

**Woodruff-Seminole Site Office
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 (4) 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 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period park attendant contractors will operate the gatehouse control station for fifteen (15) hours each day from 7:00 a.m. until 10:00 p.m.

Orientation: Park attendant contractors are required to attend all orientation sessions, beginning at 9:00 a.m. each day, at the Resource Management Office. These meetings will conclude by 4:00 p.m. each day. Park attendants will be paid their normal daily rate for attendance.

Park Inspections: Attendants will conduct an inspection of the park at least three times each day while on duty. Inspections are to be done mid morning, near check out time, and late evening. Please know inspections may be more depending on the particular issues that may require increased surveillance.

Opening and Closing Facilities: The park attendant on duty will be required to open the campground each morning at 7:00 a.m., close and lock the entrance gates at 10:00 p.m. each night while on duty. Law enforcement personnel and/or project management staff should be contacted for situations beyond attendant’s control from 10:00 p.m. until 7:00 a.m. Park attendant contractors are also required to open gates to allow campers to leave for emergencies without questioning outside gatehouse operation hours.

Park Attendant Contractor Living Area: Park attendant contractors are limited to erecting only one tent at their site. The tent should be less than 200 sq ft in size. Park attendant contractors should not install any plants that will live longer than one season.

Additional Information: All bidders should contact Park Ranger Ranell Franklin at the Woodruff-Seminole Site Office, at 229-662-2001 for further details on required duties and responsibilities. Prospective contractors are strongly encouraged to visit the area they are interested in operating before submitting a bid.