

## **WALTER F. GEORGE LAKE 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 Contractor (PAC). 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 for fifteen (15) hours each day from 7:00 a.m. until 10:00 p.m. Park attendant contractors must be available nine (9) hours in the park each day/night when off duty. Winter contract hours may be reduced.

**Orientation:** PAC Teams are required to attend all orientation sessions, beginning at 9:00 a.m. each day, at the Walter F. George Lake, Natural Resource Management Office, 427 Eufaula Road, Fort Gaines, GA 39851. These meetings will conclude by 4:00 p.m. each day. Park attendants will be paid their normal daily rate for attendance.

**Park Inspections:** PAC Teams Performance Schedule “A” & “B” will be required to furnish sufficient transportation to make inspections of the entire campground. A minimum of 5 patrols through the park must be made daily. Once in the morning, three during the day approximately 3 or 4 hours apart and one after locking the gate. One attendant must remain at the gatehouse while the other patrols the campground.

**Opening and Closing Facilities:** PAC Teams may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately four (4) miles. PAC Teams will be required to inspect the entire campground and inside and outside of restroom 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 immediately. PAC Teams are required to unlock and open gate to campground each morning at 7:00 AM and close and lock campground gate each night at 10:00 PM on scheduled performance days and contact law enforcement personnel or project management personnel for situations beyond attendant’s control from 10:00 p.m. until 7:00 a.m. **WITHOUT EXCEPTION, PAC Teams will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC TEAMS will also immediately open gates to allow emergency vehicles access to the park and customers.**

**DRESS CODE OR UNIFORM POLICY:** PAC Teams are required to wear a white collared shirt (long or short sleeve) without logos, solid color slacks, or walking shorts. (No sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean.

### **Additional Contractor-Furnished Equipment/Supplies:**

- A.** Gardening tools for the small planter area at the gatehouse are generally not necessary, but, if needed, will be furnished by the contractor.
  
- B.** All maintenance supplies and equipment needed to maintain park attendant contractor’s campsite in a neat, clean, and sanitary condition are to be supplied by the contractor.

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

**Additional Government-Furnished Equipment/Supplies:**

A. Local telephone service for park attendant use will be provided through the campground's business line. Long distance telephone calls must be authorized by project management personnel and recorded as directed, except in official emergency situations.

B. Garden hose and sprinkler to maintain gate house and immediate area around building.

C. Adding machine or other calculating equipment or materials as needed to provide accurate counting of funds.

D. A telephone for use inside camper trailer or motor home.

**Additional Information: All bidders should contact Park Ranger Joyce Sellers at the Walter F. George Lake, Natural Resource Management Office, at 229-768-2516 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.