

## **Woodruff-Seminole Site Office Campground Local Policy**

**Area-Specific Provisions and Requirements:** The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for park attendant contractors. It is important to read and understand both the General Specifications and the Local Policy prior to submitting your bids.

### **HOURS OF WORK:**

**Eastbank:** Both park attendant contractors “A” and “B” will generally work a four (4) day shift, four days on and four days off, including the federal holidays that fall on their shift.

**Hales Landing:** Will consist of one contractor team. Park attendants will generally work a five (5) day shift, Thursday-Monday with Tuesday and Wednesday as days off, including the federal holidays that fall on your shift.

Both campgrounds: Twenty-four hour shifts generally begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period, park attendant contractors will operate the gatehouse each day from 7:00 a.m. until 10:00 p.m. At least one park attendant contractor will be available in the park during times in which the gatehouse is not open and the park attendant is on duty, except for the days they must go to the post office and/or bank.

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

**PARK INSPECTIONS:** Attendants will conduct an inspection of the park at least three times each day while on duty. Inspections are to be done mid morning, near check out time, and late evening. Inspections may exceed the minimum number depending on particular issues that may require increased surveillance.

**Hales Landing:** Attendants will conduct an inspection of the park at least two times each day while on duty. Inspections are to be done mid morning and late evening. Inspections may exceed the minimum number depending on particular issues that may require increased surveillance.

**OPENING AND CLOSING FACILITIES:** The park attendant on duty will be required to open the campground each morning at 7:00 a.m., close and lock the entrance gates at 10:00 p.m. each night while on duty. Law enforcement personnel and/or project management staff should be contacted for situations beyond attendant’s control from 10:00 p.m. until 7:00 a.m. Park attendant contractors are also required to open gates to allow campers to leave for any reason outside gatehouse operation hours.

**PARK ATTENDANT CONTRACTOR LIVING AREA:** Park attendant contractors are limited to erecting only one tent at their site. The tent should be less than 200 sq ft in size. Park attendant contractors should not install any plants that will live longer than one season.

**TESTING:** After orientation, both members of the PAC party will be required to pass a written test and show proficiency in utilizing the Outdoor Recreation Management Suite Software. Couples will not be allowed to take the test together. Each person must pass his or her own test. Both members of a PAC party must show proficiency and pass his or her own test.

**Hales Landing:** Both members of the PAC party will only be required to pass a written test. There is no computer usage. Couples will not be allowed to take the test together.

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