

Alabama River Lakes

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.

SCHEDULED PERFORMANCE HOURS: PACs are generally scheduled on a four (4) day rotation.

Prairie Creek and Gunter Hill Gatehouse operation:

Friday – Sunday 7:00 a.m.-10:00 p.m.

Monday –Thursday 7:00 a.m.-8:00 p.m.

Memorial Day, Independence Day, Labor Day and Halloween 7:00 a.m.-10:00 p.m.

Gatehouse Hours may be adjusted as needed by the Contracting Officer's Representative (COR).

Chilatchee, Millers Ferry and Isaac Creek Gatehouse operation:

Friday – Saturday 7:00 a.m.-10:00 p.m.

Sunday –Thursday 7:00 a.m.-8:00 p.m.

Memorial Day weekend, Independence Day, Labor Day weekend and Halloween 7:00 a.m.-10:00 p.m.

Gatehouse Hours may be adjusted as needed by the Contracting Officer's Representative (COR).

During the contract period, contractors will operate the gatehouse in accordance with above operation schedule. At least one 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. 24-hour shifts begin at 7 a.m. each morning and end at 7 a.m. the following morning.

ORIENTATION: All PACs are required to attend orientation at the Alabama River Lakes Site Office.

The orientation sessions will be considered performance days. At the conclusion of orientation, both members of the PAC team will be required to pass a test and show proficiency in utilizing the Outdoor Recreation Management Suite Software.

NOTE: The number of orientation days may decrease according to the PAC's knowledge and experience with the ORMS program.

APPROVED USER FEE COLLECTION & PROCESSING: PACs will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as ORMS (Outdoor Recreation Management System) to register campers and visitors and collect user fees. An orientation session will be provided; however, **computer literacy is required for all team members.** PACs will be required to purchase cashier's checks or money orders no less than once per 4-day performance and at any time cash on hand exceeds \$5,000. PACs will be responsible for preparing associated paperwork as required. Detailed procedures will be provided at orientation. PACs will submit deposits using certified mail. The PACs will be responsible for the cost of the cashier's checks or money orders, envelopes, and transportation to and from the Post Office. Some PACs may be required to process day use shelter reservations.

PACs will provide \$50 in personal funds to make change.

PARK INSPECTIONS: PACs shall inspect the campground area a minimum of four (4) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. As a minimum, checks should be made of the area immediately after opening gates, at least once during mid-day, mid-afternoon and prior to official quiet hours. Additional patrols should be made during high activity periods.

Note:

-Millers Ferry PACs are responsible for hanging reserved signs and turning on the power at the group shelters at Bridgeport Beach (only if volunteers are not available), Training Dike and East Bank Beach.

-Chilatchee PACs are responsible for hanging reserved signs and turning on the power at the group shelter at Gees Bend Park.

-Isaac Creek PACs are responsible for hanging reserved signs and turning on the power at the group shelters in the day use area.

CLOSING /OPENING GATES AND FACILITIES: The PACs shall open the gate at 7:00 a.m. and close the gate at 10:00 p.m. each evening, or at such other times as may be designated by the COR; and maintain quiet hours from 10:00 p.m. until 7:00 a.m. Campers shall be advised of quiet hours as they enter the park and any violations shall be reported to a ranger as soon as possible. Between 10:00pm and 7:00am: (1) Allow campers to exit park area in cases of emergency, regardless of hour. (2) Visitors will not be allowed into campground except in cases of emergency.

ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: The PACs will be required to furnish a land-line telephone for use inside camper trailer or motor home.

ADDITIONAL INFORMATION: All bidders should contact Kelli Little at (334) 872-9554 or Jamie Morgan at (334) 682-4244 to arrange for a tour of the park(s) and explanation of the contractual responsibilities and requirements. Prospective contractors 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 required contractual responsibilities.