

Okatibbee Lake Project 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.

Hours of Work: Both Park Attendant Contractors "A" and "B" will work a four day shift, four days on and four days off and will work all the federal holidays that will fall within their normal shift. Twenty-four hour shifts begin at 6 a.m. each morning and end at 6 a.m. the following morning. During the contract period, park attendant contractors will operate the gatehouse control station for sixteen (16) hours each day from 6:00 a.m. to 10:00 p.m. Park attendant contractors must be available eight hours in the park each day/night when off duty.

Orientation: Park Attendant schedule "A" & "B" will be required to attend an eight (8) hour orientation/training session scheduled on one of the first three days of the park attendants shift. Training will take place at the campground gate house. This orientation will be considered a work day.

Park Inspections: Park Attendant Schedule "A" & "B" are required to furnish sufficient transportation to make inspections of the entire campground. Such inspections shall be made at a minimum of once every four hours while the campground is open. Total mileage for one inspection tour is approximately three miles. Park Attendant will be required to inspect the entire campground and inside and outside of rest room 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. Inspections shall be performed once in the morning between 7:00 AM to 10:00 A.M., the afternoon between 12:00 noon to 3:00 P.M. and in the evening between 5:00 P.M. to 8:00 P.M. Each inspection shall be at four hour intervals from the time of first inspection. Beach rescue equipment will be placed on beaches daily and inspected on a regular basis to insure availability.

Opening and Closing Facilities: Gate Attendant Schedule "A" and "B" Required to unlock and open gate to campground each morning at 6:00 AM and close and lock campground gate each night at 10:00 PM on duty days. Additionally, contractor will be **required** to open the entrance gate for those leaving after 10:00 PM for reasons as discussed at orientation and emergencies. Gate attendant will also be required to close & lock gate and rest room facilities in day use areas around the project on scheduled work days, schedule of opening and closings will be provided upon arrival. Closing will be between 6:00 PM & 8:00PM depending on time of year as directed by the Project Manager. The Parks include Collinsville Day Use Area; two gates, two rest rooms, West Bank Park; one rest room, Tailrace Park; one gate; Pine Springs Park; one gate and one restroom. Contractor will furnish transportation to close these facilities and gates at no additional cost to the government. Round trip mileage to secure these areas is approximately twenty-five (25) miles.

Park Attendant Contractor Living Area: Park attendant contractors are limited to erecting only one tent or gazebo at their site. The tent or gazebo should be less than 200 sq ft in size. Park attendant contractors shall not install any permanent structures at the living area.

Campground Wash House/Shower/Rest room Facility: Will be required to be cleaned by Gate Attendant Schedule "A" & "B" on their designated duty days as per the following specifications and standards. Inspections and required cleaning of rest room building shall be performed once in the morning between 7:00 AM to 10:00A.M., in the afternoon between 12:00 noon to 3:00P.M., and in the evening between 5:00PM to 8:00P.M. Each inspection shall be at four hour intervals from time of first inspection. Cleaning will be performed by Gate Attendant Schedule "A" & "B" at the above times when the building does not meet the performance indicators (P.I.) listed below. Building must meet the standards of the listed performance indicators after such cleaning. **COMMERCIAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 IS REQUIRED.**

1. Outside of building, including but not limited to eaves, walls, entrance way, windows, louvers, screens, doors and benches:

*(P.I.) - Shall be free of all insects, insect nests, mud, human waste, graffiti, or any other substance not part of the building. Any substance that cannot be removed by scrubbing shall be reported to a designated Corps employee.

2. Drinking fountain:

*(P.I.) - Shall be free of all foreign substances including but not limited to dirt, sand, paper, mud, and leaves. Drains shall be free from minor clogs. Major plumbing problems shall be reported to the designated Corps Employee.

3. Sidewalks:

*(P.I.) - Shall be free of all debris including but not limited to mud, dirt, sand, leaves, or human waste.

4. Grounds (cigarette butt can, grass area around building and parking lot).

*(P.I.) - Shall be free of all trash and litter including but not limited to paper, glass, cigarettes and plastic.

5. Building proper (Odors):

*(P.I.) - Shall be free from all unpleasant odors resulting from human waste or decaying matter. Only neutral odors or odors originating from disinfectants shall be present in or around the building.

6. Floors:

*(P.I.) - Shall be free of all foreign substances including but not limited to dirt, mud, human waste, litter, mold, mildew, and stains. Floors shall be left in a dry or damp (not wet) condition after cleaning. There shall be no standing water on the floors except during the cleaning process.

7. Walls, ceilings, doors, partitions, doorways, windows, skylights, louvers and screens:

*(P.I.) - Shall be free of all foreign substances including but not limited to insects, insect nests, stains, dirt, dust, mud, human waste, and graffiti. Any substance that cannot be removed by scrubbing shall be reported to a Corps employee.

8. Toilet and urinal fixtures including seats, grab bar, and other associated features. Lavatories, sinks, and shower stalls:

*(P.I.) - Shall be free of all foreign substances including but not limited to stains, soap scum, dirt, paper, cigarette filters, litter, mold, mildew, human waste, graffiti. Toilet seats shall be dry after cleaning. All toilets and urinals shall contain active deodorizer. Drains shall be free of minor clogs. Major plumbing problems and substances that cannot be removed by scrubbing shall be reported to a designated Corps employee.

9. Interior trash receptacles and sanitary napkin disposal receptacles:

*(P.I.) - Shall be completely emptied and free of any odor producing substance.

10. Soap dispensers:

*(P.I.) - Shall be full of liquid soap and free from dirt and soap deposits and in clean condition.

11. Tissue paper and paper towel dispensers:

*(P.I.) - Shall be filled with enough supplies to last until next scheduled cleaning.

12. Mirrors:

*(P.I.) - Shall be free of all foreign substances including but not limited to streaks, smudges, dirt, grease, and graffiti.

13. Chase and storage area:

*(P.I.) - Shall be kept in the same condition as the rest of the building. Materials and supplies shall be kept in neat and organized manner.

Government furnished Equipment and Supplies: Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hook-up and telephone jack. Other items included are as follows: Gate house, log books, computer, ORMS Field Managers Users Guide, Twiltley Branch Gatehouse Park Attendant Manual, permit books, passes, an assortment of brochures and office supplies. A cellular phone will be provided for communication with Corps employees and local Law Enforcement. The Government will also furnish supplies to clean gate house and camper bath house, paper products, trash bags and vacuum cleaner. Storage of most cleaning supplies will be at storage facilities at gate house.

Special Requirements: General liability insurance in the amount of **\$1,000,000.00** is required.

Additional Information: All bidders should contact **Scott Payne at the Okatibbee Lake Project Management Office, at 601.626.8431 to arrange for a tour of the park(s) and an explanation of required duties and responsibilities.** Prospective contractors are strongly encouraged to visit the area they are interested in operating before submitting a bid.