

**Carters Lake, GA
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.

Hours of Work: For Woodring Branch, Doll Mountain, and Harris Branch Park, both park attendant contractors “A” and “B” will work a four day shift, four days on and four days off, and will work all of the federal holidays that fall within their normal shift. Twenty-four hour shifts begin at 9 a.m. each morning and end at 9 a.m. the following morning. During the contract period, Doll Mountain and Woodring Branch park attendant contractors will operate the gatehouse each day from 9:00 a.m. until 10:00 p.m. Harris Branch Park will operate the gatehouse from 9 a.m. until 9 p.m. Park attendant contractor will be available in the park during times in which the gatehouse is not open and the park attendant contractor is on duty.

**Duty Schedule Damsite Park:
April 3, 2015 – September 7, 2015**

a) Gatehouse Hours:

Friday: 3:00 p.m. until 7:45 p.m.

Saturdays, Sundays and Holidays: 9:00 a.m. until 7:00 p.m.

Holidays (3) Memorial Day, Friday July 3, Labor Day

b) Collect and count money from five fee vaults located in Northbank, Damsite (2 vaults) and Doll Mountain Day Use (2 vaults) on Friday mornings.

c) Post shelter reservations on Friday mornings.

d) Lock Northbank gate at 8:00 p.m. on Friday evenings.

**Duty Schedule Northbank Park:
April 4, 2015 – September 7, 2015 (spring, summer)**

a) Northbank Park Gatehouse Hours:

11:00 a.m. until 8:00 p.m. – Saturdays, Sundays and Holidays

Holiday gatehouse dates (3) - Memorial Day, Friday July 3, Labor Day

b) Collect and count money from ten fee vaults on Monday mornings. Fee vault locations include Damsite Park (2 vaults), Northbank Park, Woodring Branch Primitive Campground, Woodring Branch Day Use (2 vaults), Ridgeway Campground, Ridgeway Day Use, and Doll Mountain Day Use (2 vaults).

September 8, 2015 – October 31, 2015

Northbank Attendant (fall)

a) Collect from ten fee vaults on Friday mornings. Fee vaults include Damsite Park (2 vaults), Woodring Branch Primitive Campground, Woodring Branch Day Use (2 vaults), Ridgeway Campground, Ridgeway Day Use, Doll Mountain Day Use (2 vaults) and Northbank Park

b) Staff Northbank gatehouse

Saturdays and Sundays: 12 noon until 6:00 p.m.

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

Orientation: Park attendant contractors are required to attend a scheduled orientation session(s), beginning at 9:00 a.m. Orientation session(s) will be held in the gatehouse and/or at the Project Management Office. These meetings will conclude by 4:00 p.m. each day. Park attendants will be paid their normal daily rate for attendance.

Fee Collection, Accounting, and Processing: Park attendant 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.

Park attendant contractors at Doll Mountain and Woodring Branch will be responsible for an end of shift submittal of fees collected to the NRRS lockbox in accordance with standard operating procedure.

Park attendant contractors at Harris Branch, Damsite, and Northbank Park will be required to use a cash register to account for fees collected. Park attendant contractors will be responsible for a weekly submittal of fees collected to the Project Management Office in accordance with standard operating procedure.

At Damsite and Northbank Parks, one day each week the park attendant contractor will also be responsible for removing locked fee boxes from self-deposit fee vaults and restocking envelopes in accordance with work schedule. The park attendant contractor will remove a locked moneybox from assigned vaults, return to the Project Management Office and count money. Security requirements mandate that both park attendant contractors be present when vaults are accessed and money is transported. Prior to beginning fee vault collection duties, the park attendant contractor will pick up picnic shelter reservations at the Project Management Office and post reservations at group picnic shelters located near fee vaults.

Park Inspections: Park attendant contractors at Doll Mountain and Woodring Branch will be required to make two daily inspection tours of the campground and one 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. Park attendant contractors at Harris Branch, Northbank, and Damsite will be required to make three daily inspection tours of the entire park. Daily inspection tours will be performed prior to opening the gatehouse, during the middle of the shift, and at the end of the shift. Contractors are responsible for providing transportation for performing inspections.

Opening and Closing Facilities: Park attendant contractors at Doll Mountain and Woodring Branch 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. Park attendant 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. Park attendant contractors will allow campers to depart the park at any time for any reason. Park attendant contractors at Harris Branch Park will unlock and open the park entrance gates at 9:00 a.m. At 7:45 p.m., the park attendant contractor will proceed to the beach area and announce to persons still present that the beach area will be closing at 8:00 p.m. After all beach users have departed, the contractor will lock the beach entrance gate (8:00 p.m.) at and park entrance gate (9:00 p.m.). Both the beach entry gate and main park gates at Harris Branch may be locked at 8:00 pm if no campers are present. In accordance with duty schedule, Northbank or Damsite park attendant contractors will proceed to Northbank Park 15 minutes prior to closing and announce to persons still present that the park will be closing. After all day use visitors have departed, the park attendant contractor will return to the entrance and lock the entrance gate.

Park Attendant Contractor Site: Attendants will be required to keep sites neat, clean and orderly at all times. PAC's must obtain permission from the Operations Project Management Office prior to installing any permanent equipment, signs, plants or modifying the site in any way. Sites should have the appearance of a public facility.

Additional Contractor-Furnished Equipment/Supplies:

- A. Contractor will provide personal funds to make change. Change funds will be maintained in accordance with standard operating procedure for fee collection.

Additional Government-Furnished Equipment/Supplies:

- A. The Government will furnish a campsite for a self-contained trailer/motor home with electricity, water, sewer, and telephone jack. The park attendant contractor 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 park attendant contractor will notify the Project Management Office at least one week in advance and give the time and date of their planned arrival at Carters Lake. The park attendant contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

Life Jacket Loaner Program: Park attendant contractors will be required to operate the Life Jacket Loaner Program at their location. The Life Jacket Loaner Program will require the contractors, through established procedure, to issue life jackets to interested visitors, to check-in life jackets when they are returned and to keep an inventory of life jackets.

Additional Information: All bidders should contact Park Ranger Paul Molla at the Carters Lake Project Management Office, at 706-334-2248 to arrange for a tour of the park(s) and an explanation of required duties and responsibilities. Email questions can be directed to: paul.a.molla@usace.army.mil Prospective contractors are strongly encouraged to visit the area they are interested in operating before submitting a bid. Informational work schedules are available from the Carters Lake Project Management Office.