

West Point Project

Campground and Day Use Park Attendant Contractor Local Policies

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 Policies* prior to submitting your bids.

Campground Park Attendant Contractor Hours of Work: Both park attendant contractors “A” and “B” at Whitetail Ridge, R. Shaefer Heard, Amity and Holiday 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 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 control station for fifteen (15) hours each day; generally 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.

Orientation: Park attendant contractors are required to attend all orientation sessions, beginning at 8:30 a.m. each day, at the Project Management Office. These meetings will conclude by 4:00 p.m. each day. Both members of the park attendant contractor team must be able to demonstrate proficiency. Park attendants will be paid their normal daily rate for attendance.

Park Inspections: Attendants will conduct an inspection of the park at least once every four hours when on duty to identify any work needed to keep the area in a safe and presentable condition; e.g., grass cutting, repairs to facilities, etc. At least one of the inspections should be performed after dark.

Opening and Closing Facilities, Campgrounds: The park attendant on duty will open gates into the campground each morning at 7:00 a.m., close and lock the same gates at 10:00 p.m. each night on duty. Park attendants will contact law enforcement personnel or project management personnel for situations beyond attendant’s control from 10:00 p.m. until 7:00 a.m. Park attendants will raise the United States of America and the U.S. Army Corps of Engineers flags each morning and lower, remove, and fold at sunset. Without exception, park attendant contractors 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. Park attendant contractors will also immediately open gates to allow emergency vehicles access to the park and customers. Gatehouse windows and doors must be locked and interior appliances, lights and computers must be turned off after performance shift ends each day.

Park Attendant Contractor Living Area: Park attendant contractors are limited to erecting only one tent or gazebo at their site. The tent or gazebo should be less than 200 sq ft in size. Park attendant contractors should not install any plants that will live longer than one season.

Additional Contractor-Furnished Equipment/Supplies:

- A. Gardening tools for the small planter area at the gatehouse must 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. 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.
- E. Contractor will provide personal funds to make change. The amount of the change fund should be maintained at \$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 to maintain gate house and immediate area around building.
- C. United States and Corps of Engineer flags to display at the gatehouse.

Additional Information: All bidders should contact Park Ranger Randy Dye at the West Point Lake Project Management Office, at 706-645-2937 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.