

## INSTRUCTIONS FOR SUBMITTAL OF BIDS

1. Please identify each page of the quotation with your name. This is very important for identification purposes. A daily bid amount must be entered in the "Unit Price" space. Bids must be in whole dollar amounts. **IMPORTANT:** Bids must only be entered for each park attendant position in which you are interested. You may submit your bids through e-mail or regular postal service with your Contractor Data Sheet.

2. **IMPORTANT:** Please be sure to fill in and return your Contractor Data Sheet when you submit your bid(s). You may do this through e-mail or regular postal service. To submit your bid(s) and Contractor Data Sheet by e-mail, please save each document by adding your last name to the document name and save them to your computer. Attach the Contractor Data Sheet and Bid Schedule to your e-mail and send them to [mobilegates@usace.army.mil](mailto:mobilegates@usace.army.mil). **YOU MUST SUBMIT ALL OTHER DOCUMENTS BY REGULAR MAIL AS SOON AS POSSIBLE.**

3. Each prospective park attendant contractor (PAC) [this includes partner] must provide proof of US citizenship or US Legal Residency (additional references may be required) 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.

4. You must provide copies of your last three performance evaluations or reference letters from your last three duty locations. If you are new to the Park Attendant Program, past performance documentation is not required.

**PLEASE MAIL ALL DOCUMENTS TO: U.S. Army Corps of Engineers, Attn: Gate Attendants (CT-S), P.O. Box 2288, Mobile, AL 36628-0001**

5. All PACs shall be required to furnish a "Business Services", "Fidelity" or "Dishonesty" bond in the amount. Before commencement of work, surety bonds (original with seal) for each PAC must be on file in this office. **NOTE:** If you obtain one bond, both partners must be listed on the single bond.

6. Before commencement of work, all PACs must provide a certificate of insurance for automobile coverage as follows:

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.

7. Please refer to the "Local Policies" for the following information:

- A. Details on work hours and description of duties and facilities.
- B. Name and telephone number for a point of contact at each park.

**NOTE:** All PAC's must have an **active registration** (CAGE Code) in the System for Award Management (SAM) at the time of bid. There is **NO COST** to register at <https://www.sam.gov>.

FOR ADDITIONAL INFORMATION, YOU MAY CONTACT:

Jeff Mason	251-694-4157
Jason Meyers	251-694-4108
Sophia Chin	251-690-3349