

**Alabama River Lakes
Campground Local Policy**

Area-Specific Provisions and Requirements: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for park attendant contractors. It is important to read and understand both the General Specifications and the Local Policy prior to submitting your bids.

SCHEDULED PERFORMANCE HOURS: PACs are scheduled on a four (4) day rotation.

Gatehouse operation:

Friday – Sunday 7:00 a.m.-10:00 p.m.

Monday –Thursday 7:00 a.m.-8:00 p.m.

Memorial Day, Independence Day, Labor Day and Halloween 7:00 a.m.-10:00 p.m.

Gatehouse Hours may be adjusted as needed by Management.

On scheduled performance dates, both members of the PAC Teams are required to monitor the park and maintain a 24-hour presence within it. 24-hour shifts begin at 7 a.m. each morning and end at 7 a.m. the following morning

ORIENTATION: All PACs are required to attend a one (1) day orientation at the Alabama River Lakes Site Office. The orientation session will be held on February 28, 2014. The orientation schedule will be from 8:00 a.m. until 4:00p.m.. The orientation session will be considered a performance day. Lunch will not be provided.

NOTE: The number of orientation days may increase according to the PAC's knowledge and experience with the ORMS program.

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.

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.

ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: 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.

ADDITIONAL INFORMATION: All bidders should contact Theodis Williams at (334) 872-9554 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.