campground, and includes a line item for an option year. It is solely the Government's discretion to retain the contractor for the option year. The Park Attendant Contractor will not be released early from this contract to fulfill another contract.

RFQ LINE ITEM REFERENCE #:

***0009 BASE YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "A"**

DeWayne Hayes Campground, Columbus Lake
Contract Period: **February 17, 2009 – October 31, 2009**
Orientation Days: February 17-20, 2009
Debriefing: August 20, 2009
Total Number of Performance Days: 129
Government Daily Estimate Price: \$84

***0010 OPTION YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "A"**

DeWayne Hayes Campground, Columbus Lake
Contract Period: **February 16, 2010 – October 29, 2010**
Orientation Days: February 16-19, 2010
Debriefing: August 25, 2010
Total Number of Performance Days: 132

***NOTE: QUOTATION MUST INCLUDE SEPARATE PRICE BIDS ON BOTH THE BASE YEAR AND THE CORRESPONDING OPTION YEAR FOR THE PARK ON WHICH YOU ARE BIDDING, OR YOUR QUOTE WILL NOT BE CONSIDERED. You must enter a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (Park Attendant Contractor "A" bids on items 0009 and 0010.)**

Option to Extend Services - The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates will only be adjusted as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by notice to the Contractor within 15 to 45 days prior to the option period. It remains the sole responsibility of the Government to exercise the option year.

III. PARK DESCRIPTION: DeWayne Hayes Recreation Area is located on the East Bank of Columbus Lake on the Tennessee-Tombigbee Waterway, just north of Columbus, Mississippi. From Columbus, take U.S. Highway 45 North approximately 4 miles to the junction with Highway 50 and Highway 373. Turn left. Follow Highway 373 North, 1.5 miles to Stinson Creek Road. Turn left onto Stinson Creek Road and drive 2 miles to Barton's Ferry Road. Turn left. The entrance to

the park is .5 mile off Barton's Ferry Road. Road trip tour mileage of the campground and adjacent recreation area is less than 2 miles.

DeWayne Hayes Campground contains 100 Class A Campsites with water/electrical hook-ups (twenty-five of these sites also have sewage hook-ups) and ten primitive campsites. There are three restrooms with showers, one picnic pavilion, two multi-use courts, and three play areas scattered throughout the campground. Laundry facilities are available in the shower buildings. One fish cleaning station and two fishing piers are available for camper use. A one-lane boat ramp with 12 car/trailer spaces is located within the campground for camper use only. Another two-lane boat ramp and two additional picnic pavilions are located inside DeWayne Hayes Day Use Area, adjacent to the campground and open to the public. The campground is about 15 miles round trip from banking facilities in Columbus.

IV. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS: The Park Attendant Contractor's schedule will consist of a rotation of 4-days on/4-days off. Park Attendant Contractors will perform on all holidays that occur on regular scheduled days. On scheduled performance days, both members of the Park Attendant Contractor Team will be present within the park at all times, for the duration of this contract. Contractors will also maintain a 24-hour presence to monitor the park during performance days, which ends at 6 a.m. the morning following a 4-day on rotation.

The gatehouse will be continuously staffed by at least one member of the contractor team on performing days. This includes the time when one contractor is performing park patrols and inspections. **Attendants will be required to open the park gates at 6:00 a.m. and close park gates at 10:00 p.m. This includes all associated gates within the picnic area.**

Gatehouse hours will be from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 7:00 a.m. to 10:00 p.m. on Fridays, Saturdays, Sundays. On Holidays and Friday, Saturday and Sundays of holiday weekends, attendants will man the gatehouse from 6:00 a.m. to 10:00 p.m. A minimum of one (1) Park Attendant Contractor will be required to perform in the gatehouse a maximum of sixteen (16) hours, depending upon visitation and use, as deemed by the Resource Manager or his/her representatives.

A. If conditions warrant, the Resource Manager or his/her representative has the authority to change performance days and hours as deemed necessary. However, only the Contracting Officer can change the total number of required performance days per week and/or the total amount of performance hours per day. The Resource Manager or his/her representative will give the Park Attendant Contractor at least 24-hours notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes.

E. Performance schedule for this contract shall be as follows:

- 1. a. BASE YEAR ORIENTATION DAYS:** (February 17-20, 2009)
b. OPTION YEAR ORIENTATION DAYS: (February. 16 -19, 2010)
c. Orientation will be paid as part of the contract.
- 2. PERFORMANCE DAYS: (Contractor A)** - (Start February 25, 2009; February 20, 2010); four days on/four days off. Performance hours are from 6:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 6:00 a.m.
- 3. NON-PERFORMANCE DAYS: (Contractor A)** - (Start Feb. 21, 2009 & Feb. 24, 2010); Off hours begin at 6:00 a.m. the morning following four consecutive

performance days and duty begins at 6:00 a.m. after four consecutive non-performance days.

4. All contractors will be required to attend a debriefing session to be held on August 20, 2009 and August 25, 2010.

The contractor will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days neither Park Attendant Contractor will be required to remain in the park unless they wish. During this period, the Park Attendant contractors are not expected to provide any service except to respond to an emergency from any source should the Park Attendant Contractors be on the premises.

C. Park Attendant Contractors will respond to any emergency if on the park premises, whether or not the incident occurs during performance hours, including but not limited to the use of the telephone and opening and closing of park gates.

IV. ORIENTATION:

B. All successful bidders will be required to attend orientation sessions on February 17-20, 2009 and February 16-19, 2010 at the Tennessee-Tombigbee Waterway Management Center in Columbus, Mississippi and/or on site in the campground. Orientation will be from 9-5 p.m. During these sessions, review of the Park Attendant Contractor's Guide, rules, policies, and contractor responsibilities will be discussed. The contractor will also be instructed in User Fee Collections (User Fee Permits, NRRS computer program, etc.) Attendance of orientation is mandatory, however, if the contracting officer's representative deems the contractor to be understanding of all Corps policies and procedures relating to a Park Attendant Contractor's responsibilities and collection of user fees, the contractor **may** have the option to not attend all of the orientation sessions, or possibly begin contractual responsibilities. If the contractor chooses not to do this, they will not be compensated for that time. If the contracting officer's representative deems necessary, additional orientation beyond five days may be available, however anything over five days may not be paid. Lunch will not be provided.

B. A campsite will be made available free of charge for the contractor's use, if so desired, starting February 13, 2009 and February 12, 2010. At time of acceptance of bids, successful contractors should be prepared to communicate their arrival date to the project to the Contracting Officer's Representative. It is recommended that the contractor use this time to familiarize or reacquaint themselves with the recreation areas and local communities.

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS. (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contract Services. It is important to read and understand both the General Specifications and the Specific Rec. Area Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections will be conducted according to regulations. Park Attendant Contractors may collect various fees, including day use fees, annual pass and golden age/access fees,

camping fees and special use fees. Collection of fees and processing of fees shall be in accordance with the National Recreation Reservation System (NRRS). The Park Attendant Contractor will be responsible for converting cash into a cashier's check or money order to deposit into the NRRS system. Approximate round trip mileage is 5 miles to a post office/banking facility. **Park Attendant Contractors are responsible for security of all recreational funds/property in their possession.**

B. PARK INSPECTIONS: A minimum of four (4) patrols in the area of responsibility will be conducted each working day between the hours of 8:00 a.m. - 9:00 a.m.; 1:00 p.m. - 2:00 p.m.; 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one (1) of these inspections will include the inspection of all campground facilities and the surrounding area for potential safety hazards. All findings will be promptly reported to a ranger or other COE personnel. One (1) Park Attendant Contractor must be in the gatehouse during these patrols and inspections.

C. CLOSING/OPENING GATES AND FACILITIES: The Park Attendant Contractor will be required to open the park gates at 6:00 a.m. and to close park gates at 10:00 p.m. on performance days. This includes any associated gates within the picnic area of the recreation area. **NOTE: Without exception, contractor will immediately open park entrance gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park. Contractor will allow emergency vehicles to access the park and customers.**

D. CLEANING AND MAINTENANCE: Park Attendant Contractors will be required to clean and maintain the gatehouse and immediate surroundings. This would include but would not be limited to sweeping, mopping, and waxing the floor, dusting, cleaning windows and disposing of trash, and cleaning of gatehouse restroom. General maintenance of all shrubbery and flowerbeds around the gatehouse will be part of this contract. Cleaning supplies and tools will be supplied.

E. PET POLICY: See general specifications.

F. DRESS CODE: See general specifications.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

5. The contractor must be fully bonded or insured to cover funds not received by the designated government agent as provided for in the general specifications. **The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount of \$3,000.00. Proof of bond or other surety must be supplied to the Contracting Office prior to arrival at the project to begin work. The contractor will not begin work until proof of such bond is furnished.** Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par value to the penal sum of the bond, or:

b. **Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. See addendum "Surety Bonds for Gate Attendants" in solicitation package for more information.**

6. REQUIRED INSURANCE:

a. The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation.

b. Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

c. At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

3. REQUIRED STATE CRIMINAL HISTORY CHECK AND PROOF OF U.S. CITIZENSHIP:

a. See "Instructions For Submittal of Bids" in solicitation package for more information.

4. All government buildings are designated "Smoke-Free." Smoking may be allowed in a designated area, not to affect the visiting public

5. Park Attendant Contractors are required to wear approved helmets when operating a motorized bike or scooter.

6. Park Attendant Contractors are required to compile with EM 385-1-1, Safety and Health Requirements Manual.

VI. ADDITIONAL INFORMATION: Prospective bidders that are not familiar with the site are encouraged to visit the project or discuss the contract with project employees before submitting a bid. For additional information contact:

Tennessee-Tombigbee Waterway Management Center
Attn: Park Ranger William J. Campbell
3606 W. Plymouth Road
Columbus, Mississippi 39701-9504
(662) 327-2142

2009 - DeWayne Hayes CG "A"

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DeWayne Hayes Campground
Specific Contract Performance Requirements
Park Attendant Contractor B
Tennessee-Tombigbee Waterway

I. NUMBER OF CONTRACT POSITIONS: These Performance Requirements are for Park Attendant Contractor B at DeWayne Hayes Campground, and includes a line item for an option year. It is solely the Government's discretion to retain the contractor for the option year. The Park Attendant Contractor will not be released early from this contract to fulfill another contract.

RFQ LINE ITEM REFERENCE #:

***0011 BASE YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "B"**

DeWayne Hayes Campground, Columbus Lake
Contract Period: **February 17, 2009 – October 30, 2009**
Orientation Days: February 17-20, 2009
Debriefing: August 20, 2009
Total Number of Performance Days: 133
Government Daily Estimate Price: \$84.00

***0012 OPTION YEAR PARK ATTENDANT CONTRACTOR SCHEDULE "B"**

DeWayne Hayes Campground, Columbus Lake
Contract Period: **February 16, 2010 – October 31, 2010**
Orientation Days: February 16-19, 2010
Debriefing: August 25, 2010
Total Number of Performance Days: 131

***NOTE: QUOTATION MUST INCLUDE SEPARATE PRICE BIDS ON BOTH THE BASE YEAR AND THE CORRESPONDING OPTION YEAR FOR THE PARK ON WHICH YOU ARE BIDDING, OR YOUR QUOTE WILL NOT BE CONSIDERED. You must enter a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (Park Attendant Contractor "B" bids on items 0011 and 0012.)**

Option to Extend Services - The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates will only be adjusted as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by notice to the Contractor within 15 to 45 days prior to the option period. It remains the sole responsibility of the Government to exercise the option year.

IV. PARK DESCRIPTION: DeWayne Hayes Recreation Area is located on the East Bank of Columbus Lake on the Tennessee-Tombigbee Waterway, just north of Columbus, Mississippi. From Columbus, take U.S. Highway 45 North approximately 4 miles to the junction with Highway 50 and Highway 373. Turn left. Follow Highway 373 North, 1.5 miles to Stinson Creek Road. Turn left onto Stinson Creek Road and drive 2 miles to Barton's Ferry Road. Turn left. The entrance to the park is .5 mile off Barton's Ferry Road. Road trip tour mileage of the campground and adjacent recreation area is less than 2 miles.

DeWayne Hayes Campground contains 100 Class A Campsites with water/electrical hook-ups (twenty-five of these sites also have sewage hook-ups) and ten primitive campsites. There are three restrooms with showers, one picnic pavilion, two multi-use courts, and three play areas scattered throughout the campground. Laundry facilities are available in the shower buildings. One fish cleaning station and two fishing piers are available for camper use. A one-lane boat ramp with 12 car/trailer spaces is located within the campground for camper use only. Another two-lane boat ramp and two additional picnic pavilions are located inside DeWayne Hayes Day Use Area, adjacent to the campground and open to the public. The campground is about 15 miles round trip from banking facilities in Columbus.

III. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS: The Park Attendant Contractor's schedule will consist of a rotation of 4-days on/4-days off. Park Attendant Contractors will perform on all holidays that occur on regular scheduled days. On scheduled performance days, both members of the Park Attendant Contractor Team will be present within the park at all times, for the duration of this contract. Contractors will also maintain a 24-hour presence to monitor the park during performance days, which ends at 6 a.m. the morning following a 4-day on rotation.

The gatehouse will be continuously staffed by at least one member of the contractor team on performing days. This includes the time when one contractor is performing park patrols and inspections. **Attendants will be required to open the park gates at 6:00 a.m. and close park gates at 10:00 p.m. This includes all associated gates within the picnic area.**

Gatehouse hours will be from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 7:00 a.m. to 10:00 p.m. on Fridays, Saturdays, and Sundays. On Holidays and Friday, Saturday and Sundays of holiday weekends, attendants will man the gatehouse from 6:00 a.m. to 10:00 p.m. A minimum of one (1) Park Attendant Contractor will be required to perform in the gatehouse a maximum of sixteen (16) hours, depending upon visitation and use, as deemed by the Resource Manager or his/her representatives.

A. If conditions warrant, the Resource Manager or his/her representative has the authority to change performance days and hours as deemed necessary. However, only the Contracting Officer can change the total number of required performance days per week and/or the total amount of performance hours per day. The Resource Manager or his/her representative will give the Park Attendant Contractor at least 24-hours notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes.

B. Performance schedule for this contract shall be as follows:

- 1. a. BASE YEAR ORIENTATION DAYS:** (February. 17 -20, 2009)
- b. OPTION YEAR ORIENTATION DAYS:** (February 16-19, 2010)
- c.** Orientation will be paid as part of the contract.
- 2. PERFORMANCE DAYS: (Contractor B) -** (Start February 21, 2009 & Feb. 24, 2010.); four days on/four days off. Performance hours are from 6:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 6:00 a.m.
- 3. NON-PERFORMANCE DAYS: (Contractor B) -** (Start Feb. 25, 2009 & Feb. 20, 2010); Off hours begin at 6:00 a.m. the morning following four consecutive performance days and duty begins at 6:00 a.m. after four consecutive non-performance days.

4. All contractors will be required to attend a debriefing session to be held on August 20, 2009 August 25, 2010.

The contractor will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days neither Park Attendant Contractor will be required to remain in the park unless they wish. During this period, the Park Attendant contractors are not expected to provide any service except to respond to an emergency from any source should the Park Attendant Contractors be on the premises.

C. Park Attendant Contractors will respond to any emergency if on the park premises, whether or not the incident occurs during performance hours, including but not limited to the use of the telephone and opening and closing of park gates.

IV. ORIENTATION:

A. All successful bidders will be required to attend orientation sessions on February 17-20, 2009 and February 16-19, 2010 at the Tennessee-Tombigbee Waterway Management Center in Columbus, Mississippi and/or on site in the campground. Orientation will be from 9-5 p.m. During these sessions, review of the Park Attendant Contractor's Guide, rules, policies, and contractor responsibilities will be discussed. The contractor will also be instructed in User Fee Collections (User Fee Permits, NRRS computer program, etc.) Attendance of orientation is mandatory, however, if the contracting officer's representative deems the contractor to be understanding of all Corps policies and procedures relating to a Park Attendant Contractor's responsibilities and collection of user fees, the contractor **may** have the option to not attend all of the orientation sessions, or possibly begin contractual responsibilities. If the contractor chooses not to do this, they will not be compensated for that time. If the contracting officer's representative deems necessary, additional orientation beyond five days may be available, however anything over five days may not be paid. Lunch will not be provided.

B. A campsite will be made available free of charge for the contractor's use, if so desired, starting February 13, 2009 and February 12, 2010. At time of acceptance of bids, successful contractors should be prepared to communicate their arrival date to the project to the Contracting Officer's Representative. It is recommended that the contractor use this time to familiarize or acquaint themselves with the recreation areas and local communities.

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS. (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contract Services. It is important to read and understand both the General Specifications and the Specific Rec. Area Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections will be conducted according to regulations. Park Attendant Contractors may collect various fees, including day use fees, annual pass and golden age/access fees, camping fees and special use fees. Collection of fees and processing of fees shall be in accordance with the National Recreation Reservation System (NRRS). The Park Attendant Contractor will be responsible for converting cash into a cashier's check or money order to deposit into the NRRS system. Approximate one-way mileage is 13 miles to a post

office/banking facility. **Park Attendant Contractors are responsible for security of all recreational funds/property in their possession.**

B. PARK INSPECTIONS: A minimum of four (4) patrols in the area of responsibility will be conducted each working day between the hours of 8:00 a.m. - 9:00 a.m.; 1:00 p.m. - 2:00 p.m.; 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one (1) of these inspections will include the inspection of all campground facilities and the surrounding area for potential safety hazards. All findings will be promptly reported to a ranger or other COE personnel. One (1) Park Attendant Contractor must be in the gatehouse during these patrols and inspections.

C. CLOSING/OPENING GATES AND FACILITIES: The Park Attendant Contractor will be required to open the park gates at 6:00 a.m. and to close park gates at 10:00 p.m. on performance days. This includes any associated gates within the picnic area of the recreation area. **NOTE: Without exception, contractor will immediately open park entrance gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park. Contractor will allow emergency vehicles to access the park and customers.**

D. CLEANING AND MAINTENANCE: Park Attendant Contractors will be required to clean and maintain the gatehouse and immediate surroundings. This would include but would not be limited to sweeping, mopping, and waxing the floor, dusting, cleaning windows and disposing of trash, and cleaning of gatehouse restroom. General maintenance of all shrubbery and flowerbeds around the gatehouse will be part of this contract. Cleaning supplies and tools will be supplied.

E. PET POLICY: See general specifications.

F. DRESS CODE: See general specifications

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. The contractor must be fully bonded or insured to cover funds not received by the designated government agent as provided for in the general specifications. **The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount of \$3,000.00. Proof of bond or other surety must be supplied to the Contracting Office prior to arrival at the project to begin work. The contractor will not begin work until proof of such bond is furnished.** Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par value to the penal sum of the bond, or:

b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. See addendum "Surety Bonds for Gate Attendants" in solicitation package for more information.

2. **REQUIRED INSURANCE:**

a. The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation.

b. Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

c. At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

3. **REQUIRED STATE CRIMINAL HISTORY CHECK AND PROOF OF US CITIZENSHIP:**

a. See "Instructions for Submittal of Bids" in solicitation package for more information.

4. All government buildings are designated "Smoke-Free." Smoking may be allowed in a designated area, not to affect the visiting public.

5. Park Attendant Contractors are required to wear approved helmets when operating a motorized bike or scooter.

6. Park Attendant Contractors are required to comply with EM 385-1-1, Safety and Health Requirements Manual.

VI. ADDITIONAL INFORMATION: Prospective bidders that are not familiar with the site are encouraged to visit the project or discuss the contract with project employees before submitting a bid. For additional information contact:

Tennessee-Tombigbee Waterway Management Center
Attn: Park Ranger William J. Campbell
3606 W. Plymouth Road
Columbus, Mississippi 39701-9504
(662) 327-2142

2009 - DeWayne Hayes CG "B"

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2010 - DeWayne Hayes CG "B"

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**Pickensville Campground
Specific Contract Performance Requirements
Park Attendant Contractor B
Tennessee-Tombigbee Waterway**

I. NUMBER OF CONTRACT POSITIONS: These Performance Requirements are for Park Attendant Contractor B at Pickensville Campground, and includes a line item for an option year. It is solely the Government's discretion to retain the contractor for the option year. The Park Attendant Contractor will not be released early from this contract to fulfill another contract.

RFQ LINE ITEM REFERENCE #:

***0017 BASE YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "B"**

Pickensville Campground, Aliceville Lake
Contract Period: **February 17, 2009 – October 30, 2009**
Orientation Days: February 17-20, 2009
Debriefing: August 20, 2009
Total Number of Performance Days: 133
Government Daily Estimate Price: \$83

***0018 OPTION YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "B"**

Pickensville Campground, Aliceville Lake
Contract Period: **February 16, 2010 – October 31, 2010**
Orientation Days: February 16-19, 2010
Debriefing: August 25, 2010
Total Number of Performance Days: 131

***NOTE: QUOTATION MUST INCLUDE SEPARATE PRICE BIDS ON BOTH THE BASE YEAR AND THE CORRESPONDING OPTION YEAR FOR THE PARK ON WHICH YOU ARE BIDDING, OR YOUR QUOTE WILL NOT BE CONSIDERED. You must enter a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (Park Attendant Contractor "B" bids on items 0017 and 0018.)**

Option to Extend Services - The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates will only be adjusted as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by notice to the Contractor within 15 to 45 days prior to the option period. It remains the sole responsibility of the Government to exercise the option year.

PARK DESCRIPTION Pickensville Campground is located in West Central Alabama on the Tennessee-Tombigbee Waterway, approximately 2.5 miles east of Pickensville, Alabama and .5 miles east of the Mississippi and Alabama State Line in Pickens County, just off Alabama State Highway 86. The campground is about 25 miles round trip from banking facilities in Aliceville, Alabama.

Pickensville Campground contains a total of 176 Class A campsites with water/ electrical hookups (thirty-three of these sites also have sewage hookups.) Facilities for campers include a fish cleaning station, a one-lane boat ramp with parking area, two pavilions, 4 restrooms with showers and laundry facilities, multi-use courts, playgrounds and a dump station. Round trip mileage of a drive through the park is less than 3 miles. An additional boat ramp and picnic pavilion are located approximately one mile from the campground. Across the Tenn-Tom at Pickensville Day Use Area there are two picnic pavilions and a boat ramp.

IV. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS: The Park Attendant Contractor's schedule will consist of a rotation of 4-days on/4-days off. Park Attendant Contractors will perform on all holidays that occur on regular scheduled days. On scheduled performance days, both members of the Park Attendant Contractor Team will be present within the park at all times, for the duration of this contract. Contractors will also maintain a 24-hour presence to monitor the park during performance days, which ends at 6 a.m. the morning following a 4-day on rotation.

The gatehouse will be continuously staffed by at least one member of the contractor team on performing days. This includes the time when one contractor is performing park patrols and inspections. **Attendants will be required to open the park gates at 6:00 a.m. and close park gates at 10:00 p.m. This includes all associated gates within the picnic area.**

Gatehouse hours will be from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 7:00 a.m. to 10:00 p.m. on Fridays, Saturdays, Sundays. On Holidays and Friday, Saturday and Sundays of holiday weekends, attendants will man the gatehouse from 6:00 a.m. to 10:00 p.m. A minimum of one (1) Park Attendant Contractor will be required to perform in the gatehouse a maximum of sixteen (16) hours, depending upon visitation and use, as deemed by the Resource Manager or his/her representatives.

A. If conditions warrant, the Resource Manager or his/her representative has the authority to change performance days and hours as deemed necessary. However, only the Contracting Officer can change the total number of required performance days per week and/or the total amount of performance hours per day. The Resource Manager or his/her representative will give the Park Attendant Contractor at least 24-hours notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes.

E. Performance schedule for this contract shall be as follows:

- 1. a. BASE YEAR ORIENTATION DAYS:** (February 17 - 20, 2009)
b. OPTION YEAR ORIENTATION DAYS: (February 16 - 19, 2010)
c. Orientation will be paid as part of the contract.
- 2. PERFORMANCE DAYS: (Contractor B)** - (Start February 21, 2009; February 24, 2010); four days on/four days off. Performance hours are from 6:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 6:00 a.m.
- 3. NON-PERFORMANCE DAYS: (Contractor B)** - (Start February 25, 2009 and February 20, 2010); Off hours begin at 6:00 a.m. the morning following four consecutive performance days and duty begins at 6:00 a.m. after four consecutive non-performance days.

4. All contractors will be required to attend a debriefing session to be held on August 20, 2009 and August 25, 2010.

A. The contractor will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days neither Park Attendant Contractor will be required to remain in the park unless they wish. During this period, the Park Attendant contractors are not expected to provide any service except to respond to an emergency from any source should the Park Attendant Contractors be on the premises.

B. Park Attendant Contractors will respond to any emergency if on the park premises, whether or not the incident occurs during performance hours, including but not limited to the use of the telephone and opening and closing of park gates.

IV. ORIENTATION:

C. All successful bidders will be required to attend orientation sessions on February 17-20, 2009 and February 16-19, 2010 at the Tennessee-Tombigbee Waterway Management Center in Columbus, Mississippi and/or on site in the campground. Orientation will be from 9-5 p.m. During these sessions, review of the Park Attendant Contractor's Guide, rules, policies, and contractor responsibilities will be discussed. The contractor will also be instructed in User Fee Collections (User Fee Permits, NRRS computer program, etc.) Attendance of orientation is mandatory, however, if the contracting officer's representative deems the contractor to be understanding of all Corps policies and procedures relating to a Park Attendant Contractor's responsibilities and collection of user fees, the contractor **may** have the option to not attend all of the orientation sessions, or possibly begin contractual responsibilities. If the contractor chooses not to do this, they will not be compensated for that time. If the contracting officer's representative deems necessary, additional orientation beyond five days may be available, however anything over five days may not be paid. Lunch will not be provided.

D. A campsite will be made available free of charge for the contractor's use, if so desired, starting February 13, 2009 and February 12, 2010 At time of acceptance of bids, successful contractors should be prepared to communicate their arrival date to the project to the Contracting Officer's Representative. It is recommended that the contractor use this time to familiarize or acquaint themselves with the recreation areas and local communities.

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS. (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contract Services. It is important to read and understand both the General Specifications and the Specific Rec. Area Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections will be conducted according to regulations. Park Attendant Contractors may collect various fees, including day use fees, annual pass and golden age/access fees, camping fees and special use fees. Collection of fees and processing of fees shall be in accordance with the National Recreation Reservation System (NRRS). The Park Attendant Contractor will be responsible for converting cash into a cashier's check or money order to deposit into the NRRS system. Approximate round trip mileage is 5 miles to a post

office/banking facility. **Park Attendant Contractors are responsible for security of all recreational funds/property in their possession.**

B. PARK INSPECTIONS: A minimum of four (4) patrols in the area of responsibility will be conducted each working day between the hours of 8:00 a.m. - 9:00 a.m.; 1:00 p.m. - 2:00 p.m.; 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one (1) of these inspections will include the inspection of all campground facilities and the surrounding area for potential safety hazards. All findings will be promptly reported to a ranger or other COE personnel. One (1) Park Attendant Contractor must be in the gatehouse during these patrols and inspections.

C. CLOSING/OPENING GATES AND FACILITIES: The Park Attendant Contractor will be required to open the park gates at 6:00 a.m. and to close park gates at 10:00 p.m. on performance days. This includes any associated gates within the picnic area of the recreation area. **NOTE: Without exception, contractor will immediately open park entrance gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park. Contractor will allow emergency vehicles to access the park and customers.**

D. CLEANING AND MAINTENANCE: Park Attendant Contractors will be required to clean and maintain the gatehouse and immediate surroundings. This would include but would not be limited to sweeping, mopping, and waxing the floor, dusting, cleaning windows and disposing of trash, and cleaning of gatehouse restroom. Cleaning supplies and tools will be supplied.

E. PET POLICY: See general specifications.

F. DRESS CODE: See general specifications.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

3. The contractor must be fully bonded or insured to cover funds not received by the designated government agent as provided for in the general specifications. **The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount of \$3,000.00. Proof of bond or other surety must be supplied to the Contracting Office prior to arrival at the project to begin work. The contractor will not begin work until proof of such bond is furnished.** Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par value to the penal sum of the bond, or:

b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. See addendum "Surety Bonds for Gate Attendants" in solicitation package for more information.

4. **REQUIRED INSURANCE:**

a. The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance

in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation.

b. Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

c. At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

3. REQUIRED STATE CRIMINAL HISTORY CHECK AND PROOF OF U.S. CITIZENSHIP:

a. See "Instructions For Submittal of Bids" in solicitation package for more information.

4. All government buildings are designated "Smoke-Free." Smoking may be allowed in a designated area, not to affect the visiting public

5. Park Attendant Contractors are required to wear approved helmets when operating a motorized bike or scooter.

6. Park Attendant Contractors are required to compile with EM 385-1-1, Safety and Health Requirements Manual.

VII. ADDITIONAL INFORMATION: Prospective bidders that are not familiar with the site are encouraged to visit the project or discuss the contract with project employees before submitting a bid. For additional information contact:

Tennessee-Tombigbee Waterway Management Center
Attn: Park Ranger William J. Campbell
3606 W. Plymouth Road
Columbus, Mississippi 39701-9504
(662) 327-2142

2009 - Pickensville CG "B"

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2010 - Pickensville CG "B"

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DeWayne Hayes Day Use Area
Specific Contract Performance Requirements
Park Attendant Contractor A
Tennessee-Tombigbee

I. NUMBER OF CONTRACT POSITIONS: These Performance Requirements are for Park Attendant Contractor A at DeWayne Hayes Day Use Area, and includes a line item for an option year. It is solely the Government's discretion to retain the contractor for the option year. The Park Attendant Contractor will not be released early from this contract to fulfill another contract.

RFQ LINE ITEM REFERENCE #:

***0015 BASE YEAR PARK ATTENDANT CONTRACTOR SCHEDULE "A"**

DeWayne Hayes Day Use Area, Columbus Lake
Contract Period: **April 14, 2009 – September 10, 2009**
Orientation Days: April 14-15, 2009
Debriefing: August 20, 2009
Total Number of Performance Days: 79
Government Daily Estimate Price: \$65

***0016 OPTION YEAR PARK ATTENDANT CONTRACTOR SCHEDULE "A"**

DeWayne Hayes Day Use Area, Columbus Lake
Contract Period: **April 13, 2010 – September 9, 2010**
Orientation Days: April 13 - 14, 2010
Debriefing: August 25, 2010
Total Number of Performance Days: 77

***NOTE: QUOTATION MUST INCLUDE SEPARATE PRICE BIDS ON BOTH THE BASE YEAR AND THE CORRESPONDING OPTION YEAR FOR THE PARK ON WHICH YOU ARE BIDDING, OR YOUR QUOTE WILL NOT BE CONSIDERED. You must enter a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (Park Attendant Contractor "A" bids on items 0015 and 0016.)**

Option to Extend Services - The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates will only be adjusted as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by notice to the Contractor within 15 to 45 days prior to the option period. It remains the sole responsibility of the Government to exercise the option year.

II. PARK DESCRIPTION: DeWayne Hayes Recreation Area is located on the East Bank of Columbus Lake on the Tennessee-Tombigbee Waterway, just north of Columbus, Mississippi. From Columbus, take U.S. Highway 45 North approximately 4 miles to the junction with Highway 50 and Highway 373. Turn left. Follow Highway 373 North, 1.5 miles to Stinson Creek Road. Turn left onto Stinson Creek Road and drive 2 miles to Barton's Ferry Road. Turn left. The entrance to the park is .5 mile off Barton's Ferry Road. Road trip tour mileage of the campground and adjacent recreation area is less than 2 miles.

DeWayne Hayes Day Use Area is adjacent to DeWayne Hayes Campground. DeWayne Hayes Day Use Area has a two-lane boat ramp, a fish-cleaning station, two pavilions, numerous individual covered and un-covered picnic tables, and an interactive water sprayground and is open to the public. The Day Use Area is about 15 miles round trip from banking facilities in Columbus.

III. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS: The Park Attendant Contractor's schedule will consist of a rotation of 4-days on/4-days off. Park Attendant Contractors will perform on all holidays that occur on regular scheduled days. On scheduled performance days, both members of the Park Attendant Contractor Team will be present within the park at all times, for the duration of this contract. Contractors will also maintain a 24-hour presence to monitor the park during performance days, which ends at 6 a.m. the morning following a 4-day on rotation.

The gatehouse will be continuously staffed by at least one member of the contractor team on performing days. This includes the time when one contractor is performing park patrols and inspections. **Attendants will be required to open the park gates at 6:00 a.m. and close park gates at 10:00 p.m. This includes all associated gates within the picnic area.**

Gatehouse hours will be from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 7:00 a.m. to 10:00 p.m. on Fridays, Saturdays and Sundays. On Holidays and Fridays, Saturdays and Sundays of Holiday Weekends, the attendant will man the gatehouse from 6 a.m. – 10 p.m. A minimum of one (1) Park Attendant Contractor will be required to perform in the gatehouse a maximum of sixteen (16) hours depending upon visitation and use, as deemed by the Resource Manager or his/her representatives.

A. If conditions warrant, the Resource Manager or his/her representative has the authority to change performance days and hours as deemed necessary. However, only the Contracting Officer can change the total number of required performance days per week and/or the total amount of performance hours per day. The Resource Manager or his/her representative will give the Park Attendant Contractor at least 24-hours notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes.

F. Performance schedule for this contract shall be as follows:

- 1. a. BASE YEAR ORIENTATION DAYS:** (April 14 – 15, 2009)
b. OPTION YEAR ORIENTATION DAYS: (April 13 – 14, 2010)
c. Orientation will be paid as part of the contract.
- 2. PERFORMANCE DAYS: (Contractor A)** - (Start April 16, 2009 and April 15, 2010); four days on/four days off. Performance hours are from 6:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 6:00 a.m.
- 3. NON-PERFORMANCE DAYS: (ContractorA)** - (Start April 20, 2009 and April 19, 2010); Off hours begin at 6:00 a.m. the morning following four consecutive performance days and performance begins at 6:00 a.m. after four consecutive non-performance days.
- 4. All contractors will be required to attend a debriefing session to be held on August 20, 2009 and August 25, 2010.**

The contractor will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days neither Park Attendant Contractor will be required to remain in the park unless they wish. During this period, the Park Attendant contractors are not expected to provide any service except to respond to an emergency from any source should the Park Attendant Contractors be on the premises.

C. Park Attendant Contractors will respond to any emergency if on the park premises, whether or not the incident occurs during performance hours, including but not limited to the use of the telephone and opening and closing of park gates.

IV. ORIENTATION:

A. All successful bidders will be required to attend orientation sessions on April 14 - 15, 2009 and April 13 - 14, 2010 on site in the recreation area. Orientation will be from 9-5 p.m. During these sessions, review of the Park Attendant Contractor's Guide, rules, policies, and contractor responsibilities will be discussed. The contractor will also be instructed in User Fee Collections (User Fee Permits, Cash Register use, etc.) Attendance of orientation is mandatory, however, if the contracting officer's representative deems the contractor to be understanding of all Corps policies and procedures relating to a Park Attendant Contractor's responsibilities and collection of user fees, the contractor **may** have the option to not attend all of the orientation sessions, or possibly begin contractual responsibilities. If the contractor chooses not to do this, they will not be compensated for that time. If the contracting officer's representative deems necessary, additional orientation beyond five days may be available, however anything over five days may not be paid. Lunch will not be provided.

B. A campsite will be made available free of charge for the contractor's use, if so desired, starting April 10, 2009 and April 9, 2010. At time of acceptance of bids, successful contractors should be prepared to communicate their arrival date to the project to the Contracting Officer's Representative. It is recommended that the contractor use this time to familiarize or reacquaint themselves with the recreation areas and local communities.

V. AREA SPECIFIC PROVISIONS AND REQUIREMENTS. (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contract Services. It is important to read and understand both the General Specifications and the Specific Rec. Area Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections will be conducted according to regulations. Park Attendant Contractors may collect various fees, including day use fees, annual pass, pavilion reservation and special use fees. Collection of fees and processing of fees shall be in accordance with guidance given in the General Specifications. The Park Attendant Contractor will be responsible for converting cash into a cashier's check or money order. Approximate round trip mileage is 5 miles to a post office/banking facility. **Park Attendant Contractors are responsible for security of all recreational funds/property in their possession.**

B. PARK INSPECTIONS: A minimum of four (4) patrols in the area of responsibility will be conducted each working day between the hours of 8:00 a.m. - 9:00 a.m.; 1:00 p.m. - 2:00 p.m.; 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one (1) of these inspections will include the inspection of all day use facilities and the surrounding area for potential safety hazards. All findings will be promptly reported to a

ranger or other COE personnel. One (1) Park Attendant Contractor must be in the gatehouse during these patrols and inspections.

C. CLOSING/OPENING GATES AND FACILITIES: The Park Attendant Contractor will be required to open the park gates at 6:00 a.m. and to close park gates at 10:00 p.m. on performance days. This includes any associated gates within the picnic area of the recreation area. The Park Attendant will be required to turn the interactive spray-ground on and off each day according to hours set by the Resource Manager. **NOTE: Without exception, contractor will immediately open park entrance gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park. Contractor will allow emergency vehicles to access the park and customers.**

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E. PET POLICY: See general specifications.

F. DRESS CODE: See general specifications.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. The contractor must be fully bonded or insured to cover funds not received by the designated government agent as provided for in the specification. **The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount of \$1,000.00. Proof of bond or other surety must be supplied to the Contracting Office prior to arrival at the project to begin work. The contractor will not begin work until proof of such bond is furnished.** Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par value to the penal sum of the bond, or:

b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. See addendum "Surety Bonds for Gate Attendants" in solicitation package for more information.

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a. The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation.

b. **Comprehensive Automobile Liability Insurance:** Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per

occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

c. At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

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2009 DeWayne Hayes DU "A"

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**Pickensville Campground
Specific Contract Performance Requirements
Park Attendant Contractor B
Tennessee-Tombigbee Waterway**

I. NUMBER OF CONTRACT POSITIONS: These Performance Requirements are for Park Attendant Contractor B at Pickensville Campground, and includes a line item for an option year. It is solely the Government's discretion to retain the contractor for the option year. The Park Attendant Contractor will not be released early from this contract to fulfill another contract.

RFQ LINE ITEM REFERENCE #:

***0017 BASE YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "B"**

Pickensville Campground, Aliceville Lake
Contract Period: **February 17, 2009 – October 30, 2009**
Orientation Days: February 17-20, 2009
Debriefing: August 20, 2009
Total Number of Performance Days: 133
Government Daily Estimate Price: \$83

***0018 OPTION YEAR PARK ATTENADANT CONTRACTOR SCHEDULE "B"**

Pickensville Campground, Aliceville Lake
Contract Period: **February 16, 2010 – October 31, 2010**
Orientation Days: February 16-19, 2010
Debriefing: August 25, 2010
Total Number of Performance Days: 131

***NOTE: QUOTATION MUST INCLUDE SEPARATE PRICE BIDS ON BOTH THE BASE YEAR AND THE CORRESPONDING OPTION YEAR FOR THE PARK ON WHICH YOU ARE BIDDING, OR YOUR QUOTE WILL NOT BE CONSIDERED. You must enter a bid on the corresponding line item numbers on this project's enclosed Request For Quotation (Park Attendant Contractor "B" bids on items 0017 and 0018.)**

Option to Extend Services - The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates will only be adjusted as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by notice to the Contractor within 15 to 45 days prior to the option period. It remains the sole responsibility of the Government to exercise the option year.

II. PARK DESCRIPTION Pickensville Campground is located in West Central Alabama on the Tennessee-Tombigbee Waterway, approximately 2.5 miles east of Pickensville, Alabama and .5 miles east of the Mississippi and Alabama State Line in Pickens County, just off Alabama State Highway 86. The campground is about 25 miles round trip from banking facilities in Aliceville, Alabama.

Pickensville Campground contains a total of 176 Class A campsites with water/ electrical hookups (thirty-three of these sites also have sewage hookups.) Facilities for campers include a fish cleaning station, a one-lane boat ramp with parking area, two pavilions, 4 restrooms with showers and laundry facilities, multi-use courts, playgrounds and a dump station. Round trip mileage of a drive through the park is less than 3 miles. An additional boat ramp and picnic pavilion are located approximately one mile from the campground. Across the Tenn-Tom at Pickensville Day Use Area there are two picnic pavilions and a boat ramp.

III. PERFORMANCE SCHEDULE AND CONTRACTOR HOURS: The Park Attendant Contractor's schedule will consist of a rotation of 4-days on/4-days off. Park Attendant Contractors will perform on all holidays that occur on regular scheduled days. On scheduled performance days, both members of the Park Attendant Contractor Team will be present within the park at all times, for the duration of this contract. Contractors will also maintain a 24-hour presence to monitor the park during performance days, which ends at 6 a.m. the morning following a 4-day on rotation.

The gatehouse will be continuously staffed by at least one member of the contractor team on performing days. This includes the time when one contractor is performing park patrols and inspections. **Attendants will be required to open the park gates at 6:00 a.m. and close park gates at 10:00 p.m. This includes all associated gates within the picnic area.**

Gatehouse hours will be from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 7:00 a.m. to 10:00 p.m. on Fridays, Saturdays, Sundays. On Holidays and Friday, Saturday and Sundays of holiday weekends, attendants will man the gatehouse from 6:00 a.m. to 10:00 p.m. A minimum of one (1) Park Attendant Contractor will be required to perform in the gatehouse a maximum of sixteen (16) hours, depending upon visitation and use, as deemed by the Resource Manager or his/her representatives.

A. If conditions warrant, the Resource Manager or his/her representative has the authority to change performance days and hours as deemed necessary. However, only the Contracting Officer can change the total number of required performance days per week and/or the total amount of performance hours per day. The Resource Manager or his/her representative will give the Park Attendant Contractor at least 24-hours notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes.

B. Performance schedule for this contract shall be as follows:

- 1. a. BASE YEAR ORIENTATION DAYS:** (February 17 - 20, 2009)
b. OPTION YEAR ORIENTATION DAYS: (February 16 - 19, 2010)
c. Orientation will be paid as part of the contract.
- 2. PERFORMANCE DAYS: (Contractor B) -** (Start February 21, 2009; February 24, 2010); four days on/four days off. Performance hours are from 6:00 a.m. - 10:00 p.m. A minimum of one (1) Park Attendant Contractor must be available at the trailer site from 10:00 p.m. - 6:00 a.m.
- 3. NON-PERFORMANCE DAYS: (Contractor B) -** (Start February 25, 2009 and February 20, 2010); Off hours begin at 6:00 a.m. the morning following four consecutive performance days and duty begins at 6:00 a.m. after four consecutive non-performance days.

4. All contractors will be required to attend a debriefing session to be held on August 20, 2009 and August 25, 2010.

IV. The contractor will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days neither Park Attendant Contractor will be required to remain in the park unless they wish. During this period, the Park Attendant contractors are not expected to provide any service except to respond to an emergency from any source should the Park Attendant Contractors be on the premises.

C. Park Attendant Contractors will respond to any emergency if on the park premises, whether or not the incident occurs during performance hours, including but not limited to the use of the telephone and opening and closing of park gates.

V. ORIENTATION:

A. All successful bidders will be required to attend orientation sessions on February 17-20, 2009 and February 16-19, 2010 at the Tennessee-Tombigbee Waterway Management Center in Columbus, Mississippi and/or on site in the campground. Orientation will be from 9-5 p.m. During these sessions, review of the Park Attendant Contractor's Guide, rules, policies, and contractor responsibilities will be discussed. The contractor will also be instructed in User Fee Collections (User Fee Permits, NRRS computer program, etc.) Attendance of orientation is mandatory, however, if the contracting officer's representative deems the contractor to be understanding of all Corps policies and procedures relating to a Park Attendant Contractor's responsibilities and collection of user fees, the contractor **may** have the option to not attend all of the orientation sessions, or possibly begin contractual responsibilities. If the contractor chooses not to do this, they will not be compensated for that time. If the contracting officer's representative deems necessary, additional orientation beyond five days may be available, however anything over five days may not be paid. Lunch will not be provided.

B. A campsite will be made available free of charge for the contractor's use, if so desired, starting February 13, 2009 and February 12, 2010. At time of acceptance of bids, successful contractors should be prepared to communicate their arrival date to the project to the Contracting Officer's Representative. It is recommended that the contractor use this time to familiarize or acquaint themselves with the recreation areas and local communities.

VI. AREA SPECIFIC PROVISIONS AND REQUIREMENTS. (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Performance Specifications for Park Attendant Contract Services. It is important to read and understand both the General Specifications and the Specific Rec. Area Contract Performance Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections will be conducted according to regulations. Park Attendant Contractors may collect various fees, including day use fees, annual pass and golden age/access fees, camping fees and special use fees. Collection of fees and processing of fees shall be in accordance with the National Recreation Reservation System (NRRS). The Park Attendant Contractor will be responsible for converting cash into a cashier's check or money order to deposit into the NRRS system. Approximate round trip mileage is 5 miles to a post

office/banking facility. **Park Attendant Contractors are responsible for security of all recreational funds/property in their possession.**

B. PARK INSPECTIONS: A minimum of four (4) patrols in the area of responsibility will be conducted each working day between the hours of 8:00 a.m. - 9:00 a.m.; 1:00 p.m. - 2:00 p.m.; 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one (1) of these inspections will include the inspection of all campground facilities and the surrounding area for potential safety hazards. All findings will be promptly reported to a ranger or other COE personnel. One (1) Park Attendant Contractor must be in the gatehouse during these patrols and inspections.

C. CLOSING/OPENING GATES AND FACILITIES: The Park Attendant Contractor will be required to open the park gates at 6:00 a.m. and to close park gates at 10:00 p.m. on performance days. This includes any associated gates within the picnic area of the recreation area. **NOTE: Without exception, contractor will immediately open park entrance gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park. Contractor will allow emergency vehicles to access the park and customers.**

D. CLEANING AND MAINTENANCE: Park Attendant Contractors will be required to clean and maintain the gatehouse and immediate surroundings. This would include but would not be limited to sweeping, mopping, and waxing the floor, dusting, cleaning windows and disposing of trash, and cleaning of gatehouse restroom. Cleaning supplies and tools will be supplied.

E. PET POLICY: See general specifications.

F. DRESS CODE: See general specifications.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS:

1. The contractor must be fully bonded or insured to cover funds not received by the designated government agent as provided for in the general specifications. **The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount of \$3,000.00. Proof of bond or other surety must be supplied to the Contracting Office prior to arrival at the project to begin work. The contractor will not begin work until proof of such bond is furnished.** Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par value to the penal sum of the bond, or:

b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. See addendum "Surety Bonds for Gate Attendants" in solicitation package for more information.

2. **REQUIRED INSURANCE:**

a. The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance

in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation.

b. Comprehensive Automobile Liability Insurance: Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

c. At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

3. REQUIRED STATE CRIMINAL HISTORY CHECK AND PROOF OF U.S. CITIZENSHIP:

a. See "Instructions For Submittal of Bids" in solicitation package for more information.

4. All government buildings are designated "Smoke-Free." Smoking may be allowed in a designated area, not to affect the visiting public

5. Park Attendant Contractors are required to wear approved helmets when operating a motorized bike or scooter.

6. Park Attendant Contractors are required to compile with EM 385-1-1, Safety and Health Requirements Manual.

IX. ADDITIONAL INFORMATION: Prospective bidders that are not familiar with the site are encouraged to visit the project or discuss the contract with project employees before submitting a bid. For additional information contact:

Tennessee-Tombigbee Waterway Management Center
Attn: Park Ranger William J. Campbell
3606 W. Plymouth Road
Columbus, Mississippi 39701-9504
(662) 327-2142

2009 - Pickensville CG "B"

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2010 - Pickensville CG "B"

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WALTER F. GEORGE LAKE

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rates)	TOTAL PRICE
0001 Park Attendant Schedule "A" White Oak Creek Campground Dates: 23 Feb 2009 – 08 Oct 2009	117	_____	_____
0002 Park Attendant Schedule "B" White Oak Creek Campground Dates: 23 Feb 2009 – 05 Oct 2009	116	_____	_____
0003 Park Attendant Schedule "A" Cotton Hill Campground Dates: 23 Feb 2009 – 08 Oct 2009	117	_____	_____
0004 Park Attendant Schedule "B" Cotton Hill Campground Dates: 23 Feb 2009 – 05 Oct 2009	116	_____	_____
0005 Park Attendant Schedule "A" Hardridge Creek Campground Dates: 23 Feb 2009 – 08 Oct 2009	117	_____	_____
0006 Park Attendant Schedule "B" Hardridge Creek Campground Dates: 23 Feb 2009 – 05 Oct 2009	116	_____	_____
0007 Park Attendant Schedule "A" Bluff Creek Campground Dates: 23 Feb 2009 – 08 Oct 2009	117	_____	_____
0008 Park Attendant Schedule "B" Bluff Creek Campground Dates: 23 Feb 2009 – 05 Oct 2009	116	_____	_____
0009 Park Attendant Schedule Highland Park Day Use Dates: 25 Mar 2009 – 07 Sep 2009	76	_____	_____

**CONTRACT PERFORMANCE REQUIREMENTS
BLUFF CREEK CAMPGROUND
CONTRACT PARK ATTENDANT "A"
SUMMER FY 2009
WALTER F. GEORGE LAKE**

I. NUMBER OF CONTRACT POSITION (S): This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant Contracts (hereafter referred to as PAC's) at White Oak Creek Campground at the U.S. Army Corps of Engineers, Walter F. George Lake Project. PAC Team schedule "A"& "B" perform exclusively in the campground. PAC Teams will perform a 4 day on and 4 day off schedule.

RFQ LINE ITEM REFERENCE #

0007 PARK ATTENDANT CONTRACTOR TEAM "A"

Bluff Creek Campground

Contract date: **23 FEB 2009 – 08 OCT 2009**

Total number of performance days: 119 (including 4 days orientation)

Government's estimated daily bid price: \$95.00

0008 PARK ATTENDANT CONTRACTOR TEAM "B"

Bluff Creek Campground

Contract date: **23 FEB 2009 – 05 OCT 2009**

Total number of performance days: 113 (including 4 days orientation)

Government's estimated daily bid price: **\$95.00**

NOTE: A separate bid must be submitted for each contract (Attendant "A") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request for Quotation (SF 1449). Job duties and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract. (Bond required is \$5,000.00.)

II. PARK DESCRIPTION: Bluff Creek Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Bluff Creek Campground consists of 88 campsites with electric and water hookups. The campground is located approximately twenty five (25) miles south of Columbus, Georgia off Highway 165. Round trip mileage through the park is approximately two (2) miles.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: PAC TEAM Schedule "A" and Schedule "B" listed separately. During the period **23 Feb 09 through 08 Oct 09, PAC's will work a four (4) day on, four (4) day off**, schedule which includes weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the PAC Teams are required to monitor the park and maintain a 24-hour presence within it. Including all holidays throughout the scheduled contract period, Memorial Day, July 4th, and Labor Day (see attached calendar). Maintain fifteen (15) hours actual on duty time in the gatehouse from 7:00 AM to 10:00 PM EST on scheduled performance days.**

IV. CONTRACTOR ORIENTATION: PAC Team schedule “A” & “B” will be required to attend an eight (8) hour orientation session scheduled during the first four days of PAC Teams scheduled performance shift (see attached calendar). If the PAC Team is currently working a Winter Contract at Walter F. George Lake during the time of orientation the number of days they cannot attend orientation will be deducted from their contract. Orientation will take place at the Natural Resource Site Manager’s Office from 9:00 a.m. till 4:00 p.m. **EST**. This orientation will be considered contract performance days.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note the following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Team.) **It is important to read and understand both the General Specifications and the area Specific Provisions and Requirements prior to submitting your bid(s)**

TRAINING AND ORIENTATION: Contract Park Attendant schedule “A” will be required to attend an eight (8) hour orientation session scheduled during the first four days of Contract Park Attendant performance shift. Contract Park Attendant will be required to pass a test on the (ORMS) Outdoor Recreation Management Suite program. Orientation will take place at the Natural Resource Manager’s Office. This orientation will be considered performance days.

A. APPROVED USER FEE COLLECTION & PROCESSING: **BOTH MEMBERS of the PAC Team** will be responsible for learning and operating the **ORMS (Outdoor Recreation Management Suite)** computer program (a windows-based program utilizing a mouse) to register campers, visitors, sell Annual Day Use Passes and process Deposit Summary Reports. An orientation session will be provided; however, **computer literacy is required for both members of the contractor team.** PAC TEAMS will be required to purchase cashier’s check or money orders anytime cash exceeds **\$5000.00**. Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. PAC TEAMS will submit Deposit Summary Reports, cashier’s checks and/or money orders, and camper’s personal checks using **certified mail** to a lock box. The average cost of mailing these items certified is approximately **\$7.00**. PAC TEAMS will be responsible for the fee for the cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage. Approximate round trip mileage to Post Office from this park is **16 miles.**

B. PARK INSPECTIONS: PAC TEAM Performance Schedule “A” & “B” will be required to furnish sufficient transportation to make inspections of the entire campground. A minimum of 5 patrols through the park must be made daily. Once in the morning, three during the day approximately 3 or 4 hours apart and one after locking the gate. One attendant must remain at the gatehouse while the other patrols the campground. PAC TEAMS may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately four (4) miles. PAC TEAMS will be required to inspect the entire campground and inside and outside of restroom facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately.**

C. CLOSING/OPENING GATES AND FACILITIES: PAC TEAMS are required to unlock and open gate to campground each morning at 7:00 AM EST and close and lock campground gate each night at 10:00 PM EST on scheduled performance days. **WITHOUT EXCEPTION, PAC TEAMS will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as**

directed by Corps personnel. PAC TEAMS will also immediately open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: Not required.

E. PET POLICY: Pets at the PAC Teams residence are allowed. Pets must be kept in accordance with the General Contract provisions concerning leash requirements, boarding requirements, and all other requirements as stated in Section one (1), par. E. Pets. Pets will be controlled at all times and will not disturb the other PAC Team.

F. DRESS CODE OR UNIFORM POLICY: PAC Teams are required to wear a white collared shirt (long or short sleeve) without logos, solid color slacks, or walking shorts. (No sweat pants). KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE. Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean. A vest or cap will be furnished to each attendant. Vests or caps **MUST** be worn while performing contractual responsibilities.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The PAC Teams must have a \$5,000.00 bond or alternative as outlined in the General Specifications, Sect. VIII. B.

All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, rest rooms, and project office.

Information pamphlets, copies of Title 36 CFR, camping regulations and campground maps will be distributed to visitors as they enter the campground. Assign or assist campers in locating a campsite and answer visitor questions.

Cooperate with Corps of Engineers employees who are on duty and those who have contracts with the government for construction of new facilities, clean-up services, grass mowing, etc. Cooperation shall include: reporting all disturbances, vandalism, harassment, speeding, and similar incidents. Contract Park Attendants will keep daily logs to indicate time(s) when park is entered and exited by contract workers and law enforcement officers.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack.

Gatehouse, log books, computer, passes, an assortment of brochures, and office supplies.

The Government will furnish all paper products. Gatehouse has a vacuum cleaner for contractor use in the gatehouse.

VIII. ADDITIONAL INFORMATION: Point of contact for this contract is Joyce S. Sellers at the Walter F. George Lake Project Site Manager's Office, Fort Gaines, Georgia 39851, 229/768-2516. Please contact Ranger Sellers if you have further questions. Prospective PAC Teams are urged to inspect the areas; they are interested in bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

2009 - Bluff Creek CG "A"

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2009 - Bluff Creek CG "B"

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**CONTRACT PERFORMANCE REQUIREMENTS
COTTON HILL CAMPGROUND
CONTRACT PARK ATTENDANTS “A” & “B”
SUMMER FY 2009
WALTER F. GEORGE LAKE**

I. NUMBER OF CONTRACT POSITION (S): This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant Contractor Teams (here after referred to as PAC Team) at Cotton Hill Campground at the U.S. Army Corps of Engineers, Walter F. George Lake Project. PAC Team schedule “A”& “B” perform exclusively in the campground. PAC Team will perform a 4 day on and 4 day off schedule (See attached calendar).

RFQ LINE ITEM REFERENCE #

0003 PARK ATTENDANT CONTRACTOR TEAM “A”
Cotton Hill Campground
Contract date: **23 FEB 2009 – 08 OCT 2009**
Total number of performance days: 119 (including 4 days orientation)
Government’s estimated daily bid price: \$85.00

0004 PARK ATTENDANT CONTRACTOR TEAM “B”
Cotton Hill Campground
Contract date: **23 FEB 2009 - 05 OCT 2009**
Total number of performance days: 113 (including 4 days orientation)
Government’s estimated daily bid price: \$85.00

NOTE: A separate bid must be submitted for each performance contract (Attendant “A” or Attendant “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF 1449). Job performance and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the performance schedule, which is on the attached calendar(s). (Bond required is \$5,000.00.)

II. PARK DESCRIPTION: Cotton Hill Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Cotton Hill Campground consists of 94 campsites with electric/water hookups and 10 primitive tent only sites. The campground is located approximately eight (8) miles north of Ft. Gaines, Georgia off Highway 39. Round trip mileage through the park is approximately 3.5 miles.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: PAC TEAM Schedule “A” and Schedule “B” listed separately. During the period **23 Feb 09 through 08 Oct 09**, PAC’s will work a four (4) day on, four (4) day off, schedule which includes weekends and Federal Holidays (see attached calendar). **On scheduled performance dates, both members of the PAC Teams are required to monitor the park and maintain a 24-hour presence within it. Including all holidays throughout the scheduled contract period, Memorial Day, July 4th, and Labor Day (see attached calendar). Maintain fifteen (15) hours actual on duty time in the gatehouse from 7:00 AM to 10:00 PM EST on scheduled performance days.**

IV. CONTRACTOR ORIENTATION: PAC Team schedule “A” & “B” will be required to attend an eight (8) hour orientation session scheduled during the first four days of PAC Teams scheduled performance shift (see attached calendar). If the PAC Team is currently working a Winter Contract at Walter F. George Lake during the time of orientation the number of days they cannot attend orientation will be deducted from their contract. Orientation will take place at the Natural Resource Site Manager’s Office from 9:00 a.m. EST till 4:00 p.m. EST. This orientation will be considered contract performance days.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note the following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Team.) **It is important to read and understand both the General Specifications and the area Specific Provisions and Requirements prior to submitting your bid(s).**

A. APPROVED USER FEE COLLECTION & PROCESSING: BOTH MEMBERS of the PAC Team will be responsible for learning and operating the **ORMS (Outdoor Recreation Management Suite)** computer program (a windows-based program utilizing a mouse) to register campers, visitors, sell Annual Day Use Passes and process Deposit Summary Reports. An orientation session will be provided; however, **computer literacy is required for both members of the contractor team.** PAC TEAMS will be required to purchase cashier’s check or money orders anytime cash exceeds **\$5000.00**. Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. PAC TEAMS will submit Deposit Summary Reports, cashier’s checks and/or money orders, and camper’s personal checks using **certified mail** to a lock box. The average cost of mailing these items certified is approximately **\$6.00**. PAC TEAMS will be responsible for the fee for the cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage. Approximate round trip mileage to Post Office from this park is **16 miles**.

B. PARK INSPECTIONS: PAC TEAM Performance Schedule “A” & “B” will be required to furnish sufficient transportation to make inspections of the entire campground. A minimum of 5 patrols through the park must be made daily. Once in the morning, three during the day approximately 3 or 4 hours apart and one after locking the gate. One attendant must remain at the gatehouse while the other patrols the campground. PAC TEAMS may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately four (4) miles. PAC TEAMS will be required to inspect the entire campground and inside and outside of restroom facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately**.

C. CLOSING/OPENING GATES AND FACILITIES: PAC TEAMS are required to unlock and open gate to campground each morning at 7:00 AM EST and close and lock campground gate each night at 10:00 PM EST on scheduled performance days. **WITHOUT EXCEPTION, PAC TEAMS will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC TEAMS will also immediately open gates to allow emergency vehicles access to the park and customers.**

D. CLEANING AND MAINTENANCE: Not required.

E. PET POLICY: Pets at the PAC Teams residence are allowed. Pets must be kept in accordance with the General Contract provisions concerning leash requirements, boarding requirements, and all other requirements as stated in Section one (1), par. E. Pets. Pets will be controlled at all times and will not disturb the other PAC Team.

F. DRESS CODE OR UNIFORM POLICY: PAC Teams are required to wear a white collared shirt (long or short sleeve) without logos, solid color slacks, or walking shorts. (No sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean. A vest or cap will be furnished to each attendant. Vests or caps **MUST** be worn while performing contractual responsibilities.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The PAC Teams must have a \$5,000.00 bond or alternative as outlined in the General Specifications, Sect. VIII. B.

All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, rest rooms, and project office.

Information pamphlets, copies of Title 36 CFR, camping regulations and campground maps will be distributed to visitors as they enter the campground. Assign or assist campers in locating a campsite and answer visitor questions.

Cooperate with Corps of Engineers employees who are on duty and those who have contracts with the government for construction of new facilities, clean-up services, grass mowing, etc. Cooperation shall include: reporting all disturbances, vandalism, harassment, speeding, and similar incidents. Contract Park Attendants will keep daily logs to indicate time(s) when park is entered and exited by contract workers and law enforcement officers.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack.

Gatehouse, log books, computer, passes, an assortment of brochures, and office supplies.

The Government will furnish all paper products, including trash bags. Gatehouse has a vacuum cleaner for contractor use in the gatehouse.

VIII. ADDITIONAL INFORMATION: Point of contact for this performance contract is **Joyce S. Sellers at the Walter F. George Lake Project Site Manager's Office, Fort Gaines, Georgia 39851, 229/768-2516. Please contact Ranger Sellers if you have further questions.** Prospective Contract Park Attendants are urged to inspect the areas; they are interested in bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

2009 - Cotton Hill CG "A"

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2009 - Cotton Hill CG "B"

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**CONTRACT PERFORMANCE REQUIREMENTS
HARDRIDGE CREEK CAMPGROUND
CONTRACT PARK ATTENDANT “A” & “B”
SUMMER FY 2009
WALTER F. GEORGE LAKE**

I. NUMBER OF CONTRACT POSITION (S): This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant Contracts (hereafter referred to as PAC’s) at Hardridge Creek Campground at the U.S. Army Corps of Engineers, Walter F. George Lake Project. PAC Team schedule “A”& “B” perform exclusively in the campground. PAC Teams will perform a 4 day on and 4 day off schedule.

RFQ LINE ITEM REFERENCE #

0005 CONTRACT PARK ATTENDANT SCHEDULE “A”

Hardridge Creek Campground

Contract date: **23 FEB 2009 – 08 OCT 2009**

Total number of performance days: 119 (including 4 days orientation)

Government’s estimated daily bid price: \$75.00

0006 CONTRACT PARK ATTENDANT SCHEDULE “B”

Hardridge Creek Campground

Contract date: **23 FEB 2009 – 05 OCT 2009**

Total number of performance days: 113 (including 4 days orientation)

Government’s estimated daily bid price: \$75.00

NOTE: A separate bid must be submitted for each performance contract (Attendant “A” or Attendant “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF 1449). Job performance and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each schedules contract. (Bond required is \$5,000.00.)

II. PARK DESCRIPTION: Hardridge Creek Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Hardridge Creek Campground consists of 57 campsites with electric and water hookups, and 20 sites with electric, water, and sewer hookups. The campground is located approximately eighteen (18) miles south of Eufaula, AL off Highway 431 on Highway 97. Round trip mileage through the park is approximately 3.5 miles.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: PAC TEAM Schedule “A” and Schedule “B” listed separately. During the period **23 Feb 09 through 08 Oct 09**, PAC Teams will work a four (4) day on, four (4) day off, schedule which includes weekends and Federal Holidays (see Attached calendar). **On scheduled performance dates, both members of the PAC Teams are required to monitor the park and maintain a 24-hour presence within it. Including all holidays throughout the scheduled contract period, Memorial Day, July 4th, and Labor Day (see attached calendar). Maintain fifteen (15) hours actual on duty time in the gatehouse from 7:00 AM to 10:00 PM CST on scheduled performance days.**

IV. CONTRACTOR ORIENTATION: PAC Team schedule “A” & “B” will be required to attend an eight (8) hour orientation session scheduled during the first four days of PAC Teams scheduled performance shift (see attached calendar). If the PAC Team is currently working a Winter Contract at Walter F. George Lake during the time of orientation the number of days they cannot attend orientation will be deducted from their contract. Orientation will take place at the Natural Resource Site Manager’s Office from 9:00 a.m. till 4:00 p.m. **EST**. This orientation will be considered contract performance days.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note the following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Contract Park Attendant. It is important to read and understand both the General Specifications and the area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: **BOTH MEMBERS of the PAC team** will be responsible for learning and operating the **ORMS (Outdoor Recreation Management Suite)** computer program (a windows-based program utilizing a mouse) to register campers, visitors, sell Annual Day Use Passes and process Deposit Summary Reports. An orientation session will be provided; however, **computer literacy is required for both members of the contractor team.** PAC Teams will be required to purchase cashier’s check or money orders anytime cash exceeds **\$5000.00**. Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. PAC’s will submit Deposit Summary Reports, cashier’s checks and/or money orders, and camper’s personal checks using **certified mail** to a lock box. The average cost of mailing these items certified is approximately **\$6.00**. PAC Teams will be responsible for the fee for the cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage. Approximate round trip mileage to Post Office from this park is **22 miles.**

B. PARK INSPECTIONS: PAC Team Performance Schedule “A” & “B” will be required to furnish sufficient transportation to make inspections of the entire campground. A minimum of 5 patrols through the park must be made daily. Once in the morning, three during the day approximately 3 or 4 hours apart and one after locking the gate. One attendant must remain at the gatehouse while the other patrols the campground. Attendant may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately four (4) miles. PAC Teams will be required to inspect the entire campground and inside and outside of restroom facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger immediately.

C. CLOSING/OPENING GATES AND FACILITIES: PAC Teams are required to unlock and open gate to campground each morning at 7:00 AM CST and close and lock campground gate each night at 10:00 PM CST on scheduled performance days. **WITHOUT EXCEPTION, PAC Teams will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC Teams will also immediately open gates to allow emergency vehicles access to the park and customers.**

D. CLEANING AND MAINTENANCE: See General Specifications.

E. PET POLICY: Pets at the PAC Team residence are allowed. Pets must be kept in accordance with the General Contract provisions concerning leash requirements, boarding requirements, and all other requirements as stated in Section one (1), par. E. Pets. Pets will be controlled at all times and will not disturb the other PAC Teams.

F. DRESS CODE OR UNIFORM POLICY: PAC Teams are required to wear a white collared shirt (long or short sleeve) without logos, solid color slacks, or walking shorts. (No sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean. A vest or cap will be furnished to each attendant. Vests or caps **MUST** be worn while performing contractual responsibilities.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The PAC Team must have a \$5,000.00 bond or alternative as outlined in the General Specifications, Sect. VIII.

B. All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, rest rooms, and project office.

Information pamphlets, copies of Title 36 CFR, camping regulations and campground maps will be distributed to visitors as they enter the campground. Assign or assist campers in locating a campsite and answer visitor questions.

Cooperate with Corps of Engineers employees who are on duty and those who have contracts with the government for construction of new facilities, clean-up services, grass mowing, etc. Cooperation shall include: reporting all disturbances, vandalism, harassment, speeding, and similar incidents. Contract Park Attendant will keep daily logs to indicate time(s) when park is entered and exited by contract workers and law enforcement officers.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack.

Gatehouse, log books, computer, passes, an assortment of brochures, and office supplies.

The Government will furnish all paper products. Gatehouse has a vacuum cleaner for contractor use in the gatehouse.

VIII. ADDITIONAL INFORMATION: Point of contact for this performance contract is **Joyce S. Sellers, Walter F. George Lake Project Site Manager's Office, Fort Gaines, Georgia 39851, 229/768-2516.** Please contact Ranger Sellers if you have further questions. Prospective Contract Park Attendants are urged to inspect the areas they are interested in bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

2009 - Hardridge Creek CG "A"

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2009 - Hardridge Creek CG "B"

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**CONTRACT PERFORMANCE REQUIREMENTS
WHITE OAK CREEK CAMPGROUND
CONTRACT PARK ATTENDANTS “A” & “B”
SUMMER FY 2009
WALTER F. GEORGE LAKE**

I. NUMBER OF CONTRACT POSITION (S): This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant Contracts (hereafter referred to as PAC’s) at White Oak Creek Campground at the U.S. Army Corps of Engineers, Walter F. George Lake Project. PAC Team schedule “A”& “B” perform exclusively in the campground. PAC Teams will perform a 4 day on and 4 day off schedule.

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT CONTRACTOR TEAM “A”

White Oak Creek Campground

Contract date: **23 FEB 2009 – 08 OCT 2009**

Total number of performance days: 119 (including 4 days orientation)

Government’s estimated daily bid price: \$95.00

0002 PARK ATTENDANT CONTRACTOR TEAM “B”

White Oak Creek Campground

Contract date: **23 FEB 2009 – 05 OCT 2009**

Total number of performance days: 113 (including 4 days orientation)

Government’s estimated daily bid price: **\$95.00**

NOTE: A separate bid must be submitted for each performance contract (Attendant “A” or Attendant “B”) you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed Request For Quotation (SF 1449). Job performance and responsibilities and other terms and conditions listed in this specific recreation area job description sheet are the same for each contract except for the performance schedule, which is on the attached calendar(s). (Bond required is \$5,000.00.)

II. PARK DESCRIPTION: White Oak Creek Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. White Oak Creek Campground consists of 130 campsites with electric and water hookups. The campground is located approximately ten (10) miles south of Eufaula, Alabama off Highway 431 on Highway 95. Round trip mileage through the park is approximately four (4) miles.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: PAC Team Schedule “A” and Schedule “B” listed separately. During the period **23 Feb 09 through 08 Oct 09**, PAC’s will work a **four (4) day on, four (4) day off**, schedule which includes weekends and Federal Holidays (see Attached calendar). **On scheduled performance dates, both members of the PAC Teams are required to monitor the park and maintain a 24-hour presence within it. Including all holidays throughout the scheduled contract period, Memorial Day, July 4th, and Labor Day (see attached calendar). Maintain fifteen (15) hours actual on duty time in the gatehouse from 7:00 AM to 10:00 PM CST on scheduled performance days.**

IV. CONTRACTOR ORIENTATION: PAC Team schedule “A” & “B” will be required to attend an eight (8) hour orientation session scheduled during the first four days of PAC Team scheduled performance shift (see attached calendar). If the PAC Teams have a Winter Contract at Walter F. George Lake during the time of orientation the number of days they cannot attend orientation will be deducted from their contract. Orientation will take place at the Natural Resource Site Manager’s Office from 9:00 a.m. EST till 4:00 p.m. EST. This orientation will be considered contract performance days.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note the following provisions and requirements are in addition to those stated in the Mobile District General Specifications for a PAC Team.) **It is important to read and understand both the General Specifications and the area Specific Provisions and Requirements prior to submitting your bid(s).**

B. APPROVED USER FEE COLLECTION & PROCESSING: BOTH MEMBERS of the PAC team will be responsible for learning and operating the **ORMS (Outdoor Recreation Management Suite)** computer program (a windows-based program utilizing a mouse) to register campers, visitors, sell Annual Day Use Passes and process Deposit Summary Reports. An orientation session will be provided; however, **computer literacy is required for both members of the contractor team.** PAC Teams will be required to purchase cashier’s check or money orders anytime cash exceeds **\$5000.00**. Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. PAC’s will submit Deposit Summary Reports, cashier’s checks and/or money orders, and camper’s personal checks using **certified mail** to a lock box. The average cost of mailing these items certified is approximately **\$7.00**. PAC Teams will be responsible for the fee for the cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage. Approximate round trip mileage to Post Office from this park is **22 miles**.

H. PARK INSPECTIONS: PAC Team Performance Schedule “A” & “B” will be required to furnish sufficient transportation to make inspections of the entire campground. A minimum of 5 patrols through the park must be made daily. Once in the morning, three during the day approximately 3 or 4 hours apart and one after locking the gate. One attendant must remain at the gatehouse while the other patrols the campground. Attendant may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately four (4) miles. PAC Teams will be required to inspect the entire campground and inside and outside of restroom facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger immediately.

I. CLOSING/OPENING GATES AND FACILITIES: PAC Teams are required to unlock and open gate to campground each morning at 7:00 AM CST and close and lock campground gate each night at 10:00 PM CST on scheduled performance days. **WITHOUT EXCEPTION, PAC Teams will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC Teams will also immediately open gates to allow emergency vehicles access to the park and customers. PAC TEAMS WILL ALSO BE REQUIRED TO OPEN, CLOSE & LOCK GATE AND RESTROOM FACILITIES IN WHITE OAK DAY USE AREA ON SCHEDULED PERFORMANCE DAYS.** Hours for the Day Use Area are from 7:00 AM CST until 10:00 PM CST each day.

J. CLEANING AND MAINTENANCE: See General Specifications.

K. PET POLICY: Pets at the PAC Team residence are allowed. Pets must be kept in accordance with the General Contract provisions concerning leash requirements, boarding requirements, and all other requirements as stated in Section one (1), par. E. Pets. Pets will be controlled at all times and will not disturb the other PAC Teams.

L. DRESS CODE OR UNIFORM POLICY: PAC Teams are required to wear a white collared shirt (long or short sleeve) without logos, solid color slacks, or walking shorts. (No sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean. A vest or cap will be furnished to each attendant. Vests or caps **MUST** be worn while performing contractual responsibilities.

M. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The PAC Team must have a \$5,000.00 bond or alternative as outlined in the General Specifications, Sect. VIII. B.

All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, rest rooms, and project office.

Information pamphlets, copies of Title 36 CFR, camping regulations and campground maps will be distributed to visitors as they enter the campground. Assign or assist campers in locating a campsite and answer visitor questions.

Cooperate with Corps of Engineers employees who are on duty and those who have contracts with the government for construction of new facilities, clean-up services, grass mowing, etc. Cooperation shall include: reporting all disturbances, vandalism, harassment, speeding, and similar incidents.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack.

Gatehouse, log books, computer, passes, an assortment of brochures, and office supplies.

The Government will furnish all paper products, including trash bags. Gatehouse has a vacuum cleaner for contractor use in the gatehouse.

VIII. ADDITIONAL INFORMATION: Point of contact for this performance contract is Joyce S. Sellers at the Walter F. George Lake Project Site Manager's Office, Fort Gaines, Georgia 39851, 229/768-2516. Please contact Ranger Sellers if you have further questions. Prospective PAC Teams are urged to inspect the areas; they are interested in bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

2009 - White Oak Creek CG "A"

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2009 - White Oak Creek CG "B"

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**CONTRACT PERFORMANCE REQUIREMENTS
HIGHLAND PARK DAY USE
CONTRACT PARK ATTENDANT "A"
SUMMER FY 2009
WALTER F. GEORGE LAKE**

I. NUMBER OF CONTRACT POSITION (S): This Specific Recreation Area Job Description Sheet is for one (1) Park Attendant Contract at Highland Day Use Area at the U.S. Army Corps of Engineers, Walter F. George Lake Project. Park Attendant Contracts (hereafter referred to as PAC Team) will perform a (3) three day on (4) four day off schedule to be provided by Natural Resource Manager's Office upon arrival.

RFQ LINE ITEM REFERENCE #

0009 PARK ATTENDANT SCHEDULE

Highland Park Day Use

Contract date: **25 MAR 2009 – 07 SEP 2009**

Total number of working days: 76 (including 2 days orientation)

Government's estimated daily bid price: \$80.00

NOTE: A bid must be submitted for the contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request for Quotation (SF 1449). Bond required is \$3,000.00.

II. PARK DESCRIPTION: Highland Day Use is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Highland Day Use consists of a boat ramp, bathhouse, picnic area, and shelter. The campground is located approximately five (5) miles west of Ft. Gaines, Georgia, off Alabama Highway 97. Round trip mileage through the park is approximately one (1) mile.

III. HOURS OF WORK: 7:00 a.m. CST to 9:00 p.m. CST, Friday, Saturday, and Sunday. A minimum of (1) one PAC Team must be available at his/her camper site from 9:00 PM CST to 7:00 AM CST for visitor assistance. Special work days are Memorial Day, Independence Day, and Labor Day. A schedule of working days will be provided by the Natural Resource Manager's Office prior to start of work and is subject to change with a one week written notice.

IV. ORIENTATION: PAC Team is required to attend an eight (8) hour orientation session scheduled during the first two days of the PAC Team shift. Orientation will take place at the Natural Resource Manager's Office. This orientation will be considered performance days.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note the following provisions and requirements are in addition to those stated in the Mobile District General Specifications for PAC Team Services. It is important to read and understand both the General Specifications and the area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: PAC Team will utilize a cash register. PAC Team will be required to collect Day Use fees, sell Annual Day Use Passes, and process Collection Vouchers. Fees will be safe guarded in the campground safe

between collections. PAC Team will convert fees collected to cashiers' check or money orders and turn over to a Ranger to be taken to the Natural Resource Manager's Office to be processed and mailed to NCMO, or government lock box for processing as instructed.

B. PARK INSPECTIONS: PAC Team will be required to furnish sufficient transportation to make inspections of the entire day use area. Patrols through the park must be made a minimum of five (5) times daily. Once in the morning, three during the day approximately 3 to 4 hours apart, and one around 9:00 PM CST. One attendant must remain in the gatehouse at all times during their contract performance schedule. PAC Team may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately one (1) mile. PAC Team will be required to inspect the entire day use area and inside and outside of restroom facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately**.

C. CLOSING/OPENING GATES AND FACILITIES: The PAC Team will be present in the gatehouse at 7:00 AM CST and stay until 9:00 PM CST each scheduled performance day. A minimum of one PAC Team member must be available at his/her camper site from 9:00 pm CST to 7:00 AM CST for visitor assistance.

D. CLEANING AND MAINTENANCE: See General Specifications.

E. PET POLICY: Pets at the PAC Team residence are allowed. Pets must be kept in accordance with the General Contract provisions concerning leash requirements, boarding requirements, and all other requirements as stated in Section one (1), par. E. Pets. Pets will be controlled at all times.

F. DRESS CODE OR UNIFORM POLICY: PAC Teams are required to wear a white collared shirt (long or short sleeve) without logos, solid color slacks, or walking shorts. (No sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean. A vest or cap will be furnished to each attendant. Vests or caps **MUST** be worn while performing contractual responsibilities.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The PAC Team must have a \$3,000.00 bond or alternative as outlined in the General Specifications, Sect. VIII. B.

All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, rest rooms, and project office.

Information pamphlets, copies of Title 36 CFR, camping regulations and campground maps will be distributed to visitors as they enter the campground. Assign or assist campers in locating a campsite and answer visitor questions.

Cooperate with Corps of Engineers employees who are on duty and those who have contracts with the government for construction of new facilities, clean-up services, grass mowing, etc. Cooperation shall include: reporting all disturbances, vandalism, harassment, speeding, and

similar incidents. PAC Team will keep daily logs to indicate time(s) when park is entered and exited by contract workers and law enforcement officers.

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack.

Gatehouse, log books, computer, passes, an assortment of brochures, and office supplies. A portable radio will be furnished for communication with Corps personnel and the base station.

The Government will furnish all paper products. Gatehouse has a vacuum cleaner for contractor use in the gatehouse.

VII. ADDITIONAL INFORMATION: Point of contact for this contract is Joyce S. Sellers at the Walter F. George Lake Project Site Manager's Office, Fort Gaines, Georgia 39851, 229/768-2516. Please contact Ranger Sellers if you have further questions. Prospective PAC Teams are urged to inspect the areas; they are interested in bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties

2009 - Highland Park DUA "A"

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CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JAN 2004)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3;

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an

award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1) The Index of Federal Specifications, Standards and Commercial Item Descriptions and the documents listed in it may be obtained from the General Services Administration, Federal Supply Service Bureau, Specifications Section, Suite 8100, 470 L'Enfant Plaza, SW, Washington, DC 20407 ((202) 619-8925).

(2) The DOD Index of Specifications and Standards (DODISS) and documents listed in it may be obtained from the Standardization Documents Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (telephone (215) 697-2569).

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--Department of Defense Single Stock Point (DoDSSP), Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://dodssp.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time

prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(1) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JAN 2004)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

- (1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or
- (2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

___ TIN: -----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- International organization per 26 CFR 1.6049-4;
- Other-----

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

50 or fewer \$1 million or less

51 - 100 \$1,000,001 - \$2 million

101 - 250 \$2,000,001 - \$3.5 million

251 - 500 \$3,500,001 - \$5 million

501 - 750 \$5,000,001 - \$10 million

751 - 1,000 \$10,000,001 - \$17 million

Over 1,000 Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where

the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act."

(ii) The offeror certifies that the following supplies are FTA country end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

FTA Country or Israeli End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (Jan 2004). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (Jan 2004). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.

Country of Origin

(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or FTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or FTA country end products.

Other End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (j)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
.	.
.	.
.	.

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (j)(1) of this provision, then the offeror must certify to either (j)(2)(i) or (j)(2)(ii) by checking the appropriate block.]

() (i) The offeror will not supply any end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (OCT 2003)

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or performance of nonconforming services at no increase in contract price. The

Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement or any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice. (1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment.--

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a

percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

(t) Central Contractor Registration (CCR). (1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR

subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2004)

(a) The Contractor shall comply with the following Federal **Acquisition Regulation** (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (U.S.C. 657a).

___(4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___(ii) Alternate I (MAR 1999) to 52.219-5.

___(iii) Alternate II to (JUNE 2003) 52.219-5.

X (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

- ___ (ii) Alternate I (OCT 1995) of 52.219-6.
- ___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (OCT 1995) of 52.219-7.
- ___ (7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637 (d)(2) and (3)).
- ___ (8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).
- ___ (ii) Alternate I (OCT 2001) of 52.219-9.
- ___ (iii) Alternate II (OCT 2001) of 52.219-9.
- ___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).
- ___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- ___ (ii) Alternate I (JUNE 2003) of 52.219-23.
- ___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (13) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- (14) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2004) (E.O. 13126).
- (15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- (16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- (17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- (18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- (19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- ___ (20)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- ___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- ___ (21) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- ___ (22)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JAN 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (23) 52.225-5, Trade Agreements (JAN 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (24) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

___ (25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

___ (26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

___ (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (28) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (29) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (30) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

___ (31) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

___ (32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (33)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 1984) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

___ (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

___ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

___ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in

the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.236-13 ACCIDENT PREVENTION (NOV 1991)

(a) The Contractor shall provide and maintain work environments and procedures which will

(1) safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;

(2) avoid interruptions of Government operations and delays in project completion dates; and

(3) control costs in the performance of this contract.

(b) For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall-

(1) Provide appropriate safety barricades, signs, and signal lights;

(2) Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and

(3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.

(c) If this contract is for construction or dismantling, demolition or removal of improvements with any Department of Defense agency or component, the Contractor shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.

(d) Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or

Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

- (e) The Contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.

(End of clause)

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

(End of clause)

52.243-1 CHANGES--FIXED-PRICE (AUG 1987) - ALTERNATE I (APR 1984)

(a) The Contracting Officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in any one or more of the following:

(1) Description of services to be performed.

(2) Time of performance (i.e., hours of the day, days of the week, etc.).

(3) Place of performance of the services.

(b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the Contracting Officer shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract.

(c) The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. However, if the Contracting Officer decides that the facts justify it, the Contracting Officer may receive and act upon a proposal submitted before final payment of the contract.

(d) If the Contractor's proposal includes the cost of property made obsolete or excess by the change, the Contracting Officer shall have the right to prescribe the manner of the disposition of the property.

(e) Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

(End of clause)

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION ALTERNATE A (NOV 2003)

(a) Definitions. As used in this clause--

“Central Contractor Registration (CCR) database” means the primary Government repository for contractor information required for the conduct of business with the Government.

“Commercial and Government Entity (CAGE) code” means--

(1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an “NCAGE code.”

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11 of the Federal Acquisition Regulation) for the same parent concern.

“Registered in the CCR database” means that--

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database;

(2) The Contractor's CAGE code is in the CCR database; and

(3) The Government has validated all mandatory data fields and has marked the records “Active.”

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

- (ii) Trade style, doing business, or other name by which your entity is commonly recognized.
 - (iii) Company Physical Street Address, City, State, and Zip Code.
 - (iv) Company Mailing Address, City, State and Zip Code (if separate from physical).
 - (v) Company Telephone Number.
 - (vi) Date the company was started.
 - (vii) Number of employees at your location.
 - (viii) Chief executive officer/key manager.
 - (ix) Line of business (industry).
 - (x) Company Headquarters name and address (reporting relationship within your entity).
- (d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.
- (e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.
- (f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.
- (g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.
- (ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.
- (2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by

EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.
(End of clause)

252.223-7006 PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS (APR 1993)

(a) "Definitions".

As used in this clause --

(1) "Storage" means a non-transitory, semi-permanent or permanent holding, placement, or leaving of material. It does not include a temporary accumulation of a limited quantity of a material used in or a waste generated or resulting from authorized activities, such as servicing, maintenance, or repair of Department of Defense (DoD) items, equipment, or facilities.

(2) "Toxic or hazardous materials" means:

(i) Materials referred to in section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 (42 U.S.C. 9601(14)) and materials designated under section 102 of CERCLA (42 U.S.C. 9602) (40 CFR part 302);

(ii) Materials that are of an explosive, flammable, or pyrotechnic nature; or

(iii) Materials otherwise identified by the Secretary of Defense as specified in DoD regulations.

(b) In accordance with 10 U.S.C. 2692, the Contractor is prohibited from storing or disposing of non-DoD-owned toxic or hazardous materials on a DoD installation, except to the extent authorized by a statutory exception to 10 U.S.C. 2692 or as authorized by the Secretary of Defense or his designee.

(End of clause)

952.000-4007 U.S. ARMY CORPS OF ENGINEERS SAFETY AND HEALTH REQUIREMENTS MANUAL, EM 385-1-1

This paragraph applies to contracts and purchase orders that require the contractor to comply with EM 385-1-1 (e.g., contracts that include the Accident Prevention clause at FAR 52.236-13 and/or other safety provisions). EM 385-1-1 and its changes are available at <http://www.hq.usace.army.mil>. (At the HQ homepage, select Organization, Safety and Occupational Health, Safety and Occupational Health Home page, and Safety Publications.) The Contractor shall be responsible for complying with the current edition and all changes posted on the web through the date that is 10 calendar days prior to the date offers are due. If the solicitation is amended to extend the time set for receipt of offers, the 10 calendar days rule stated above shall be applied against the amended date. (For example, if offers are due on 10 April, all changes posted on or before 31 March shall apply to the contract. If the time for receipt of offers is extended from 10 April to 20 April, all changes posted on or before 10 April shall apply to the contract.)

952.000-4018 SUBLETTING

Subletting of this contract will not be allowed except under emergency conditions or other reasons approved by the Contracting Officer or his designated representative. Subletting this contract in order to assume another contract is strictly prohibited and such action will be considered grounds for immediate termination of contract.

TERMINATION

Failure of the contractor to provide items in full and complete services listed in the scope of work and gate attendant handbook may be grounds for termination. Inappropriate conduct or unacceptable actions of the park attendants will, with due consideration, be grounds for immediate cancellation of the contract. Examples for immediate dismissal include but are not limited to, the following:

- (1) Consumption of alcoholic beverages or intoxication while on duty,
- (2) Cursing or harassment of visitors or Corps of Engineers personnel,
- (3) Theft of money or supplies,
- (4) Unwarranted physical contact with visitors or Corps of Engineers personnel, and
- (5) Recurring written and/or verbal complaints from visitors and/or Corps of Engineers personnel for nonperformance or lack of consideration.

952.000-4021 DESIGNATION OF AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER

Effective on the date of award, the: ** is delegated authority to act as the Authorized Representative of the Contracting Officer, without power of redelegation, for the purpose of discharging the following duties of the Contracting Officer:

- a. Determine acceptability of work performed.
- b. Inspect all equipment furnished by the Contractor for use on the work and determine that it is suitable for use as required by the contract.
- c. Perform the functions of the Assistant Property Administrator for the purpose of control and accountability of Government Furnished Property, (GFP), if GFP is included in this contract.
 1. Approve payments.
 2. Approve submittals such as technical information and requirements, drawings, etc.

This delegation will remain in effect until completion of the contract unless sooner rescinded in writing by the Contracting Officer.

952.000-4034 Continuing Resolution Authority

Until the enactment of the current Fiscal Year (FY) appropriations, it will be necessary to reserve funds for your contract on a periodic basis. The amount reserved is indicated in the Accounting and Appropriations Data. In planning your operations for the current FY, you should base them on receiving the whole contract amount for the entire year. After the current FY funds have been allocated, you will be advised in writing of the funds reserved for the entire fiscal year ending 30 September.

952.000-4035 JOINT VENTURE BID REQUIREMENTS

When bidding as a joint venture, all members of the joint venture must sign all contract documents and must complete the Representations and Certifications unless a written agreement by the joint venture is furnished with the bid designating one firm with the authority to bind the other member(s) of the joint venture. In addition, a copy of the joint venture agreement must be submitted with the bid. Failure to comply with the foregoing requirements may render the bid as non-responsive.

952.000-4036 REQUIRED INSURANCE

The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation."

Workmen's Compensation and Employers' Liability Insurance:

Workmen's Compensation and Occupational Disease Coverage in accordance with statutory limits.
Employers' Liability Coverage with a minimum limit of \$100,000. (The Contractor shall verify with the State Board of Workers Compensation for each state in which performance is required in connection with this contract, to determine his or her own applicability with respect to this provision.)

Comprehensive Automobile Liability Insurance:

Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence.
Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

Comprehensive General Liability Insurance:

Bodily injury coverage with minimum limits of \$500,000 per occurrence.

At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

952.000-4052 REQUIREMENT FOR BONDING

Upon award of a contract, the contractor shall be required to furnish a "Business Services", "Fidelity" or "Dishonesty" bond in the amounts of \$1,000.00, \$3,000.00, or \$5,000.00 according to the actual park site. The bond amount required for each park is listed in the "Specific Recreation Area Description Sheets". Instead of furnishing one of the foregoing specified bonds, the contractor has the following options:

- a. Depositing certain United States bonds or notes in an amount equal to their par in the total amount of the bond; or
- b. Furnishing a certified or cashier's check, bank draft, postal money order, or currency, in the amount equal to the penal sum of the bond. Certified or cashier's checks shall be made payable to the Finance and Accounting Officer, U.S. Army Engineer District, Mobile (USAED, Mobile).

952.000-4641 PROHIBITION AGAINST CONTRACTING WITH INDIVIDUALS OR ENTITIES DESIGNATED AS SIGNIFICANT NARCOTICS TRAFFICKERS

Pursuant to Executive Order 12978 entitled "Blocking Assets and Prohibiting Transactions with Significant Narcotic Traffickers" dated October 21, 1995, the offeror certifies that it has not and will not

be involved in business transactions with individuals or business entities designated as significant narcotics traffickers under this Executive Order. For a current listing of specially designated nationals and blocked persons, contact the Office of Foreign Assets Control, Department of the Treasury, Washington, DC 22201; telephone 202/622-2420.

(End of