

**Lake Sidney Lanier
Campground Local Policy and Day Use Park 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 Contractor (PAC) Services. It is important to read and understand BOTH the General Specifications AND the Local Policy prior to submitting your bids.

REQUIRED BY ALL PARK ATTENDANT CONTRACTORS:

FEE COLLECTION, ACCOUNTING & PROCESSING:

Contractor will provide personal funds to make change. The amount of the change fund should be maintained at \$100.

DRESS CODE OR UNIFORM POLICY:

Uniforms at Lake Lanier Campgrounds include white collared shirt, dark pants or khakis (no jeans) and closed-toe shoes and are to be supplied and worn by the PAC. Estimated cost of uniforms per person is \$150.00

CAMPGROUND SPECIFIC PARK ATTENDANT CONTRACTORS:

PERFORMANCE SCHEDULE AND CONTRACTOR HOURS:

For Bald Ridge and Old Federal Campgrounds. Both Park attendant contractors “A” and “B” will work a rotating four day shift, four days on and four days off and will work all of the federal holidays that fall within their normal shift. During the contract period park attendant contractors will operate the gatehouse for 15.5 hours. With a schedule as follows: Gatehouse operation: 7:00 a.m. - 10:30 p.m. 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. Park attendants will be available twenty-four hours in the campground during their scheduled shift.

For Duckett Mill, Sawnee and Van Pugh South Campgrounds. Park attendant contractors will work as shift “A” and their schedule will begin Thursday and end Sunday of every week and will work all of the federal holidays that fall within their normal shift. For example, during the week of Memorial Day and Labor Day; during these two weeks only the schedule will run from Thursday until Monday. Only one set of park attendants will be in the campground. During the contract period park attendant contractors will operate the gatehouse with a schedule as follows: Gatehouse operation: Thursdays: 10:00 a.m. - 10:30 p.m, Fridays and Saturdays: 7:00 a.m. – 10:30 p.m., Sundays 7:00 a.m. – 4:00 p.m. (With an extension into Mondays for the aforementioned holidays which reflects as follows: Thursday: 10:00 a.m. - 10:30 p.m, Friday, Saturday and Sunday: 7:00 a.m. – 10:30 p.m., Monday 7:00 a.m. – 4:00 p.m.) 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. Park attendants will be available twenty-four hours in the campground during their scheduled shift.

CONTRACTOR ORIENTATION:

Park Attendant contractors are required to attend all orientation sessions, beginning at 10:00 a.m. each day, at the Project Management Office. These meetings will conclude by 4:00 p.m. each day. At the conclusion of orientation passing of individual exams of computer knowledge is required; see section on

testing below. Park attendants will be paid their normal daily rate for attendance. A confirmed schedule for orientation will be sent by mail.

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

Testing. After orientation, both members of the PAC party will be required to pass a test and show proficiency in utilizing computers, e-mail and the NRRS website. Couples will not be allowed to take the test together. Each person must pass his or her own test. If both members of a PAC party cannot show proficiency using computers and pass his or her own test, a contract **WILL NOT** be awarded.

CUSTOMER ASSISTANCE AND PUBLIC INTERACTION:

Park inspections. PACs will inspect the park at least once every four hours during normal gatehouse operation to identify any work needed to keep the area in a safe and presentable condition. The last inspection should take place 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.).

Closing / opening gates and facilities. PAC will unlock, open and secure gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled days. At night the gatehouse windows and doors should be locked and interior appliances, lights and computers should be turned off and the alarm should be set before leaving gatehouse. 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 a post at scheduled PAC's site 24 hours a day during their 4 day shift.

CONTRACTOR-FURNISHED EQUIPMENT & SUPPLIES:

Park attendant contractor must provide a landline phone to plug in during their shift in case of emergencies. Additional equipment/ supplies that are to be furnished by the PAC are listed in the Mobile District General Specifications for PAC Services. (Section IV.)

ADDITIONAL INFORMATION:

All bidders may contact Andrea Wagner at (770) 945-9531 or email andrea.r.wagner@usace.army.mil to arrange for a tour of the park(s) or an explanation of the job responsibilities and requirements. 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. View the webpage at: <http://www.sam.usace.army.mil/Missions/CivilWorks/Recreation/LakeSidneyLanier.aspx>

DAY-USE PARK SPECIFIC PARK ATTENDANT CONTRACTORS

PERFORMANCE SCHEDULE AND CONTRACTOR HOURS:

PAC's are generally scheduled on a Friday, Saturday, Sunday shift and holidays as indicated on attached calendar. PAC's are scheduled the following hours: Gatehouse operation for all parks except Little Hall: 8:00 a.m. – 7:00 p.m.; 11 hours. Little Hall's hours of operation are 6 a.m.—6 p.m.; 12 hours. Please see specific park descriptions for days of performance.

CONTRACTOR ORIENTATION:

PAC orientation and cash register instruction will be held at the Lanier Project Management Office from 9:00 a.m. until 4:00 p.m. A confirmed schedule for orientation instruction will be sent by mail.

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

CUSTOMER ASSISTANCE AND PUBLIC INTERACTION:

Park inspections. PAC will inspect park on weekends and holidays to assist rangers in counting available parking spaces.

Closing / opening gates and facilities.

1. PACs may be required to open park gates. Parks that require opening gates are West Bank, Buford Dam Park, and Lanier Park. The PAC is not required to close the gates; park rangers close the parks at 10:00 p.m.
2. PAC will 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. PAC will inspect and restock Loaner Lifejacket Stations located on beaches or sign-out lifejackets from gatehouse supply.

ADDITIONAL INFORMATION:

All bidders should contact Christie Pinson at (770) 945-9531 or christie.a.pinson@usace.army.mil to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. 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. View the website at <http://www.sam.usace.army.mil/Missions/CivilWorks/Recreation/LakeSidneyLanier.aspx>