

**Carters Lake, GA
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: Woodring Branch, Doll Mountain, and Harris Branch, park attendant contractors (A & B) duties will generally include four day rotating shifts (four days on and four days off) and will include all federal holidays that fall within their shift. Twenty-four hour shifts begin at 9 a.m. each morning and end at 9 a.m. the following morning. During the contract period, Doll Mountain and Woodring Branch park attendant contractors will operate the gatehouse each day from 9:00 a.m. until 10:00 p.m. Harris Branch Park will operate the gatehouse from 9 a.m. until 9 p.m. Park attendant contractors must be available and present in the park at all times during their four day shift.

Duty Schedule for Doll Mountain and Woodring Branch

Schedule A; April 4 – October 27, 2017

Schedule B; March 29 – October 29, 2017

Duty Schedule for Harris Branch

Schedule A; May 4 – September 4, 2017

Schedule B; May 4 – August 31, 2017

Duty Schedules for Damsite Park:

April 6– September 5, 2017

- a) Complete two weekly fee box collections (Monday and Friday). Collect and count money from nine fee boxes on Monday mornings from April 7, 2017 thru September 5, 2017. Fee box locations include Woodring Branch (3), Damsite Park (2), Doll Mountain (2), Northbank (1) and Ridgeway (1). Monday collection will be moved to Tuesday on Holiday weekends (3), see scheduled dates below.
- b) Collect and count money from five fee boxes located in Damsite (2), Northbank (1) and Doll Mountain (2) on Friday mornings during the time periods April 7, 2017 thru September 1, 2017.
- c) Staff Damsite gatehouse from April 7 - September 4, 2017
Damsite Gatehouse Hours:
 - Friday: 3:00 p.m. until 7:45 p.m.
 - Saturday: 9:00 a.m. until 6:00 p.m.
 - Sunday: 9:00 a.m. until 6:00 p.m.
 - Holidays (3) 9:00 a.m. until 6:00 p.m.
- d) Staff Damsite gatehouse on holiday weekends
 - Monday May 29
 - Monday July 3
 - Monday September 4
- e) Fee box pickup (9) holiday weekends
 - Tuesday May 30
 - Tuesday July 4
 - Tuesday September 5
- f) Lock Northbank gate at 8:00 p.m. on Friday evenings.

Orientation: All park attendant contractors are required to attend a scheduled orientation session(s), beginning at 9:00 a.m. each day. Orientation session(s) will be held in the gatehouse and/or at the Project Management Office. These meetings will conclude by 4:00 p.m. each day. Park attendants will be paid their normal daily rate for attendance. Orientation dates can be found on schedules for each park.

Fee Collection, Accounting, and Processing: Park attendant contractors will be required to convert all cash collected into cashier's checks or money orders after each shift or at any time cash on hand exceeds \$1,000.00.

Park attendant contractors at Doll Mountain and Woodring Branch will be responsible for an end of shift submittal of fees collected to the National Recreation Reservation Service (NRRS) lockbox in accordance with standard operating procedure.

Park attendant contractors at Harris Branch and Damsite Park will be required to use a cash register and credit card machine to account for fees collected. Park attendant contractors will be responsible for a weekly submittal of fees collected to the Project Management Office in accordance with standard operating procedure.

The Damsite park attendant contractor will be responsible for removing locked fee boxes from self-deposit fee vaults and restocking envelopes in accordance with work schedule. The park attendant contractor will remove a locked moneybox from assigned vaults, return to the Project Management Office and count money. Security requirements mandate that both park attendant contractors be present when vaults are accessed and money is transported. Prior to beginning fee vault collection duties, the park attendant contractor will pick up picnic shelter reservations at the Project Management Office and post reservations at group picnic shelters located near fee vaults.

Park Inspections: Park attendant contractors at Doll Mountain and Woodring Branch will be required to make two daily inspection tours of the campground and one inspection of the adjacent day use area. Daily inspection tours of the entire park will be performed after opening the campground gate at 9:00 a.m. The final inspection of the campground will be performed at approximately 7:45 p.m. Park attendant contractors at Harris Branch and Damsite will be required to make two daily inspection tours of the entire park. Daily inspection tours will be performed prior to opening the gatehouse, during the middle of the shift, and at the end of the shift. Contractors are responsible for providing transportation for performing inspections.

Opening and Closing Facilities: Park attendant contractors at Doll Mountain and Woodring Branch will be required to unlock and open the park entrance gate at 9:00 a.m. and close and lock the entrance gate at 10:00 p.m. daily while on duty. Park attendant contractors will be required to activate an electronic gate at 10:00 p.m., which allows campers to depart the campground after 10:00 p.m. Park attendant contractors will allow campers to depart the park at any time for any reason. Park attendant contractors at Harris Branch Park will unlock and open the park entrance gates at 9:00 a.m. At 7:45 p.m., the park attendant contractor will proceed to the beach area and announce to persons still present that the beach area will be closing at 8:00 p.m. After all beach users have departed, the contractor will lock the beach entrance gate (8:00 p.m.) and park entrance gate (9:00 p.m.). Both the beach entry gate and main park gates at Harris Branch may be locked at 8:00 pm if no campers are present.

In accordance with duty schedule the Damsite park attendant contractors will proceed to Northbank Park 15 minutes prior to closing and announce to persons still present that the park will be closing. After all day use visitors have departed, the park attendant contractor will return to the entrance and lock the entrance gate.

Park Attendant Contractor Site: Attendants will be required to keep sites neat, clean and orderly at all times. PAC's must obtain permission from the Operations Project Management Office prior to installing any

permanent equipment, signs, plants or modifying the site in any way. Sites should have the appearance of a public facility.

Additional Contractor-Furnished Equipment/Supplies:

- A. Contractor will provide personal funds to make change. Change funds will be maintained in accordance with standard operating procedure for fee collection.

Additional Government-Furnished Equipment/Supplies:

- A. The Government will furnish a campsite for a self-contained trailer/motor home with electricity, water, sewer, and telephone jack. The park attendant contractor shall move onto the site location a minimum of two days but not more than seven days prior to the start of the contract. The park attendant contractor will notify the Project Management Office at least one week in advance and give the time and date of their planned arrival at Carters Lake. The park attendant contractor shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

Life Jacket Loaner Program: Park attendant contractors will be required to operate the Life Jacket Loaner Program at their location. The Life Jacket Loaner Program will require the contractors, through established procedure, to issue life jackets to interested visitors, to check-in life jackets when they are returned and to keep an inventory of life jackets.

Additional Information: All bidders should contact Park Ranger Paul Molla at the Carters Lake Project Management Office, at 706-334-2248 to arrange for a tour of the park(s) and an explanation of required duties and responsibilities. Email questions can be directed to:

paul.a.molla@usace.army.mil Prospective contractors are strongly encouraged to visit the area they are interested in operating before submitting a bid. Informational work schedules are available from the Carters Lake Project Management Office.