

**MOBILE DISTRICT, U.S. ARMY CORPS OF ENGINEERS**  
**GENERAL PERFORMANCE SPECIFICATIONS**  
**FOR**  
**PARK ATTENDANT CONTRACTORS SERVICES**

**I. AVAILABLE POSITIONS & PARK DESCRIPTIONS**

A. ALABAMA RIVER LAKES

1. CHILATCHEE CREEK CAMPGROUND, DANNELLY LAKE
2. GUNTER HILL CAMPGROUND, R.E. "BOB" WOODRUFF LAKE
3. ISAAC CREEK CAMPGROUND, CLAIBORNE LAKE
4. MILLERS FERRY CAMPGROUND, DANNELLY LAKE
5. PRAIRIE CREEK CAMPGROUND, R.E. "BOB" WOODRUFF LAKE

B. ALLATOONA LAKE

1. BLOCKHOUSE #2 BOAT RAMP
2. CLARK CREEK NORTH CAMPGROUND
3. GALT'S DAY USE AREA AND RAMP
4. MCCASKEY CREEK CAMPGROUND
5. MCKINNEY CAMPGROUND
6. OLD HIGHWAY 41 #1 RAMP AND DAY USE AREA
7. OLD HIGHWAY 41 #3 CAMPGROUND
8. PAYNE CAMPGROUND & BOAT RAMP
9. SWEETWATER CREEK CAMPGROUND
10. SWEETWATER CREEK DAY USE AREA
11. UPPER STAMP CREEK CAMPGROUND
12. VICTORIA CAMPGROUND
13. VICTORIA RAMP & DAY USE AREA

C. BLACK WARRIOR & TOMBIGBEE

1. BURCHFIELD BRANCH PARK
2. DEERLICK CREEK CAMPGROUND
3. ROCKY BRANCH PARK

D. BUFORD DAM/LAKE SIDNEY LANIER

1. BALD RIDGE CAMPGROUND
2. BUFORD DAM PARK
3. DUCKETT MILL CAMPGROUND
4. LANIER PARK DAY USE AREA
5. LITTLE HALL DAY USE
6. OLD FEDERAL CAMPGROUND
7. OLD FEDERAL DAY USE AREA
8. SAWNEE CAMPGROUND
9. VAN PUGH NORTH DAY USE
10. VAN PUGH SOUTH CAMPGROUND

- 11. WEST BANK PARK DAY USE
  
- E. CARTERS LAKE
  - 1. DAMSITE PARK
  - 2. DOLL MOUNTAIN CAMPGROUND
  - 3. HARRIS BRANCH PARK
  - 4. WOODRING BRANCH CAMPGROUND
  
- F. LAKE SEMINOLE
  - 1. EASTBANK CAMPGROUND
  - 2. HALES LANDING CAMPGROUND
  
- G. OKATIBBEE LAKE
  - 1. TWILTLEY BRANCH CAMPGROUND
  
- H. TENNESSEE TOMBIGBEE WATERWAY
  - 1. BLUE BLUFF CAMPGROUND
  - 2. DEWAYNE HAYES CAMPGROUND
  - 3. DEWAYNE HAYES DAY USE AREA
  - 4. OLD BRIDGE BEACH, BAY SPRINGS
  - 5. PICKENSVILLE CAMPGROUND
  - 6. PINEY GROVE BEACH, BAY SPRINGS
  - 7. PINEY GROVE CAMPGROUND, BAY SPRINGS
  - 8. TOWN CREEK CAMPGROUND
  - 9. WHITTEN CAMPGROUND, BAY SPRINGS
  
- I. WALTER F. GEORGE
  - 1. BLUFF CREEK CAMPGROUND
  - 2. COTTON HILL CAMPGROUND
  - 3. HARDRIDGE CREEK CAMPGROUND
  - 4. HARDRIDGE CREEK DAY USE PARK
  - 5. HIGHLAND PARK DAY USE
  - 6. WHITE OAK CREEK CAMPGROUND
  
- J. WEST POINT LAKE
  - 1. AMITY CAMPGROUND
  - 2. HOLIDAY CAMPGROUND
  - 3. R. SHAEFER HEARD CAMPGROUND
  - 4. WHITETAIL RIDGE CAMPGROUND

**II. GENERAL INFORMATION**

- A. CONTRACTING OFFICER & CONTRACTING OFFICER'S REPRESENTATIVE
- B. PERFORMANCE SCHEDULE & CONTRACTOR HOURS
- C. CONTRACTOR ORIENTATION
- D. PETS

**III. GENERAL RESPONSIBILITIES**

- A. CUSTOMER ASSISTANCE & PUBLIC INTERACTION
- B. FEE COLLECTION, ACCOUNTING & PROCESSING
- C. CLEANING & MAINTENANCE
- D. LIVING AREA
- E. SECURITY OF PERSONAL PROPERTY
- F. LOST & FOUND
- G. COOPERATION WITH OTHERS

**IV. CONTRACTOR-FURNISHED EQUIPMENT & PROVISIONS**

- A. TEMPORARY LIVING QUARTERS
- B. CONTRACTOR TRANSPORTATION
- C. CONTRACTOR APPEARANCE
- D. INSURANCE
- E. CHANGE FUND
- F. OTHER REQUIRED EQUIPMENT/SUPPLIES

**V. GOVERNMENT-FURNISHED EQUIPMENT & PROVISIONS**

- A. CONTRACTOR SITE
- B. GATEHOUSE/ENTRANCE STATION
- C. COMMUNICATION EQUIPMENT
- D. GATEHOUSE SUPPLIES, FORMS & BROCHURES
- E. CONTRACTOR IDENTIFICATION
- F. KEYS
- G. CLEANING SUPPLIES

**VI. PAYMENT FOR PERFORMANCE**

- A. INVOICES
- B. NON-PERFORMANCE
- C. FINAL CONTRACT PAYMENTS

**VII. CONTRACTOR PERFORMANCE & EVALUATION**

- A. PERFORMANCE EVALUATION
- B. CONTRACTOR DEFICIENCIES
- C. TERMINATION

**VIII. ADDITIONAL REQUIREMENTS & INFORMATION**

- A. SYSTEM FOR AWARD MANAGEMENT (SAM)
- B. REPRESENTATIONS & CERTIFICATIONS
- C. BONDS

D. BACKGROUND CHECKS

**IX. ANTITERRORISM AND OPERATIONS SECURITY (AT/OPSEC) REQUIREMENTS**

A. ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES

B. PRE-SCREEN CANDIDATES USING E-VERIFY PROGRAM

**EXHIBIT 1 - SMALL BUSINESS INVOICE**

**EXHIBIT 2 - CONTRACTOR PERFORMANCE EVALUATION**

**I. AVAILABLE POSITIONS & PARK DESCRIPTIONS**

Park Attendant positions within the Mobile District may consist of two teams performing on a rotating days on/days off schedule or a single team working a specific numbers of days per week. Each team will consist of two persons. Some positions require a two-year commitment. Please read the entire description prior to bidding.

Descriptions of local policies are not included in this solicitation but can be found on the on-line solicitation page or can be obtained by contacting the appropriate project representative.

**A. ALABAMA RIVER LAKES**

**1. CHILATCHEE CREEK CAMPGROUND, DANNELLY LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 28 Feb – 30 Oct 17</b> <b>Orientation &amp; Training Dates: 28 Feb 17</b> <b>Total Number of Performance Days: 125</b>	<b>Schedule “B”</b> <b>Contract Dates: 28 Feb – 31 Oct 17</b> <b>Orientation &amp; Training Dates: 28 Feb 17</b> <b>Total Number of Performance Days: 122</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Chilatchee Creek Campground is located on William “Bill” Dannelly Reservoir, Alabama River Lakes, approximately 9 miles east of Alberta, Alabama, off Alabama State Highway 5 and Wilcox County Road 29. Chilatchee Creek contains 47 Class A campsites with water and electrical hookups and six Class “C” primitive campsites. Chilatchee Creek contains restrooms, shower facilities, a sanitary dump station, two group shelters and a fish cleaning station. There is a two lane boat ramp located outside the campground. There are approximately three miles of paved road in the routine patrol area. PACs will submit bills for collections, cashier’s checks, and camper’s personal checks 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. The approximate round-trip mileage from Chilatchee Creek Campground to Catherine Post Office is 34 miles. The approximate round-trip mileage from Chilatchee Creek Campground to Gees Bend Park is 18 miles (Gees Bend shelter is reserved no more than 5 times during contract period).

**2. GUNTER HILL CAMPGROUND, R.E. “BOB” WOODRUFF LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 28 Feb 17 – 27 Feb 18</b> <b>Orientation &amp; Training Dates: 28 Feb 17</b> <b>Total Number of Performance Days: 185</b>	<b>Schedule “B”</b> <b>Contract Dates: 28 Feb 17 – 23 Feb 18</b> <b>Orientation &amp; Training Dates: 28 Feb 17</b> <b>Total Number of Performance Days: 181</b>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Gunter Hill Campground is located on R. E. “Bob” Woodruff Lake, Alabama River Lakes, approximately 5 miles west of downtown Montgomery, Alabama, off U. S. Highway 80

and County Road 7. Gunter Hill contains 142 Class A campsites with water and electrical hookups. The campground is divided into two sections: Antioch and Catoma Loops. Catoma Loop has 75 sites with full hook-ups. Both sections have restrooms, laundry and shower facilities, playground, all-purpose court and group shelter. Each section has a sanitary dump station. A two-lane boat ramp is also provided in Antioch Loop. A tour of the park is approximately 3 miles. 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. The approximate round-trip mileage from Gunter Hill Campground to Montgomery is 20 miles.

**3. ISAAC CREEK CAMPGROUND, CLAIBORNE LAKE**

<p><b>Schedule "A"</b>  <b>Contract Dates: 28 Feb – 30 Oct 17</b>  <b>Orientation &amp; Training Dates: 28 Feb 17</b>  <b>Total Number of Performance Days: 125</b></p>	<p><b>Schedule "B"</b>  <b>Contract Dates: 28 Feb – 31 Oct 17</b>  <b>Orientation &amp; Training Dates: 28 Feb 17</b>  <b>Total Number of Performance Days: 122</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Isaac Creek Campground is located on Claiborne Lake, Alabama River Lakes, approximately 20 miles northwest of Monroeville, Alabama, off Alabama State Highway 41 and Monroe County Road 17. Isaac Creek contains 60 Class A campsites with water and electrical hookups. Isaac Creek also contains restrooms, shower facilities, and a sanitary dump station. The Day Use Area includes boat ramps, playgrounds, 3 group shelters and a fish cleaning station with restrooms. There are approximately three miles of paved road in the routine patrol area. 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. The approximate round-trip mileage from Isaac Creek Campground to Franklin Post Office is 30 miles.

**4. MILLERS FERRY CAMPGROUND, DANNELLY LAKE**

<p><b>Schedule "A"</b>  <b>Contract Dates: 28 Feb – 30 Oct 17</b>  <b>Orientation &amp; Training Dates: 28 Feb 17</b>  <b>Total Number of Performance Days: 125</b></p>	<p><b>Schedule "B"</b>  <b>Contract Dates: 28 Feb – 31 Oct 17</b>  <b>Orientation &amp; Training Dates: 28 Feb 17</b>  <b>Total Number of Performance Days: 122</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Millers Ferry Campground is located on William "Bill" Dannelly Reservoir, Alabama River Lakes, approximately 11 miles west of Camden, Alabama, off Alabama State Highway 28. Millers Ferry contains 66 Class A campsites with water and electrical hookups and nine Class "C" primitive campsites. Millers Ferry Campground contains restrooms, shower facilities, a two lane boat ramp, a sanitary dump station, playground, multipurpose court, and a group shelter. There are two Day Use facilities located adjacent to the campground. East Bank Beach contains a swimming beach, playground, and two group shelters. Training Dike Park contains one group

shelter, a playground, and a waterborne toilet. There are approximately three miles of paved road in the routine patrol area. Approximate round trip mileage to Bridgeport Beach is 20 miles (Bridgeport Beach shelter is reserved no more than 5 times during contract period). 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. The approximate round-trip mileage from Millers Ferry Campground to Camden is 18 miles.

**5. PRAIRIE CREEK CAMPGROUND, R.E. "BOB" WOODRUFF LAKE**

<p><b>Schedule "A"</b>  <b>Contract Dates: 28 Feb – 30 Oct 17</b>  <b>Orientation &amp; Training Dates: 28 Feb 17</b>  <b>Total Number of Performance Days: 125</b></p>	<p><b>Schedule "B"</b>  <b>Contract Dates: 28 Feb – 31 Oct 17</b>  <b>Orientation &amp; Training Dates: 28 Feb 17</b>  <b>Total Number of Performance Days: 122</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Prairie Creek Park is located on R. E. "Bob" Woodruff Lake, Alabama River Lakes, approximately 20 miles east of Selma, Alabama, off U. S. Highway 80 and Lowndes County Roads 23 and 40. Prairie Creek Park consists of 308 acres of which 100 acres have been developed for recreational use. The park contains 55 Class A campsites with water and electrical hookups, 7 ten campsites with water and electrical hookups, a group shelter and a fish cleaning station. It also contains 3 restrooms and shower facilities, 2 playgrounds, multipurpose court, sanitary dump station and a two-lane boat ramp. A gatehouse is located at the entrance to the park. There is approximately three miles of paved road in the routine patrol area. PACs will submit deposits using certified mail. The approximate round-trip mileage from Prairie Creek Campground to the Lowndesboro Post Office is 30 miles. 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. The Post Office will only issue money orders up to \$700.00 per order, a limit of 3 money orders per day.

**B. ALLATOONA LAKE**

**1. BLOCKHOUSE #2 BOAT RAMP**

<p><b>Contract Dates: 14 Mar – 05 Sep 17</b>  <b>Orientation &amp; Training Dates: 14-15 Mar</b>  <b>Total Number of Performance Days: 94</b></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------

Blockhouse Boat Ramp is located approximately three miles from Acworth, Georgia and is adjacent to an I-75 overpass. It has 85 boat trailer parking spaces, 16 car parking spaces, one launching ramp with 3 lanes, and a restroom. Total mileage for an inspection tour is approximately 0.8 mile. Approximate round-trip mileage to bank from this park is 30 miles.

**2. CLARK CREEK NORTH CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 04 May – 06 Sep 17</b> <b>Orientation &amp; Training Dates: 04-10 May</b> <b>Total Number of Performance Days: 67</b>	<b>Schedule “B”</b> <b>Contract Dates: 04 May – 06 Sep 17</b> <b>Orientation &amp; Training Dates: 04-10 May</b> <b>Total Number of Performance Days: 62</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Clark Creek North Campground has 24 campsites and is located approximately five miles from Acworth, Georgia. All sites have water and 50 amp electricity. Other amenities include: two group shelters (not open to the public-for campers use only), sanitary dump station, restroom with showers, washer, and dryer. The total mileage for an inspection tour is approximately one mile. Approximate round-trip mileage to the Post Office from this park is **12** miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**3. GALT’S DAY USE AREA & RAMP**

<b>Schedule “A”</b> <b>Contract Dates: 14 Mar - 05 Sep 17</b> <b>Orientation &amp; Training Dates: 14-15 Mar</b> <b>Total Number of Performance Days: 80</b>	<b>Schedule “B”</b> <b>Contract Dates: 14 Mar – 07 Aug 17</b> <b>Orientation &amp; Training Dates: 14-15 Mar</b> <b>Total Number of Performance Days: 73</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Galt’s Day Use Area & Ramp is located approximately seven miles from Acworth, Georgia. It has 144 single parking spaces, 50 boat trailer parking spaces, beach, three launching ramps, group shelter, playground and restroom. Total mileage for an inspection tour is approximately **1** mile. Approximate round-trip mileage to bank from Galt’s Day Use & Ramp is **30** miles. Attendants are not allowed to have pets in this area.

**4. MCKASKEY CREEK CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 16 Mar – 06 Sep 17</b> <b>Orientation &amp; Training Dates: 16-22 Mar</b> <b>Total Number of Performance Days: 90</b>	<b>Schedule “B”</b> <b>Contract Dates: 16 Mar – 06 Sep 17</b> <b>Orientation &amp; Training Dates: 16-22 Mar</b> <b>Total Number of Performance Days: 88</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

McKaskey Creek Campground has 51 campsites and is located approximately seven miles from Cartersville, Georgia. Thirty-two of the sites have water and 50 amp electricity. Other amenities include: sanitary dump station, beach, launching ramp, courtesy dock, playground, restroom with showers, washer and dryer. The total mileage for an inspection tour is approximately **1.2** miles. Approximate roundtrip mileage to the Post Office from this park is **11**

miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**5. MCKINNEY CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 09 Mar – 03 Oct 17</b> <b>Orientation &amp; Training Dates: 09-15 Mar</b> <b>Total Number of Performance Days: 107</b>	<b>Schedule “B”</b> <b>Contract Dates: 09 Mar – 03 Oct 17</b> <b>Orientation &amp; Training Dates: 09-15 Mar</b> <b>Total Number of Performance Days: 105</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

McKinney Campground has 150 campsites and is located approximately eight miles from Acworth, Georgia. All sites have water and 50 amp electricity. Other amenities include: two sanitary dump stations, two beaches, launching ramp, courtesy dock, playground, two restroom facilities with showers, washers and dryers; two restrooms facilities with showers and two flush toilets. The total mileage for an inspection tour is approximately **5** miles. Approximate round-trip mileage to the Post Office from this park is **16** miles. Attendants will work a rotational three day on/three day off schedule which includes holidays and weekends.

**6. OLD HIGHWAY 41 #1 RAMP & DAY USE AREA**

<b>Contract Dates: 11 Apr – 05 Sep 17</b> <b>Orientation &amp; Training Dates: 11-12 Apr</b> <b>Total Number of Performance Days: 63</b>
------------------------------------------------------------------------------------------------------------------------------------------------

Old Highway 41 #1 Ramp and Day Use Area is located approximately two miles from Acworth, Georgia. It has 65 boat trailer parking spaces, 47 single parking spaces, two launching ramps, beach, and two restrooms. Total mileage for one inspection tour is approximately **1** mile. Approximate roundtrip mileage to bank from this park is **30** miles. Attendants are not allowed to have pets in this area.

**7. OLD HIGHWAY 41 #3 CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 04 May – 06 Sep 17</b> <b>Orientation &amp; Training Dates: 04-10 May</b> <b>Total Number of Performance Days: 67</b>	<b>Schedule “B”</b> <b>Contract Dates: 04 May – 06 Sep 17</b> <b>Orientation &amp; Training Dates: 04-10 May</b> <b>Total Number of Performance Days: 62</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Old Highway 41 #3 Campground has 50 campsites and is located approximately two miles from Acworth, Georgia. The campground is adjacent to an I-75 overpass. All sites have water and 50 amp electricity. Other amenities include: sanitary dump station, launching ramp,

playground, restroom with showers, washer and dryer. The total mileage for one inspection tour is approximately 2 miles. Approximate roundtrip mileage to the Post Office from this park is 4 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**8. PAYNE CAMPGROUND & BOAT RAMP**

<p><b>Schedule “A”</b>  <b>Contract Dates: 16 Mar – 06 Sep 17</b>  <b>Orientation &amp; Training Dates: 16-22 Mar</b>  <b>Total Number of Performance Days: 90</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 16 Mar – 06 Sep 17</b>  <b>Orientation &amp; Training Dates: 16-22 Mar</b>  <b>Total Number of Performance Days: 88</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Payne Campground & Boat Ramp has 60 campsites and a boat ramp with 88 boat trailer parking spaces and 38 car parking spaces. It is located approximately seven miles from Acworth, Georgia. All sites, except eleven, have water and 50 amp electricity. While the boat ramp serves the campground, it is also open to the public. Other amenities include: sanitary dump station, beach, restroom with showers, washer and dryer. The total mileage for one inspection tour is approximately 1.5 miles. Approximate roundtrip mileage to the Post Office from this park is 16 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**9. SWEETWATER CREEK CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 09 Mar – 06 Sep 17</b>  <b>Orientation &amp; Training Dates: 09-15 Mar</b>  <b>Total Number of Performance Days: 84</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 09 Mar – 06 Sep 17</b>  <b>Orientation &amp; Training Dates: 09-15 Mar</b>  <b>Total Number of Performance Days: 83</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Sweetwater Campground located approximately 10 miles from Canton, Georgia has 159 campsites and a group area with 9 campsites and a shelter. Approximately 2/3 of the campsites have water and 50 amp electricity. Other amenities include: sanitary dump station, beach, launching ramp, courtesy dock, playground, two restrooms with showers, washers and dryers. The total mileage for one inspection tour is approximately 5 miles. Approximate round-trip mileage to the Post Office from this park is 20 miles. Attendants will work a three day on/three day off rotational schedule. In August, attendants will rotate weekends as the campground will only be open weekends and the week prior to Labor Day. Attendants will also open the gates to Sweetwater Day Use from time to time in the absence of attendants/volunteers.

**10. SWEETWATER CREEK DAY USE AREA**

**Contract Dates: 11 Apr – 05 Sep 17**  
**Orientation & Training Dates: 11-12 Apr**  
**Total Number of Performance Days: 63**

Sweetwater Day Use Area is located approximately 10 miles from Canton, Georgia. It has 133 single parking spaces, beach, restroom, and group shelter. Total mileage for one inspection tour is approximately **0.5** miles. Approximate round-trip mileage to bank from this park is **26** miles. Attendants are **not** allowed to have pets in this area.

**11. UPPER STAMP CREEK CAMPGROUND**

**Contract Dates: 04 May – 05 Sep 17**  
**Orientation & Training Dates: 04-10 May**  
**Total Number of Performance Days: 77**

Upper Stamp Creek Campground has 20 campsites and is located approximately 8 miles from Cartersville, Georgia. Eighteen sites have water and 50 amp electricity. Two have water only. Other amenities include: sanitary dump station, launching ramp, beach, and restroom with showers. The total mileage for an inspection tour is approximately **1** mile. Approximate roundtrip mileage to the Post Office from this park is **14** miles. Attendants will work a Friday through Monday schedule. In addition, attendants will work the Thurs of the week of July 4<sup>th</sup>.

**12. VICTORIA CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 16 Mar – 30 Oct 17</b> <b>Orientation &amp; Training Dates: 16-22 Mar</b> <b>Total Number of Performance Days: 118</b>	<b>Schedule “B”</b> <b>Contract Dates: 16 Mar – 30 Oct 17</b> <b>Orientation &amp; Training Dates: 16-22 Mar</b> <b>Total Number of Performance Days: 114</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Victoria Campground has 72 campsites and is located approximately 10 miles from Woodstock, Georgia. All sites have water and 50 amp electricity. Other amenities include: two sanitary dump stations, beach, playground, two restroom facilities with showers, washers, and dryers. The total mileage for one inspection tour is approximately **1.2** miles. Approximate roundtrip mileage to the Post Office from this park is **20** miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

### 13. VICTORIA RAMP & DAY USE AREA

#### Schedule "A"

**Contract Dates: 11 Apr – 05 Sep 17**  
**Orientation & Training Dates: 11-12 Apr**  
**Total Number of Performance Days: 64**

#### Schedule "B"

**Contract Dates: 11 Apr – 07 Aug 17**  
**Orientation & Training Dates: 11-12 Apr**  
**Total Number of Performance Days: 61**

Victoria Day Use Area is located approximately 10 miles from Woodstock, GA. It has 95 boat trailer parking spaces, 94 car parking spaces, four launching ramps, beach, and restroom. Total mileage for one inspection tour is approximately 1 mile. Approximate roundtrip mileage to bank from this park is 14 miles. Attendants are not allowed to have pets in this day use area. However, attendants may have two pets at their campsite (campsite #6) in Victoria Campground which is adjacent to the Victoria Day Use Area (about 150 yards away from the gatehouse).

### C. BLACK WARRIOR & TOMBIGBEE

#### 1. BURCHFIELD BRANCH PARK

**Contract Dates: 01 Mar – 27 Nov 17**  
**Orientation & Training Dates: 01-02 Mar 17**  
**Total Number of Performance Days: 158**

Burchfield Branch Park has a total of 36 Class A electric and water sites. The campground has a bathhouse with coin operated washer and dryer. Also located in the park are: one dump station, one swimming beach area, one large group shelter, two fishing piers, a day use picnic area and a boat ramp. The park is located approximately 25 miles from Hueytown, AL and 41 miles from Tuscaloosa, AL. Attendants will work every weekend Friday, Saturday, Sunday and Monday four days on/three days off schedule which includes holidays and weekends.

#### 2. DEERLICK CREEK CAMPGROUND

**Contract Dates: 01 Mar – 27 Nov 17**  
**Orientation & Training Dates: 01-02 Mar 17**  
**Total Number of Performance Days: 158**

Deerlick Creek Park has a total of 46 campsites; 40 Class A electric and water sites, 6 tent only electric and water sites. The campground has a bathhouse with coin operated washer and dryer. Also located in the park are: one dump station, one swimming beach area, one large

group shelter for use by registered campers only, four fishing piers, a day use picnic area and a boat ramp is also located near the beach area and will require routine patrol. The park is located approximately 20 miles from Tuscaloosa, AL. Attendants will work every weekend Friday, Saturday, Sunday and Monday four days on/three days off schedule which includes holidays and weekends.

**3. ROCKY BRANCH PARK**

**Contract Dates: 25 May – 04 Sep 17**  
**Orientation & Training Dates: 25 May**  
**Total Number of Performance Days: 61**

Rocky Branch Park is a day use area with one swimming beach area and a day use picnic area, two large group shelters, and a boat ramp is also located near the beach area and will require routine patrol. The park is located approximately 10 miles from Tuscaloosa, Alabama. Attendants will work every weekend Friday, Saturday, Sunday and Monday four days on/three days off schedule which includes holidays and weekends.

**D. BUFORD DAM/LAKE SIDNEY LANIER**

**1. BALD RIDGE CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 21 Mar- 22 Oct 17</b>  <b>Orientation &amp; Training Dates: 21-23 Mar</b>  <b>Total Number of Performance Days: 107</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 21 Mar- 22 Oct 17</b>  <b>Orientation &amp; Training Dates: 21-23 Mar</b>  <b>Total Number of Performance Days: 106</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Bald Ridge Campground is located on Lake Sidney Lanier approximately 30 miles north of Atlanta, Georgia. The campground encompasses approximately 43 acres with two miles of park roads to be surveyed. The campground contains 82 developed campsites with water and 50 amp electrical hookup, three washhouses, two washer and dryer facilities, one designated swim beach, one playground, one dump station, and one boat ramp. The closest post office is seven miles away. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**2. BUFORD DAM PARK**

**Contract Dates: 15 Mar - 11 Sep 17**  
**Orientation & Training Dates: 15-17 Mar**  
**Total Number of Performance Days: 80**

This schedule is for Friday, Saturday, and Sunday weekly. Park Attendant Contractors will also work the Monday of Memorial Day, the Monday prior to Independence Day, Tuesday of Independence Day and the Monday of Labor Day. The park encompasses approximately 121 acres with 60 developed acres. The park has two restrooms, one swim area, two play grounds, three picnic shelters, 420 car parking spaces, one volleyball court, 11 picnic sites with tables only, and access to the Laurel Ridge hiking trail. The park has two miles of road to inspect. The nearest bank is approximately eight miles away. Host site on premise.

**3. DUCKETT MILL CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 21 Mar- 17 Sept 17</b>  <b>Orientation &amp; Training Dates: 21-23 Mar</b>  <b>Total Number of Performance Days: 83</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 21 Mar- 17 Sept 17</b>  <b>Orientation &amp; Training Dates: 21-23 Mar</b>  <b>Total Number of Performance Days: 83</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Duckett Mill Campground is located on Lake Sidney Lanier approximately 50 miles north of Atlanta, Georgia. The campground encompasses approximately 97 acres with four miles of park roads to be surveyed. The campground contains 111 developed campsites, two washhouses, one washer and dryer facility, one comfort station (no shower), one designated swim beach, one playground, one dump station, and one boat ramp. The closest post office is nine miles away. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**4. LANIER PARK DAY USE AREA**

<p><b>Contract Dates: 15 Mar - 11 Sep 17</b>  <b>Orientation &amp; Training Dates: 15-17 Mar</b>  <b>Total Number of Performance Days: 80</b></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------

This schedule is for Friday, Saturday, and Sunday weekly. Park Attendant Contractors will also work the Monday of Memorial Day, the Monday prior to Independence Day, Tuesday of Independence Day and the Monday of Labor Day. The park encompasses approximately 50 acres with 15 developed acres. The park has two restrooms, 17 car parking spaces at the ramp, 62 boat trailer parking spaces, and one multi-laned boat ramp, 25 picnic sites, one swim beach, one picnic shelter, 1-mile pedestrian trail, and 125 car parking spaces at the beach. The park has 2.5 miles of road to inspect. The nearest bank is approximately eight miles away. Host site on premise.

**5. LITTLE HALL DAY USE**

**Contract Dates: 15 Mar - 11 Sep 17**  
**Orientation & Training Dates: 15-17 Mar**  
**Total Number of Performance Days: 80**

This schedule is for Friday, Saturday, and Sunday weekly. Park Attendant Contractors will also work the Monday of Memorial Day, the Monday prior to Independence Day, Tuesday of Independence Day and the Monday of Labor Day. The park encompasses approximately 42 acres with 30 developed acres. The park has one restroom, one swim area, one playground, one picnic shelter, 132 car parking spaces, 113 boat trailer parking spaces, 1 fishing tournament complex, one walking trail, and one multi-lane boat ramp. The park has two miles of road to inspect. The nearest bank is approximately 18 miles away. Host site on premise.

**6. OLD FEDERAL CAMPGROUND**

<b>Schedule "A"</b> <b>Contract Dates: 21 Mar- 22 Oct 17</b> <b>Orientation &amp; Training Dates: 21-23 Mar</b> <b>Total Number of Performance Days: 107</b>	<b>Schedule "B"</b> <b>Contract Dates: 21 Mar- 22 Oct 17</b> <b>Orientation &amp; Training Dates: 21-23 Mar</b> <b>Total Number of Performance Days: 106</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Old Federal Campground is located on Lake Sidney Lanier approximately 40 miles north of Atlanta, Georgia. The campground encompasses approximately 63 acres with two miles of park roads to be surveyed. The campground contains 84 developed campsites, three washhouses, two washer and dryer facilities, one designated swim beach, one playground, one dump station, one boat ramp, and two picnic shelters. The closest post office is four miles away. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**7. OLD FEDERAL DAY USE AREA**

**Contract Dates: 15 Mar - 11 Sep 17**  
**Orientation & Training Dates: 15-17 Mar**  
**Total Number of Performance Days: 80**

This schedule is for Friday, Saturday, and Sunday weekly. Park Attendant Contractors will also work the Monday of Memorial Day, the Monday prior to Independence Day, Tuesday of Independence Day and the Monday of Labor Day. The park encompasses approximately 17 acres with 50 parking spaces. The park has one restroom, one volleyball court, two swim beaches, and a boat ramp. The park has 0.5 miles of road to inspect. The nearest bank is

approximately five miles away. Host site will be provided at Old Federal Campground, approximately 3 miles from park.

### 8. SAWNEE CAMPGROUND

<b>Schedule "A"</b> <b>Contract Dates: 21 Mar- 22 Oct 17</b> <b>Orientation &amp; Training Dates: 21-23 Mar</b> <b>Total Number of Performance Days: 102</b>	<b>Schedule "B"</b> <b>Contract Dates: 21 Mar- 22 Oct 17</b> <b>Orientation &amp; Training Dates: 21-23 Mar</b> <b>Total Number of Performance Days: 99</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Sawnee Campground is located on Lake Sidney Lanier approximately 30 miles north of Atlanta, Georgia. The campground encompasses approximately 33 acres with two miles of park roads to be surveyed. The campground contains 56 developed campsites, two washhouses, two washer and dryer facilities, one designated swim beach, one playground, one dump station, and one boat ramp. The closest post office is seven miles away. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

### 9. VAN PUGH NORTH DAY USE

<b>Contract Dates: 15 Mar - 11 Sep 17</b> <b>Orientation &amp; Training Dates: 15-17 Mar</b> <b>Total Number of Performance Days: 80</b>
------------------------------------------------------------------------------------------------------------------------------------------------

This schedule is for Friday, Saturday, and Sunday weekly. Park Attendant Contractors will also work the Monday of Memorial Day, the Monday prior to Independence Day, Tuesday of Independence Day and the Monday of Labor Day. The park encompasses approximately 38 acres with 25 developed acres. The park has one restroom, two swim areas, one play ground, one picnic shelter, 160 car parking spaces, 50 boat trailer parking spaces, 20 picnic tables, and one multi-lane boat ramp. The park has one mile of road to inspect. The nearest bank is approximately five miles away. Host site on premise.

### 10. VAN PUGH SOUTH CAMPGROUND

<b>Schedule "A"</b> <b>Contract Dates: 21 Mar- 17 Sept 17</b> <b>Orientation &amp; Training Dates: 21-23 Mar</b> <b>Total Number of Performance Days: 83</b>	<b>Schedule "B"</b> <b>Contract Dates: 21 Mar- 17 Sept 17</b> <b>Orientation &amp; Training Dates: 21-23 Mar</b> <b>Total Number of Performance Days: 83</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Van Pugh South Campground is located on Lake Sidney Lanier approximately 40 miles north of Atlanta, Georgia. The campground encompasses approximately 49 acres with two miles of park roads to be surveyed. The campground contains 56 developed campsites, two washhouses, two washer and dryer facilities, one playground, one dump station, and one boat ramp. The closest post office is four miles away. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

#### **11. WEST BANK PARK DAY USE**

**Contract Dates: 15 Mar - 11 Sep 17**  
**Orientation & Training Dates: 15-17 Mar**  
**Total Number of Performance Days: 80**

This schedule is for Friday, Saturday, and Sunday weekly. Park Attendant Contractors will also work the Monday of Memorial Day, the Monday prior to Independence Day, Tuesday of Independence Day and the Monday of Labor Day. The park encompasses approximately 24 acres with 24 developed acres. The park has three restrooms, two swim areas, two play grounds, two picnic shelters, 61 picnic tables, 379 car parking spaces, one volleyball court, and one walking trail. The park has one mile of road to inspect. The nearest bank is approximately eight miles away. Host site will be provided within half mile to 3 miles from park.

#### **E. CARTERS LAKE**

##### **1. DAMSITE PARK - CARTERS LAKE**

**Contract Dates: 06 April - 05 Sept. 17**  
**Orientation & Training Date: 06 April**  
**Total Number of Performance Days: 92**

The recreational facilities at Damsite and Northbank Parks include a three lane boat ramp, four comfort stations, dispersed picnicking areas, three large group picnic shelters, playground and twelve small picnic shelters. These areas experience heavy use during summer weekends and holidays. Attendant will be responsible for completing two weekly fee vault pickups. Round trip mileage for making two weekly fee vault collections at Carters Lake is approximately 94 miles. The approximate total round trip mileage to acquire a money order at the nearest current source is 38 miles. Approximate mileage for each round trip inspection tour of Damsite Park is 1 mile.

**2. DOLL MOUNTAIN CAMPGROUND - CARTERS LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 04 April - 27 Oct 17</b> <b>Orient/Training Dates: 04 – 06 April</b> <b>Total Number of Performance Days: 107</b>	<b>Schedule “B”</b> <b>Contract Dates: 04 April – 29 Oct 17</b> <b>Orient/Training Dates: 04 – 06 April</b> <b>Total Number of Performance Days: 105</b>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------

Doll Mountain is comprised of separate camping and day use recreation areas. Doll Mountain Campground has 66 sites, two waterborne comfort stations, one waterless restroom, playground and boat ramp. Doll Mountain Day Use area has a boat ramp, waterborne restroom, picnicking area and large group picnic shelter. The approximate total round trip mileage to acquire a money order at the nearest current source is 24 miles. Inspection tour driving distance of Doll Mountain campground and day use area is approximately 6 miles.

**3. HARRIS BRANCH PARK - CARTERS LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 04 May – 04 Sept 17</b> <b>Orientation &amp; Training Date: 04 May</b> <b>Total Number of Performance Days: 65</b>	<b>Schedule “B”</b> <b>Contract Dates: 04 May – 31 - August 17</b> <b>Orientation &amp; Training Date: 04 May</b> <b>Total Number of Performance Days: 61</b>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Harris Branch Park is a public use recreation area comprised of a day use beach and ten site campground. The beach area experiences heavy traffic flow, especially on weekends. The approximate total round trip mileage to acquire a money order at the nearest current source is 24 miles. Approximate mileage for each round trip park inspection tour is 1.5 miles.

**4. WOODRING BRANCH CAMPGROUND - CARTERS LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 04 April – 27 Oct 17</b> <b>Orient/Training Dates: 04 – 06 April</b> <b>Total Number of Performance Days: 107</b>	<b>Schedule “B”</b> <b>Contract Dates: 04 April - 29 Oct 17</b> <b>Orient/Training Dates: 04 – 06 April</b> <b>Total Number of Performance Days: 105</b>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------

Woodring Branch is comprised of a developed campground, a primitive campground, and a day use area. Facilities in Woodring Branch developed campground include 42 sites, a boat ramp, water borne comfort station, and a swimming area. The primitive camping area has 12 sites, playground, and a waterless restroom. The day use area has a boat ramp, picnic area, and waterborne restroom. The developed campground in Woodring experiences heavy use during weekends the entire season. The approximate total round trip mileage to acquire a money order

at the nearest source is 34 miles. Inspection tour distance of the Woodring Branch Campground is approximately 3 miles. Driving distance for the campground and day use area is approximately 6 miles.

**F. LAKE SEMINOLE**

**1. EASTBANK CAMPGROUND**

<b>Schedule "A"</b> <b>Contract Dates: 01 Mar 17- 28 Feb 18</b> <b>Orientation &amp; Training Dates: 01-02 Mar</b> <b>Total Number of Performance Days: 186</b>	<b>Schedule "B"</b> <b>Contract Dates: 01 Mar 17- 28 Feb 18</b> <b>Orientation &amp; Training Dates: 01-02 Mar</b> <b>Total Number of Performance Days: 183</b>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Eastbank Campground consists of approximately 65 acres of grassy and wooded areas. There are 64 sites in the campground, 62 of which have water and electrical hookups available. The campground has newly rebuilt boat ramp, fish cleaning station, two bathhouses, laundry facility, group shelter, horseshoes, shuffleboard and volleyball court, and hiking trails. The campground has two miles of paved roads and is located ¼ of a mile from the Resource Management Office; ½ mile north of Chattahoochee, FL; 45 miles west of Tallahassee, Florida; 25 miles east of Marianna, Florida; and 23 miles southeast of Bainbridge, Georgia. Post office is ½ mile away from campground, as well as nearest grocery store, commercial eateries, and gas stations.

**2. HALES LANDING CAMPGROUND**

<b>Contract Dates: 22 Feb – 31 Jul 17</b> <b>Orientation &amp; Training Date: 22-23 Feb</b> <b>Total Number of Performance Days: 112</b>
------------------------------------------------------------------------------------------------------------------------------------------------

Hales Landing Park is located on Lake Seminole, a U.S. Army Corps of Engineers Project. Hales Landing Park consists of 24 campsites, a boat ramp, picnic area, bathrooms and pavilion. Day use area is separated from overnight camping area. Hales Landing Park is located approximately 6 miles from Bainbridge, Ga. Approximate round trip mileage to the nearest bank or post office is 14 miles. This park is located in the Eastern Time Zone.

## G. OKATIBBEE LAKE

### 1. TWILTLEY BRANCH CAMPGROUND

**Schedule “A”**

**Contract Dates: 01 Mar 17 – 30 Sep 17**  
**Orientation & Training Dates: 01-03 Mar**  
**Total Number of Performance Days: 108**

**Schedule “B”**

**Contract Dates: 01 Mar 17 – 30 Sep 2017**  
**Orientation & Training Dates: 05–07 Mar**  
**Total Number of Performance Days: 106**

Twiltley Branch Campground is located on Okatibbee Lake, a U.S. Army Corps of Engineers Flood Control Project. Twiltley Branch Campground consist of 64 campsites, 52 class “A” sites w/electricity/water and 12 class “C” sites w/water only. The campground also has three large group sites. The campground is located approximately ten miles north of Meridian MS. off Hwy 19 in the small community of Collinsville Ms. Collinsville Day Use Area is located next to the Twiltley Branch Campground entrance, (less than 1/8th of a mile from campground gate). The Collinsville Day Use Area consists of a beach, boat ramp, picnic shelter, rest room, and numerous picnic sites. The Gatehouse is located 3.5 miles from the Okatibbee Resource Management Office and 2.4 miles from the nearest bank and post office, located in Collinsville, MS.

## H. TENNESSEE-TOMBIGBEE WATERWAY

### 1. BLUE BLUFF CAMPGROUND

**Schedule “A”**

**Contract Dates: 15 Feb – 09 Sep 17**  
**Orientation & Training Dates: 15-17 Feb**  
**Total Number of Performance Days: 107**

**Schedule “B”**

**Contract Dates: 15 Feb – 10 Sep 17**  
**Orientation & Training Dates: 15-17 Feb**  
**Total Number of Performance Days: 104**

Blue Bluff Campground and Picnic Area is located on the West Bank of Aberdeen Lake on the Tennessee-Tombigbee Waterway. The campground is approximately an eight-mile round trip to banking facilities in Aberdeen, MS. Blue Bluff Campground has 92 Class A campsites, 89 with water/electrical hook-ups, and three with sewer hook-ups; two restrooms with showers, one multi-use court, one pavilion and two play areas are scattered throughout the campground. Laundry facilities are available. Several fishing piers and a one-lane boat ramp with car/trailer spaces are located within the campground for camper use only. The adjacent picnic area has three picnic pavilions, as well as individual picnic sites, a play area and two restrooms. A drive through of the entire campground and adjacent picnic area is approximately five miles.

## 2. DEWAYNE HAYES CAMPGROUND

### Schedule “A”

**Contract Dates: 15 Feb – 09 Sep 17**

**Orientation & Training Dates: 15-17 Feb**

**Total Number of Performance Days: 107**

### Schedule “B”

**Contract Dates: 15 Feb – 10 Sep 17**

**Orientation & Training Dates: 15-17 Feb**

**Total Number of Performance Days: 104**

DeWayne Hayes Recreation Area is located on the East Bank of Columbus Lake on the Tennessee-Tombigbee Waterway, just north of Columbus, Mississippi. The campground is about 15 miles round trip from banking facilities in Columbus

DeWayne Hayes Campground contains 100 Class A Campsites with water/electrical hook-ups (twenty-five of these sites also have sewage hook-ups) and ten primitive campsites. There are three restrooms with showers, one picnic pavilion, two multi-use courts, and three play areas scattered throughout the campground. Laundry facilities are available in the shower buildings. One fish cleaning station and two fishing piers are available for camper use. A one-lane boat ramp with 12 car/trailer spaces is located within the campground for camper use only. Road trip tour mileage of the campground and adjacent recreation area is less than two miles.

## 3. DEWAYNE HAYES DAY USE AREA

### Schedule

**Contract Dates: 13 Apr – 10 Sep 17**

**Orientation & Training Dates: 13 Apr 17**

**Total Number of Performance Days: 71**

DeWayne Hayes Recreation Area is located on the East Bank of Columbus Lake on the Tennessee-Tombigbee Waterway, just north of Columbus, Mississippi. The Day Use Area is about 15 miles round trip from banking facilities in Columbus. DeWayne Hayes Day Use Area has a two-lane boat ramp; a fish-cleaning station, two pavilions, numerous individual covered and un-covered picnic tables, an interactive water spray ground, and is open to the public. The Day Use Area is about 15 miles round trip from banking facilities in Columbus. Road trip tour mileage of the recreation area is less than two miles.

## 4. OLD BRIDGE BEACH, BAY SPRINGS

### Schedule “A”

**Contract Dates: 27 Apr – 01 Sep 17**

**Orientation & Training Dates: 27-28 Apr**

**Total Number of Performance Days: 65**

### Schedule “B”

**Contract Dates: 27 Apr – 04 Sep 17**

**Orientation & Training Dates: 27-28 Apr**

**Total Number of Performance Days: 64**

The beach area contains one bathroom, three picnic shelters, one volleyball court, several picnic sites, 150 car parking lot, courtesy dock, handicapped fishing pier, and large white sand beach. The beach is located in Tishomingo County, Mississippi on the North end of the Tennessee-Tombigbee Waterway. The round trip mileage to the beach area and West Damsite Picnic Area is less than two miles. Banking facilities are located in Belmont, MS. Old Bridge Beach is approximately a 24 mile round trip to the banking locations.

**5. PICKENSVILLE CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 15 Feb – 9 Sep 17</b>  <b>Orientation &amp; Training Dates: 15-17 Feb</b>  <b>Total Number of Performance Days: 107</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 15 Feb – 10 Sep 17</b>  <b>Orientation &amp; Training Dates: 15-17 Feb</b>  <b>Total Number of Performance Days: 104</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Pickensville Campground is located in West Central, AL on the Tennessee-Tombigbee Waterway, approximately 2.5 miles east of Pickensville. The campground is about 25 miles round trip from banking facilities in Aliceville, AL. Pickensville Campground contains a total of 176 Class A campsites with water/ electrical hookups (33 of these sites also have sewage hookups). Facilities for campers include a fish cleaning station, a one-lane boat ramp with parking area, two pavilions, four restrooms with showers and laundry facilities, multi-use courts, playgrounds and a dump station. Round trip mileage of a drive through the park is less than three miles.

**6. PINEY GROVE BEACH, BAY SPRINGS**

<p><b>Schedule “A”</b>  <b>Contract Dates: 27 Apr – 01 Sep 17</b>  <b>Orientation &amp; Training Dates: 27-28 Apr</b>  <b>Total Number of Performance Days: 65</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 27 Apr – 04 Sep 17</b>  <b>Orientation &amp; Training Dates: 27-28 Apr</b>  <b>Total Number of Performance Days: 64</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The beach area contains one beach house with men's and women's restrooms, showers, and changing areas, two picnic shelters, one volleyball court, several picnic sites, 100 car parking lot, and a large white sand beach. The beach area is located in Tishomingo County, Mississippi adjacent to the Piney Grove Campground. This area is located on the North end of the Tennessee-Tombigbee Waterway. The total mileage for one round trip through the beach area is approximately one fourth of a mile. Banking facilities are located in Tishomingo, MS. It is approximately a thirty mile round trip from Tishomingo, MS to Piney Grove Beach.

## 7. PINEY GROVE CAMPGROUND, BAY SPRINGS

### Schedule "A"

**Contract Dates: 23 Feb – 20 Sep 17**

**Orientation & Training Dates: 23-28 Feb  
(Off 25-26)**

**Total Number of Performance Days: 106**

### Schedule "B"

**Contract Dates: 23 Feb – 24 Sep 17**

**Orientation & Training Dates: 23-28 Feb  
(Off 25-26)**

**Total Number of Performance Days: 106**

The campground contains 141 class A sites with full electrical and water. Each site has gray stone impact area providing a grill, picnic table, lantern holder, and concrete food preparation table. Each site also has an asphalt spur for parking a recreational vehicle. The campground also contains three shower buildings, laundry building, fish-cleaning building, two tot-lot playgrounds, two multi-use courts, pavilion, dump station, two fishing piers, and boat ramp. The campground is located in Tishomingo County, Mississippi on the North end of the Tennessee Tombigbee Waterway. The total mileage for one round trip tour through the campground is 2.2 miles. It is approximately 30 miles round trip to the nearest banking facility. Maps are available on request.

## 8. TOWN CREEK CAMPGROUND

### Schedule "A"

**Contract Dates: 15 Feb – 09 Sep 17**

**Orientation & Training Dates: 15-17 Feb  
Total Number of Performance Days: 107**

### Schedule "B"

**Contract Dates: 15 Feb – 10 Sep 17**

**Orientation & Training Dates: 15-17 Feb  
Total Number of Performance Days: 104**

Town Creek Campground is located on the West Bank of Columbus Lake on the Tennessee-Tombigbee Waterway. Access to the campground is from Highway 50 West between Columbus, Mississippi and West Point, Mississippi. The Campground is less than 20 miles round trip from a banking facility in Columbus. Town Creek Campground contains one hundred campsites with water and electric hook-ups. Each site has a picnic table, fire ring, lantern hanger, and stand-up grill. Asphalt roads are provided throughout the campground and each pad has a concrete spur or turnout for parking and recreational vehicles. There are three playgrounds, two multi-use courts, one sanitary wastewater dump station, ten primitive camp sites, one boat ramp with a courtesy boat dock, one fish-cleaning station, and one beach with outdoor shower. Laundry facilities are provided in the shower buildings. A drive through the entire park is approximately three miles.

**9. WHITTEN CAMPGROUND, BAY SPRINGS**

<b>Schedule “A”</b> <b>Contract Dates: 23 Feb – 20 Sep 17</b> <b>Orientation &amp; Training Dates: 23-28 Feb</b> <b>(Off 25-26)</b> <b>Total Number of Performance Days: 106</b>	<b>Schedule “B”</b> <b>Contract Dates: 23 Feb – 24 Sep 17</b> <b>Orientation &amp; Training Dates: 23-28 Feb</b> <b>(Off 25-26)</b> <b>Total Number of Performance Days: 106</b>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The campground contains 62 class A sites with full electrical and water. Each site has a gray stone impact area providing a grill, picnic table, and lantern holder. Each site also has an asphalt spur for parking a recreational vehicle. The campground also contains three shower buildings that contain a washer and dryer. The campground contains two tot-lot playgrounds, one shelter, two fishing piers, and a dump station. The campground is located in Itawamba County, Mississippi adjacent to Fulton, Mississippi on the Tennessee Tombigbee Waterway. The total mileage for one round trip tour through the campground is 1.5 miles. It is approximately four miles round trip to the nearest banking facility. Maps are available on request.

**I. WALTER F. GEORGE**

**1. BLUFF CREEK CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 21 Feb – 14 Sep 17</b> <b>Orientation &amp; Training Dates: 21-23 Feb</b> <b>Total Number of Performance Days: 103</b>	<b>Schedule “B”</b> <b>Contract Dates: 21 Feb – 17 Sep 17</b> <b>Orientation &amp; Training Dates: 21-23 Feb</b> <b>Total Number of Performance Days: 102</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Bluff Creek Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Bluff Creek Campground consists of 88 campsites with electric and water hookups. The campground is located approximately 25 miles south of Columbus, Georgia off Highway 165. Round trip mileage through the park is approximately two miles. Approximate round trip mileage to the nearest bank or post office from this park is 10 miles. This campground is located in the Eastern Time Zone.

**2. COTTON HILL CAMPGROUND**

<b>Schedule “A”</b> <b>Contract Dates: 21 Feb – 14 Sep 17</b> <b>Orientation &amp; Training Dates: 21-23 Feb</b> <b>Total Number of Performance Days: 103</b>	<b>Schedule “B”</b> <b>Contract Dates: 21 Feb – 17 Sep 17</b> <b>Orientation &amp; Training Dates: 21-23 Feb</b> <b>Total Number of Performance Days: 102</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Cotton Hill Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Cotton Hill Campground consists of 94 campsites with electric/water/sewer hookups and 10 primitive tent only sites with electric. The campground is located approximately eight miles north of Ft. Gaines, Georgia off Highway 39. Round trip mileage through the park is approximately 3.5 miles. Approximate round trip mileage to the nearest bank or post office from this park is 18 miles. This campground is located in the Eastern Time Zone.

**3. HARDRIDGE CREEK CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 21 Feb – 14 Sep 17</b>  <b>Orientation &amp; Training Dates: 21-23 Feb</b>  <b>Total Number of Performance Days: 103</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 21 Feb – 17 Sep 17</b>  <b>Orientation &amp; Training Dates: 21-23 Feb</b>  <b>Total Number of Performance Days: 102</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Hardridge Creek Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Hardridge Creek Campground consists of 57 campsites with electric and water hookups, and 20 sites with electric, water, and sewer hookups. The campground is located approximately 18 miles south of Eufaula, AL off Highway 431 on Highway 97. Round trip mileage through the park is approximately 3.5 miles. Approximate round trip mileage to the nearest bank or post office from this park is 20 miles. This campground is located in the Central Time Zone.

**4. HARDRIDGE CREEK DAY USE PARK**

<p><b>Contract Dates: 31 Mar – 04 Sep 17</b>  <b>Orientation &amp; Training Dates: 31 Mar</b>  <b>Total Number of Performance Days: 51</b></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------

Hardridge Creek Day Use Park is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Hardridge Day Use Park consists of a boat ramp, bathrooms, picnic area, and shelter. The campground is located approximately nine miles west of Ft. Gaines, Georgia, off Alabama Highway 97. Round trip mileage through the park is approximately one mile. Approximate round trip mileage to the nearest bank or post office from this park is 20 miles. This campground is located in the Central Time Zone.

**5. HIGHLAND PARK DAY USE**

<p><b>Contract Dates: 31 Mar – 4 Sep 17</b>  <b>Orientation &amp; Training Dates: 31 Mar</b>  <b>Total Number of Performance Days: 51</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------

Highland Day Use is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. Highland Day Use consists of a boat ramp, bathroom, picnic area, and shelter. The campground is located approximately seven miles west of Ft. Gaines, Georgia, off Alabama Highway 97. Round trip mileage through the park is approximately one mile. Approximate round trip mileage to the nearest bank or post office from this park is 18 miles. This campground is located in the Central Time Zone.

**6. WHITE OAK CREEK CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 21 Feb – 14 Sep 17</b>  <b>Orientation &amp; Training Dates: 21-23 Feb</b>  <b>Total Number of Performance Days: 103</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 21 Feb – 17 Sep 17</b>  <b>Orientation &amp; Training Dates: 21-23 Feb</b>  <b>Total Number of Performance Days: 102</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

White Oak Creek Campground is located on Walter F. George Lake, a U.S. Army Corps of Engineers Project. White Oak Creek Campground consists of 130 campsites with electric and water hookups. The campground is located approximately 10 miles south of Eufaula, Alabama off Highway 431 on Highway 95. Round trip mileage through the park is approximately four miles. Approximate round trip mileage to the nearest bank or post office from this park is 22 miles. Attendants will open and close gates to White Oak Day Use Area across the road from the campground each morning and night. This campground is located in the Central Time Zone.

**J. WEST POINT LAKE**

**1. AMITY CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 17 Apr – 05 Sep 17</b>  <b>Orientation &amp; Training Dates: 17 - 20 Apr</b>  <b>Total Number of Performance Days: 74</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 17 Apr – 05 Sep 17</b>  <b>Orientation &amp; Training Dates: 17 - 20 Apr</b>  <b>Total Number of Performance Days: 72</b></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Amity Campground is located approximately seven miles north of the city of West Point, Georgia, off Stateline Road, (Chambers County Road 212) on the west side of West Point Lake. The campground contains 75 campsites of which 72 have water and electrical hookups. The park has two shower houses each with a coin operated washer and dryer, two boat ramps, a sanitary disposal station, seven restrooms, basketball and tennis courts, softball field, nature trail, and a playground. Total distance for one complete tour of the park is approximately 7.5 miles.

Park Attendant Contractors will be required to collect fees. The fees collected will be taken to a location where the Park Attendant Contractor will be required to purchase a money order or cashier’s check in the amount of the collected cash each week. When the money order or cashier’s check is purchased, the attendant is responsible for payment of the fee. The

approximate round trip mileage from the campground to a location to purchase a money order or cashier’s check is 16 miles. Attendants will deliver all necessary paperwork to the Project Management Office weekly. Approximate round trip mileage from Amity Campground to the Project Management Office is 10 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**2. HOLIDAY CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 13 Mar – 05 Sep 17</b>  <b>Orientation &amp; Training Dates: 13-16 Mar</b>  <b>Total Number of Performance Days: 88</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 13 Mar – 05 Sep 17</b>  <b>Orientation &amp; Training Dates: 13-16 Mar</b>  <b>Total Number of Performance Days: 86</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Holiday Campground is located approximately 12 miles west of LaGrange, Georgia, off Highway 109 in Troup County, Georgia. The campground provides 112 campsites and two group camping areas. Amenities include three shower houses, each with a coin operated washer and dryer, two boat ramps, a sanitary disposal station, eleven restrooms, tennis court, basketball court, softball field, and a playground. Total distance for one tour of the park is approximately 13 miles.

Park Attendant Contractors will be required to collect fees. The fees collected will be taken to a location where the Park Attendant Contractor will be required to purchase a money order or cashier’s check in the amount of the collected cash weekly. The attendant is responsible for payment of the fee for the money order or cashier’s check. The approximate round trip mileage from the campground to a location to purchase the money order or cashier’s check is 16 miles. Attendants will deliver all necessary paperwork to the Project Management Office weekly. Approximate round trip mileage from the campground to the Project Management Office is 20 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

**3. R. SHAEFER HEARD CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 13 Mar – 29 Oct 17</b>  <b>Orientation &amp; Training Dates: 13-16 Mar</b>  <b>Total Number of Performance Days: 119</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 13 Mar – 29 Oct 17</b>  <b>Orientation &amp; Training Dates: 13-16 Mar</b>  <b>Total Number of Performance Days: 116</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

R. Shaefer Heard Campground is located approximately four miles north of West Point, Georgia, off U.S. Highway 29, on the southeast side of West Point Lake in Troup County, Georgia. The campground has 117 campsites, all with water and electrical hookups. Amenities include an amphitheater, a boat ramp, two shower houses, each with a coin operated washer and dryer, a sanitary disposal station, a playground, and five restrooms. A softball field and a tennis

court are located just outside the park entrance. Total distance for one complete tour of the park is approximately 5 miles.

Park attendant contractors will be required to collect fees. The fees collected will be taken to a location where the park attendant contractor will be required to purchase a money order or cashier's check in the amount of the collected cash. The attendant is responsible for payment of the fee for the money order or cashier's check. The approximate round trip mileage from the campground to a location to purchase the money order or cashier's check is 10 miles. Attendants will deliver all necessary paperwork to the Project Management Office weekly. Approximate round trip mileage from the campground to the Project Management Office is 3 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

#### **4. WHITETAIL RIDGE CAMPGROUND**

<b>Schedule "A"</b>	<b>Schedule "B"</b>
<b>Contract Dates: 27 Feb – 26 Nov 17</b>	<b>Contract Dates: 27 Feb – 26 Nov 17</b>
<b>Orientation &amp; Training Dates: 27 Feb-02 Mar</b>	<b>Orientation &amp; Training Dates: 27 Feb-02 Mar</b>
<b>Total Number of Performance Days: 140</b>	<b>Total Number of Performance Days: 137</b>

Whitetail Ridge Campground is located approximately 10 miles west of LaGrange, Georgia, off Highway 109 in Troup County, Georgia. The campground provides 58 campsites all with water and electrical hookups. Park facilities include two shower houses, each with a coin operated washer and dryer, boat ramp, nature trail, one restroom and a sanitary disposal station. Total distance for one complete tour of the park is approximately 2.5 miles.

Park Attendant Contractors will be required to collect fees. The fees collected will be taken to a location where the Park Attendant Contractor will be required to purchase a money order or cashier's check in the amount of the collected cash weekly. The attendant is responsible for payment of the fee for the money order or cashier's check. The approximate round trip mileage from the campground to a location to purchase the money order or cashier's check is 18 miles. Attendants will deliver all necessary paperwork to the Project Management Office weekly. Approximate round trip mileage from the campground to the Project Management Office is 22 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

## **II. GENERAL INFORMATION**

The independent contractor must be a two (2) person team, at least 21 years of age, who are **both** physically and mentally capable of performing the contractual responsibilities specified here and in local policies provided at the project, for the duration of the contract.

Services include, but are not necessarily limited to, furnishing all labor, equipment, fuel, transportation, tools and supplies (except as otherwise noted herein as government furnished) necessary to provide the specified services for the duration of the contract period.

At locations utilizing the National Recreation Reservation Service (NRRS)<sup>TM</sup> and/or Outdoor Recreation Management Suite (ORMS), potential **contractors must possess basic computer skills** (ability to operate preinstalled programs on a government-furnished computer, through the use of a keyboard and/or mouse). Outdoor Recreation Management Suites is an internet-based computer program used for registering campers, tracking fees and processing NRRS<sup>TM</sup> reservations. All contractors will be oriented to the applicable programs and associated equipment.

Contractors are prohibited from unilaterally terminating, abandoning or prematurely ending any government contract still in effect in order to accept another government contract.

None of the services required by this contract shall be subcontracted.

Contractor shall be awarded only ONE Park Attendant contract.

If bidder refuses an offer made by the Government, they shall not be considered for any other contract within Mobile District for that year without prior approval.

Award will be made to the responsible bidder whose proposal is found to be most advantageous to the Government, price and other factors considered. The Government reserves the right to award to other than the low bid.

#### **A. CONTRACTING OFFICER & CONTRACTING OFFICER'S REPRESENTATIVE**

The term "Contracting Officer" (KO) means the person having authority to enter into, administer or terminate contracts and make related determinations and findings. Contracting Officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract and safeguarding interests of the United States in its contractual relationships.

The term "Contracting Officer's Representative (COR)" shall be a person or persons at the field locations designated by the Contracting Officer. The COR represents and reports to the Contracting Officer. The COR must sign all evaluations and conduct or be present during any counseling or when any corrective action is taken.

#### **B. PERFORMANCE SCHEDULE & CONTRACTOR HOURS**

1. Contractors shall work according to the performance schedule and hours specified in the local policies provided by the project for which they bid and are awarded. The COR has

the authority to change scheduled performance days and hours as deemed necessary; however, only the Contracting Officer may amend the contract for permanent schedule changes.

2. The COR will give the Contractor at least a 24-hour notice of schedule changes initiated by his/her office.

3. On scheduled performance days, **both** members of the performing contractor team must be present within the park **at all times except as noted herein**, and the park attendant station (also referred to as a gatehouse) must be continuously staffed by at least one member of the team during hours outlined in local policies provided by the project. **One member of the performing contractor team may leave the park during non-peak performance hours to make the required bank deposit.**

4. During non-peak performance hours of scheduled days, the performing contractor team must be continuously present within, or in the immediate vicinity of, their designated contractor living quarters, and available to provide customer support as needed. Customer support includes, but is not limited to, summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles into the park.

### C. CONTRACTOR ORIENTATION

All successful bidders shall attend a pre-work conference prior to the beginning of the contract. The session(s) will provide guidance on NRRS computer use, issuing user permits and receipts, collecting and accounting for user fees, operating applicable equipment and computer programs, processing credit card transactions, reserving facilities (if applicable), recording pertinent data, and customers care issues. An overview of contractor responsibilities and policies outlined in the contract and the Project's Park Attendant Guide will be presented.

**NOTE:** At the conclusion of orientation, potential contractors shall be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable, by completing a written test. **CONTRACTS WILL NOT BE AWARDED TO THOSE WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.**

### D. PETS

Contractors shall comply with Title 36, Code of Federal Regulations, Part 327.11 (Control of Animals) which includes:

1. Contractors shall keep pets restricted to the interior of the living quarters or otherwise physically restrained by a leash not longer than six (6) foot at all times. The Operations Manager will have the option of approving portable cages or containers for temporary (daytime) outdoor confinement of pets.

2. Contractor shall restrain pets to prevent contact with visitors. Except for service animals, pets are prohibited in or near the gatehouse (NO EXCEPTIONS).
3. Contractors shall be responsible for daily cleanup and proper disposal of pet waste.
4. The COR may require the removal of pets that are disruptive and impact park operations (barking dogs, aggressive behavior, etc.)
5. Contractors shall keep pets clean, free of foul odors and have all vaccinations current and shall maintain current records.
6. Contractors shall be liable for any damage to government facilities, damage to park visitors' property, or personal injuries caused by their pets.
7. Failure to comply with these provisions could result in termination of the contract.

### **III. GENERAL RESPONSIBILITIES**

Contractor general responsibilities include, but are not limited to: providing information and assistance to the public, conducting inspection tours of the park and its facilities, controlling access to the park; opening and closing gates, monitoring visitor compliance with visitation and quiet hours, issuing user permits, reserving sites and facilities, posting reservation signs, registration of campers and visitors if applicable, and fee collection and remittance reporting according to prescribed procedures. All contractual provisions shall be performed to the satisfaction of the Contracting Officer or COR. Time and duties vary by Project.

#### **A. CUSTOMER ASSISTANCE & PUBLIC INTERACTION**

The primary role of Park Attendant is first and foremost to courteously assist visitors, and secondly to tactfully and respectfully inform customers of the rules and regulations in an attempt to gain compliance. Contractors are **NOT** rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors. Contractors shall not attempt to detain, apprehend, or search any visitor or personal property. Contractors shall not use profanity in the presence of the public, project personnel, or other contractors. Contractor shall notify and inform Ranger on Duty of all problems encountered.

1. Contractor must be able to interpret and comply with Title 36, CFR, Chapter III, Part 327, "Rules and Regulations Governing Public Use of Corps of Engineers Water Resource Projects," as well as, park-specific policies, rules and requirements. Contractor shall act as point of contact for the visiting public for reporting emergencies and/or violations of law. Attendants shall assist public with information by answering telephones and questions at the gate house. Contractor shall report to Ranger on Duty all accidents, violations of law, disturbances, and

situations that could affect the health and/or safety of the visiting public. **Serious or life threatening incidents and/or emergencies shall be reported *first* to 9-1-1 and *then* to the Ranger on Duty.** In the event Contractors are unable to contact a Park Ranger, they shall contact local law enforcement officers, and then report the incident to a Park Ranger as soon as possible. **Rangers will handle each case on its own merit, in accordance with Corps Visitor Assistance Regulations and training. Contractors shall not attempt to direct, manipulate undermine, oppose, impede or “second-guess” decisions made by Rangers.**

2. Contractors shall greet customers in a friendly manner as they arrive at the park, and distribute information, such as pamphlets, brochures, maps, park rules and regulations, and project information, as needed or as directed by the Operations Manager. Contractors shall assist visitors courteously and professionally, as necessary, by locating facilities, sites, park features and local attractions.

3. Contractor shall inform customers of park quiet hours and visitor hours as they enter the park. Contractors shall courteously ask visitors to depart at closing time and report violations immediately to Ranger on Duty.

4. Contractors shall deliver emergency and non-emergency messages to park users in accordance with Project policy. Contractors shall immediately assist the public by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Park Ranger to report such incidents.

5. Without exception, Contractors shall immediately open park 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. Contractors shall also open gates to allow emergency vehicles access to the park and customers. Contractors shall open and close campground and day-use area gates as required by the applicable local policies. They shall also oversee picnic pavilions and multi-use courts, including turning power on or off and posting reservations for both pavilions and individual campsites, as applicable.

6. Contractors shall maintain a daily log of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Contractors shall maintain a written record of vehicles entering the park with Courtesy Passes, if applicable, and a separate record of other vehicles entering the park for other purposes (e.g. maintenance contractors, law enforcement personnel, utility workers, service vehicles, etc.). Contractors shall report complaints and incidents to Ranger on Duty. Records shall be turned into project management personnel as instructed.

7. Contractors shall at all times present a courteous and helpful attitude toward all visitors, and shall refrain from any conduct which reflects unfavorably on the Corps of Engineers. Contractors shall not discriminate against customers on the basis of race, color, religion, sex, national origin, marital status, or disabilities.

8. During performance dates and hours, Contractors shall remain within hearing distance of government-furnished communications equipment (except when responding to

emergencies, if no portable units are provided). The gatehouse or entrance station shall be locked whenever unattended.

9. Contractors shall not carry firearms in their vehicles or on their persons at any time, nor shall firearms be allowed in gatehouses or Contractor living quarters.

## **B. FEE COLLECTION, ACCOUNTING & PROCESSING**

Contractors shall maintain all records necessary for the administration of the user fee program including, but not limited to: computerized registration and reservation program such as the Outdoor Recreation Management Suite (ORMS), credit card scanners and printers, User Fee Permits (ENG Form 4457), Electronic Cash Registers, Cash Collection Vouchers (DD 1131), Remittance Registers (ENG 3313), rosters, campsite status boards, passes, etc. **IT IS ILLEGAL TO DUPLICATE GOVERNMENT KEYS AND FORMS (REGISTRATION CARDS, CAMPER PASSES, ETC.).** Guidance is provided at contractor orientation sessions.

1. Contractors shall collect a variety of user fees as specified in the applicable local policies for campers, visitors, and day users. Fees collected shall be properly secured. Cash on hand must at all times correspond with permit and related records. There shall not be co-mingling of personal cash with fees collected by Contractors except. Local policies that require Contractors to provide a change fund must comply with that Projects audit procedures.

2. Contractors, where applicable, shall administer and collect fees for picnic pavilion reservations and campsite reservations. This may include coordinating with the NRM Site Management Office, taking reservations over the phone and/or computer through ORMS, posting reservations, collecting user fees from those users making reservations and issuing receipts to customers.

3. Contractors shall operate the ORMS computerized reservation system at locations participating in NRRS™. Contractors may be required to operate credit card machinery, and/or electronic cash registers. These methods assist in the collection and tracking of recreation user fees and reservations using computers, electronic hardware and programs supplied by the government.

4. User fees and records shall be subject to audit by Government personnel at all times. Monies and credit card charges on hand must agree with permits sold. The responsible contractor must reconcile all discrepancies. **Unjustifiable differences may result in contract termination for default.**

5. Contractors shall convert cash collected to cashier's check or money order (made payable to NRRS; F&A Officer, Mobile District COE; or as otherwise officially specified) and mail converted fees and specified documentation to a Corps authorized account via certified mail. Alternately, Contractors may be required to deposit user fees directly into an approved U.S. Treasury Department account or submit funds to Project Ranger staff for remittance. Contractors are responsible for the cost of converting fees into a money order or cashier's check. Contractors

shall process all required documentation, such as cash collection vouchers, deposit slips and remittance registers (either ORMS or generated or manually completed) in accordance with Corps policies. **Contractors shall be responsible for the cost of envelopes and certified postage, as well as, preparation time, travel time, reproduction expenses, and transportation costs. If fee transportation to a bank or Project Office is required, the approximate round trip mileage will be stated in Section I “Available Positions & Park Descriptions.” Compensation for these items must be included as a part of the potential contractor’s bid price.**

6. Contractors shall take precautions to assure personal safety and security of fees according to prescribed procedures. Where provided, an approved safe shall be used by the Contractors to secure all user fees. Cash drawer funds should not exceed \$250 at any time. Transfer of fees to a bank, lock-box account, or to authorized project personnel shall be required no less than once a week or at any time cash on hand exceeds \$5,000.00, or at a lower threshold specified by the Operations Manager.

7. At authorized locations, Contractors shall issue Annual Day Use passes and project hunting permits to eligible individuals and complete documentation according to prescribed procedures.

#### **C. CLEANING & MAINTENANCE**

Contractors shall maintain the park gatehouse and immediate surroundings in a clean, orderly and sanitary condition at all times. This shall include, but not be limited to, daily sweeping, dusting, washing windows, and properly disposing of trash. General maintenance of all shrubbery beds in the vicinity of the gatehouse shall be part of this contract.

Other more specific cleaning duties are found in the park description and local policies.

#### **D. LIVING AREA**

Contractors shall maintain their assigned motor home/trailer site and adjacent living areas in a clean, clutter-free, sanitary condition at all times. No dog pens, horse corrals, poultry cages, or similar facilities for pets or raising of animals will be allowed, except as provided for in the subsection titled “Pets”. No washers, dryers, or excessive personal items will be permitted outside the contractor’s living quarters. Landscaping (garden and flowering plants) around contractors’ assigned site *may* be allowed after prior approval of the Operations Manager.

#### **E. SECURITY OF PERSONAL PROPERTY**

Security of contractor's living quarters and all personal property shall remain the contractor's responsibility throughout the duration of the contract. The Government accepts no responsibility or liability for damage to, or theft of, contractor's property.

#### **F. LOST & FOUND**

Reports of lost items, and items turned in as found, shall be forwarded to a Park Ranger, who will handle in accordance with Title 36 provisions.

#### **G. COOPERATION WITH OTHERS**

Contractors shall cooperate with other Contractors, Volunteers, Corps of Engineers employees, Government contractors and law enforcement personnel. Contractors shall allow Corps employees and Government contractors to utilize communication facilities furnished by the government for official business. Government contractors shall be allowed to enter the park to perform their duties. Contractors shall maintain a congenial relationship with each other, including verbal and written communications as necessary to comply with the terms of the contract. Contractors shall not direct the performance of another contractor. If the performance of another contractor is questionable, the Project Office should be contacted.

### **IV. CONTRACTOR-FURNISHED EQUIPMENT & PROVISIONS**

*Items specified in this section should be included in the bid price.*

#### **A. TEMPORARY LIVING QUARTERS**

1. Contractor shall furnish a factory-built, "self-contained" recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract.

2. The unit shall be equipped with electrical hookup not to exceed 110 volts, and shall be at least 18 feet in length. Maximum size of the trailer or motor home shall be determined by physical limitations of the site furnished. However, contents of the trailer must remain in the trailer and restrooms/showers must be usable.

3. Pickup shell-type campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, converted buses, or other RV's which do not meet size requirements or the "self-contained" classification as determined by inspection of the Operations Manager or his/her representative, will not be acceptable.

4. **The contractor team shall be the sole occupants of their site. Other family members and friends shall not reside with the contractor.**

5. Overnight visitors of the contractor may stay in the contractor's living quarters. Visitors, including family and friends, shall not enter the gatehouse at any time. Visitors having their own camping equipment shall occupy a regular campsite and receive no preferential treatment by the contractor in regards to fees, site assignments or Corps and Project policies. Visitors shall not utilize attendant site hook-ups. Operations Managers and their authorized representatives may limit the number of visitors and length of stays.

## **B. CONTRACTOR TRANSPORTATION**

Contractors shall provide and maintain a fully operational vehicle, which can be utilized independently of their RV, for purposes of personal or contract-related duties.

1. All motor vehicles, including motor bikes and similar vehicles used contractors, shall be properly licensed, "street legal", comply with all applicable state laws, and shall be operated in a safe and legal manner.

2. Vehicles used for park patrols shall be in good condition, free from slogans, advertising, and offensive materials.

3. Minimum liability insurance must be carried, as required by the state law where the contract is performed or as otherwise specified in contract clauses. The insurance must be effective throughout the contract period.

4. Contract shall provide fuel necessary to perform tasks in the General Duties and those specified by local policies.

## **C. CONTRACTOR APPEARANCE**

Contractors shall promote a professional image through their personal appearance and actions. While on duty, contractors shall dress neatly, in properly fitting, clean clothing, in an acceptable condition (no holes, patches, or signs of "wear" such as fading, missing buttons, broken zippers, stains, or fraying). Bermuda-style shorts or knickers may be allowed, but excessively short and/or tight pants and skirts, swimwear, undershirts, tank tops, halter tops, cutoff shirts, sandals, thongs and similar attire will not be allowed. Only caps/hats provided by the Operations Manager's Office may be worn while on duty. **Some projects may require contractors wear uniforms purchased at their own expense in accordance with prescribed policy. DO NOT purchase uniforms prior to orientation.**

**D. INSURANCE**

The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Additional Contract Requirements.

Comprehensive Automobile Liability Insurance:

Bodily injury coverage with minimum limits of \$250,000 per person and \$500,000 per occurrence.

Property Damage Coverage with a minimum limit of \$25,000 per occurrence.

At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing thirty (30) days written notice to the Contracting Officer by the insurance Company prior to cancellation or material change in policy coverage. Current Certificate of Insurance shall be furnished to the Contracting Officer within five (5) days after award of contract.

**E. CHANGE FUND**

Some Projects may require Contractors to provide a \$150 change fund prior to the start of the contract. In these instances, Contractors must adhere to local audit policies to identify these funds.

**F. OTHER REQUIRED EQUIPMENT/SUPPLIES**

In addition to the aforementioned, contractors shall furnish any other equipment and/or supplies as specified by local policies.

**V. GOVERNMENT-FURNISHED EQUIPMENT & PROVISIONS**

**A. CONTRACTOR SITE**

The Government will furnish an approved site for a factory-built, self-contained trailer or motor home with electrical (110 volts), water and sewage hookups, free of charge. Occupancy of this site is limited to contractor's camping unit and personal vehicles only. Contractors may be required to obtain an off-premise postal box, at their own expense.

## **B. GATEHOUSE/ENTRANCE STATION**

1. Unless otherwise specified, gatehouse entrance stations shall be shared between two sets of contractor teams on alternate performance schedules.
2. Only those persons under contract as contractors (on scheduled performance days), and properly identified and authorized Corps employees, shall be permitted inside the non-public portion of the gatehouse.
3. Customers, visitors and contractor's guests (including family members) shall only be allowed in the public area of gatehouses. Some gatehouses do not have indoor public areas.
4. Only certified service animals are permitted in/or adjacent to gatehouses.
5. **No tobacco or tobacco substitute products (e.g. electronic cigarettes) are permitted inside gatehouses/entrance stations.** At the Operations Manager's option, contractors on duty may be allowed to smoke in designated areas adjacent to the gatehouse provided cigarettes/cigar ashes and butts are properly disposed.
6. Contractor shall not solicit, advertise, sell or offer to sell any unauthorized goods or services to campers or visitors on public property (CFR Title 36, Section 327.18).

## **C. COMMUNICATIONS EQUIPMENT**

The Government, as appropriate, will provide sufficient communications equipment, including portable radios and telephone equipment. Government provided radios/telephones shall be used for official business only and/or to summon emergency assistance for customers. All use of such equipment shall be in compliance with FCC and Corps regulations and instructions.

## **D. GATEHOUSE SUPPLIES, FORMS & BROCHURES**

User fee permits, documentation forms, rosters, note paper, pens, computer hardware, software, cash registers, and handout materials such as maps, brochures, information pamphlets, copies of Title 36 CFR, park rules and regulations and other informational materials will be provided by the Government, as deemed necessary by the Operations Manager or their authorized representative.

## **E. CONTRACTOR IDENTIFICATION**

The Government will furnish contractor identification tags, patches and ball caps that clearly identify contractors as non-government employees.

## F. KEYS

The COR will provide keys for park operation. In the event keys are lost, the contractor may be held responsible for all costs incurred for the replacement and re-keying of any affected facility.

## G. CLEANING SUPPLIES

Cleaning supplies will be provided by the Government as stated in the applicable as prescribed.

## VI. PAYMENT FOR PERFORMANCE

Payment is processed once monthly for each day worked at the quoted contract unit price. Per FAR 52.232-33(b) Payment by Electronic Funds Transfer--System for Award Management, “[t]he Government shall make payment to the Contractor using the EFT information contained in the System for Award Management (SAM) database.”

### A. INVOICES

Contractor shall submit on a monthly basis a bill for the number of days worked. Payment will be made within the timeframe allowed by federal law (currently 30 days after receipt of a properly completed invoice). Blank invoice forms will be provided for the contractor's use. Postage, envelope and reproduction costs are borne by the contractor. **NOTE: Contractor may perform approximately 60 days before receiving first contractual payment.** See Exhibit 1 for a sample invoice.

### B. NON-PERFORMANCE

No payment shall be made for days of non-performance, including those due to contractor illness or personal matters. The Operations Manager or his/her authorized representative should be contacted and given as much advance notice as possible when absences are anticipated. Short periods of absence may be approved on an individual basis, depending on need and contractual demands.

### C. FINAL CONTRACT PAYMENTS

Final payment voucher shall not be presented to the contractor until all funds and permits are reconciled. Any shortage of funds may be deducted from the contractor's final payment. Proper handling of and accounting for funds is a condition of performance of this contract. The contractor

may be held liable for any losses, including any equipment issued by the Government lost or damaged due to negligence.

## **VII. CONTRACTOR PERFORMANCE & EVALUATION**

### **A. PERFORMANCE EVALUATION**

Contractor performance is evaluated no less than mid-term and at the conclusion of their contract. Performance criteria will be distributed to contractors at the orientation sessions. See Exhibit 2 for a sample evaluation form.

### **B. CONTRACTOR DEFICIENCIES**

1. Contractors shall be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or COR. Notification shall be documented in a memorandum for record and forwarded to the Contracting Officer.

2. Written notifications and memoranda for record shall be prepared by the COR. The original will become part of the contractor's permanent file at the Operations Manager's Office, a copy will be issued to the contractor, and a copy forwarded to the Contracting Officer.

3. Upon receipt of notification of deficiency in service, contractors must immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency.

4. Deficiencies may be cause for termination of contract.

### **C. TERMINATION**

1. Failure of the contractor to provide items in full and to provide complete services listed in the contract specifications and applicable specific recreation area contract requirements may be grounds for termination. Breach of contract and/or voluntary termination of contract without sufficient cause may jeopardize the contractor's standing for future contracts with the Corps of Engineers.

2. Contractors may be terminated if the Government determines contractor services are no longer needed due to unforeseen closures of a park or its major facilities (e.g., beaches, boat ramps, restrooms, campgrounds, etc.). Unforeseen closures would include those resulting from droughts, floods, storm damage, infrastructure failure and previously unknown safety hazards.

3. Inappropriate conduct or unacceptable actions of contractors may be grounds for termination. Examples of actions meriting termination include, but are not limited to:

- a. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies;
- b. Consumption of alcoholic beverages and/or intoxication while on duty, and/or possession or use of illicit drugs at any time;
- c. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against, or in the presence of, customers, Corps personnel, or other contractors;
- d. Recurring written or verbal complaints from visitors or project personnel concerning contractor's attitude or lack of cooperation in performance of contractual responsibilities;
- e. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) area of gatehouses/entrance stations;
- f. Inability to perform contractual responsibilities in accordance with the General Specifications and local policies;
- g. Violations of public health and safety, including smoking in the gatehouse; and,
- h. Failure to maintain a clean and well-groomed personal appearance.

## **VIII. ADDITIONAL REQUIREMENTS & INFORMATION**

### **A. SYSTEM FOR AWARD MANAGEMENT (SAM)**

The contractor is required to furnish to the Contracting Officer a Commercial and Government Entity (CAGE) code prior to award. Refer to contract clause **52.204-7 System for Award Management** for further instruction. The following information relative to this contract is required for successful registration:

1. All business types should be marked "For-Profit Organization".
2. North American Industry Classification System (NAICS) Code **721211 RV (Recreational Vehicle) Parks**
3. Select "Yes" for small business.

### **B. REPRESENTATIONS & CERTIFICATIONS**

Contractors must certify that they are a small business by completing provision 52.212-3 "Offeror Representations and Certifications—Commercial Items" Alternate I. You may also

complete this document through the On-line Representations and Certifications Application (ORCA) located at <https://www.sam.gov>.

### **C. BONDS**

Army regulations require contractors who collect fees to be fully bonded or insured to protect the government against theft, misappropriation, or loss of Government funds and/or property under control of the contractors. The contractor is required to furnish to the Contracting Officer proof of such a bond in the minimum amount of \$5,000.00. The contractor shall not begin performance until proof of such a bond is furnished.

### **D. BACKGROUND CHECKS**

Each prospective park attendant contractor (PAC) [this includes partner] must provide proof of US citizenship and shall furnish a certified copy of the state criminal history check from their state of residence **PRIOR to CONTRACT AWARD** or proof that it has been applied for. **This information can be obtained from the state of residence's Department of Public Safety.** All associated costs shall be incurred by the prospective contractor.

## **IX. ANTITERRORISM AND OPERATIONS SECURITY (AT/OPSEC) REQUIREMENTS**

The following paragraphs apply to this requirement:

### **A. ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES**

All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). If necessary, the contractor shall also provide all information required for background checks or background investigation and to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

### **B. Pre-screen Candidates Using E-Verify Program**

The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-

verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award.

\*When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, with the designated Government representative. This Form will be provided to the Contracting Officer and shall become part of the official contract file.

**EXHIBIT 1**

**SMALL BUSINESS INVOICE**

**NAME:**

**DATE OF INVOICE:**

**ADDRESS:**

**PURCHASE ORDER:**

Park attendant services at \_\_\_\_\_ for the period \_\_\_\_\_ through \_\_\_\_\_ for a total of \_\_\_\_\_ days at  
per day = \_\_\_\_\_ .

\_\_\_\_\_  
Park Attendant Signature

**EXHIBIT 2**

**GATE ATTENDANT EVALUATION**

**NAME:** \_\_\_\_\_ **CONTRACT #:** \_\_\_\_\_

**PARK:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. Rate Contract Attendants in each category, on a scale of 0-3. Explain deficiencies and actions taken to correct on back of this page.

**3=EXCELLENT/ABOVE AVERAGE, 2=SATISFACTORY, 1=NEEDS IMPROVEMENT, 0=UNSATISFACTORY**

A. Courteous and helpful attitude toward visitors.	0	1	2	3
B. Resolves minor problems.	0	1	2	3
C. Follows established Corps procedures & Scope of Work (including AT/OPSEC Requirements)	0	1	2	3
D. Cooperates with Corps personnel and contractors. (For example: does not question Corps policy, decisions made by Corps employees, etc.)	0	1	2	3
E. Provides full shift in gatehouse when scheduled.	0	1	2	3
F. Reports complaints, incidents to Rangers when occur.	0	1	2	3
G. Maintains Daily Log and Camper Check-In Board	0	1	2	3
H. Proficient in NRRS and/or Cash Register	0	1	2	3
I. Maintains Gate House in neat, organized manner	0	1	2	3
J. Correctly submits daily reports & Fee Remittances	0	1	2	3
K. Maintains neat appearance, including uniforms	0	1	2	3
L. Demonstrates team-effort in daily duties (For example: provides assistance to other attendants)	0	1	2	3

**2. Contractor (s) Signature(s):** \_\_\_\_\_

**Evaluator's Signature & Title:** \_\_\_\_\_

**Review and Concurrence by COR:** \_\_\_\_\_ **Date:** \_\_\_\_\_