

# WALTER F. GEORGE LAKE

## Campground Local Policy and Day Use Area Local Policy

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

**Hours of Work:** Both park attendant contractors “A” and “B” will generally work a four (4) day shift, four days on and four days off, and will work all of the federal holidays that fall within their normal shift. Twenty-four hour shifts generally begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period park attendant contractors at the campgrounds will generally operate the gatehouse for fifteen (15) hours 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 contractor is on duty. Winter contract hours may be reduced.

During the contract period park attendant contractors at Highland and Hardridge Creek Day Use Parks will generally operate the gatehouse for fourteen (14) hours each day from 7:00 a.m. until 9:00 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 contractor is on duty.

**Orientation:** PAC Teams may be required to attend all orientation sessions, beginning at 9:00 a.m. each day, at the Walter F. George Lake, Natural Resource Management Office, 427 Eufaula Road, Fort Gaines, GA 39851. These meetings will conclude by 4:00 p.m. each day. Park attendants will be paid their normal daily rate for attendance. Both members of the PAC team will be required to pass a test and show proficiency and pass his or her own test.

**Approved User Fee collection & Processing:** **BOTH MEMBERS of the PAC Team** will be responsible for learning and operating the **ORMS (Outdoor Recreation Management Suite)** computer program (a windows-based program utilizing a mouse) to register campers, visitors, sell Annual Day Use Passes and process Deposit Summary Reports. An orientation session will be provided; however, **computer literacy is required for both members of the contractor team.** PAC Teams will be required to purchase cashier’s check or money orders anytime cash exceeds **\$5,000.00.** Cashier’s checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. PAC Teams will submit Deposit Summary Reports, cashier’s checks and/or money orders, and camper’s personal checks using **Certified Mail** but not return receipt to a lock box. PAC Teams will be responsible for the fee for the cashier’s checks or money orders, envelopes, transportation to and from the bank and certified postage.

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

**Opening and Closing Facilities:** PAC Teams may have to conduct a visitor survey in the park. Total mileage for one inspection tour is approximately four (4) miles. PAC Teams will be required to inspect the entire campground and inside and outside of restroom facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately.** PAC Teams are required to unlock and open gate to campground each morning at 7:00 AM and close and lock campground gate each night at 10:00 PM on scheduled performance days and contact law enforcement personnel or project management personnel for situations beyond attendant’s control from 10:00 p.m. until 7:00 a.m. **WITHOUT EXCEPTION, PAC Teams will immediately open gates for those**

**claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC Teams will also immediately open gates to allow emergency vehicles access to the park and customers.** White Oak Creek Campground PACS may be required to open and close the gate at White Oak Creek Day Use Park.

**PET POLICY:** Pets at the PAC Teams residence are allowed. Pets must be kept in accordance with the General Contract provisions concerning leash requirements, boarding requirements, and all other requirements. Pets will be controlled at all times and will not disturb the other PAC Team.

**Park Attendant Contractor Living Area:** PAC Teams will keep their site neat and clean at all times. PAC Teams should not install any equipment or plants without getting permission from the Natural Resource Management Office.

**Gatehouse Maintenance and Appearance:** PAC Teams will be required to keep the gatehouse neat and orderly. Personal items will be kept to a minimum.

**DRESS CODE OR UNIFORM POLICY:** PAC Teams are not required to wear a specific type of uniform, but dress should be appropriate, neat, and clean at all times when on duty. (No sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. PAC Teams shall at all times be clean, neatly dressed and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably on the government. Beards are acceptable, but must be kept neatly trimmed and clean.

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

- A. Gardening tools for the small planter area at the gatehouse are generally not necessary, but, if needed, will be furnished by the contractor.
- B. All maintenance supplies and equipment needed to maintain park attendant contractor's campsite in a neat, clean, and sanitary condition are to be supplied by the contractor.
- C. Contractor will provide personal funds to make change. The amount of the change fund should be maintained at least \$100.

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

- A. Local telephone service for park attendant use will be provided through the campground's business line. Long distance telephone calls must be authorized by the Contracting Officer's Representative (COR) and recorded as directed, except in official emergency situations.
- B. Garden hose and sprinkler to maintain gate house and immediate area around building.
- C. Adding machine or other calculating equipment or materials as needed to provide accurate counting of funds.
- D. A telephone for use inside camper trailer or motor home.

**Additional Information: All bidders should contact Park Ranger Joyce Sellers at the Walter F. George Lake, Natural Resource Management Office, at 229-768-2516 to arrange for a tour of the park(s) and an explanation of required duties and responsibilities.** Prospective contractors are strongly encouraged to visit the area they are interested in operating before submitting a bid.