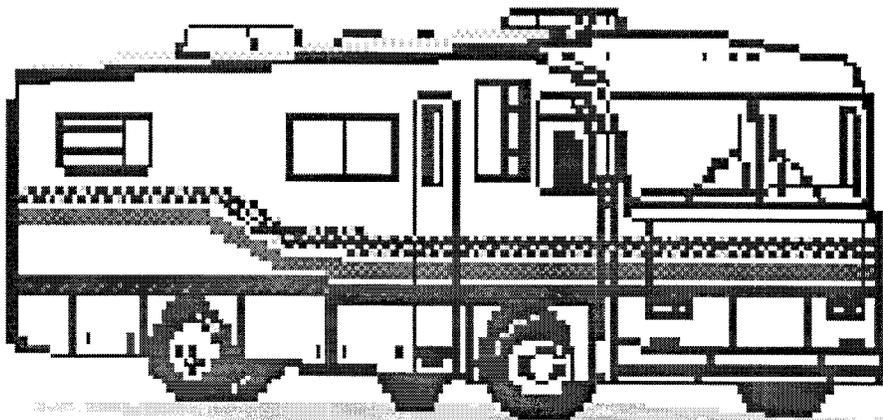
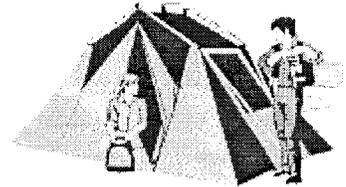
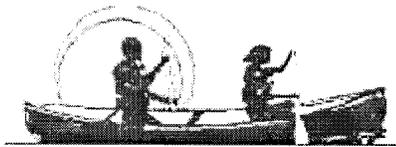
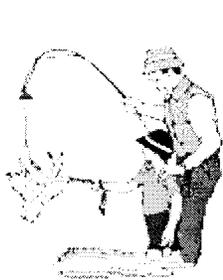


US Army Corps of Engineers

Mobile District



WINTER 2001-2002

**PARK GATE ATTENDANT
REQUEST FOR QUOTATIONS**

**DEPARTMENT OF THE ARMY
U S ARMY ENGINEER DISTRICT, MOBILE
www.sam.usace.army.mil**

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

1. REQUISITION NO. _____ PAGE 1 OF 2

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

2. CONTRACT NO. _____ 3. AWARD/EFFECTIVE DATE _____ 4. ORDER NO. _____
5. SOLICITATION NO. DACW01-01-Q-0001 6. SOLICITATION ISSUE DATE 17 July 2001

7. FOR SOLICITATION INFORMATION CALL a. NAME **PHILOMENIA Y. KLOPNER** b. TELEPHONE NO. (No collect calls) (334) 441-5519 8. OFFER DUE DATE/LOCAL TIME 20 August 2001

9. ISSUED BY U S ARMY ENGINEERS DISTRICT-MOBILE CONTRACTING DIVISION (CESAM-CT) (109 ST. JOSEPH ST. 36602 P.O. BOX 2288 MOBILE, AL 36628-0001
TEL: 334-441-5519 FAX:334-441-5765

10. THIS ACQUISITION IS
 UNRESTRICTED
 SET ASIDE: 100 % FOR
 SMALL BUSINESS
 SMALL DISADV. BUSINESS
 8(A)
 SIC: 7033
 SIZE STD: \$5.0 M

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
 13b. RATING _____
 14. METHOD OF SOLICITATION
 RFQ IFB RFP

12. DISCOUNT TERMS
 Net 30 Days

15. DELIVER TO CODE _____ 16. ADMINISTERED BY SEE BLOCK 9 CODE _____

17a. CONTRACTOR/OFFEROR CODE _____ FACILITY CODE _____ 18a. PAYMENT WILL BE MADE BY CODE _____
 TELEPHONE NO. _____

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM (SEE BLOCK 15)

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
***	SEE ATTACHED SCOPE OF WORK <i>(Attach Additional Sheets as Necessary)</i>				

25. ACCOUNTING AND APPROPRIATION DATA _____ 26. TOTAL AWARD AMOUNT (For Govt. Use Only) _____

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR _____ 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) _____

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) _____ 30c. DATE SIGNED _____ 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) _____ 31c. DATE SIGNED _____

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

33. SHIP NUMBER _____ 34. VOUCHER NUMBER _____ 35. AMOUNT VERIFIED CORRECT FOR _____
 PARTIAL

32b. SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE _____ 32c. DATE _____ 36. PAYMENT COMPLETE PARTIAL _____ 37. CHECK NUMBER _____

38. S/R ACCOUNT NO. _____ 39. S/R VOUCHER NO. _____ 40. PAID BY _____

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 42a. RECEIVED BY (Print) _____

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER _____ 41c. DATE _____ 42b. RECEIVED AT (Location) _____

42c. DATE REC'D (YYMM/DD) _____ 42d. TOTAL CONTAINERS _____

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405.

OMB No.: 9000-0136
Expires: 09/30/98

PLEASE IDENTIFY EACH PAGE OF THIS QUOTATION WITH YOUR NAME. THIS IS VERY IMPORTANT FOR IDENTIFICATION PURPOSES.

PLEASE SEE ATTACHED "SPECIFIC RECREATION AREA JOB DESCRIPTION SHEET (S)" FOR THESE POSITIONS. ALSO, THE NAME AND TELEPHONE NUMBER FOR A POINT OF CONTACT WILL BE INDICATED ON THE "SPECIFIC RECREATION AREA JOB DESCRIPTION SHEET (S)". A DAILY BID AMOUNT MUST BE ENTERED IN THE "UNIT PRICE" SPACE. MULTIPLY YOUR UNIT PRICE BY THE NUMBER OF DAYS TO OBTAIN THE "TOTAL AMOUNT". BIDS MUST BE IN **WHOLE DOLLAR AMOUNTS**.

IMPORTANT: A BID MUST BE ENTERED FOR **EACH** PARK ATTENDANT POSITION IN WHICH YOU ARE INTERESTED. ATTACHED "SPECIFIC RECREATION AREA JOB DESCRIPTION SHEETS" INDICATE DETAILS ON WORK HOURS, DESCRIPTION OF DUTIES AND FACILITIES, AND LAST YEAR'S DAILY BID PRICE OR A GOVERNMENT ESTIMATE FOR THAT SITE. **IMPORTANT:** PLEASE BE SURE TO FILL IN AND RETURN YOUR **CONTRACTOR DATA SHEET** WHEN YOU SUBMIT YOUR BID (S). **PLEASE NOTE!! SURETY BONDS** FOR PARK GATE ATTENDANTS MUST BE SUBMITTED TO THIS OFFICE **BEFORE COMMENCEMENT OF WORK**. ADDITIONAL INFORMATION REGARDING THIS WILL BE ATTACHED TO THE INFORMATION SHEET THAT WILL BE SENT OUT WITH EACH BID PACKAGE. ALSO, THE DOLLAR AMOUNT FOR EACH BOND FOR EACH PARK SITE WILL BE INDICATED ON THE "SPECIFIC AREA JOB DESCRIPTION SHEET" FOR THAT PARTICULAR POSITION.

WINTER 2001-2002 PARK GATE ATTENDANT INFORMATION FOR U.S. ARMY ENGINEER DISTRICT, MOBILE

The following information will apply for the 2001 Winter Park Gate Attendants. There will be a total of **17** Park Gate Attendant positions that will let for bid. They are as follows:

Allatoona Lake will have 1 Park Gate Attendant Position.

Demopolis Site Office will have 8 Park Gate Attendant Positions.

Lake Seminole will have 2 Park Gate Attendant Positions.

Walter F. George will have 4 Park Gate Attendant Positions.

West Point Project will have 2 Park Gate Attendant Positions.

PLEASE NOTE: Due to budget constraints for the operation of Government parks, it is requested that your “Best Possible Price” be quoted. Bids are due back into the Contracting Office by Monday, 20 August 2001. For additional copies of this solicitation, please access the Mobile District homepage, “CONTRACT BIDS” at www.sam.usace.army.mil. Please mail your bids to: U.S. Army Corps of Engineers, Mobile District, ATTN: Philomenia Y. Klopner (CT-S), P.O. Box 2288, Mobile, AL 36628-0001.

You will find attachments for the various clauses that will relate to the bids. There is one General Specification in this bid package, and individual “Specific Area Job Description Sheets” for each particular Park Gate Attendant Position. **It is important that you review this information.** In the “Specific Area Job Description Sheets” (these will be in your REQUEST FOR QUOTATION for that particular lake/site), you will find the name and telephone number of the individual to contact for that particular position for clarification of specifications, directions and locations of the park attendant positions, and to arrange for a tour of the parks. There is also information supplied on the “Specified Area Job Description Sheets” regarding the amount required for the Surety Bond for each particular Park Gate Attendant Position. Attached you will find information regarding Surety Bond Requirements and some suggested sources for obtaining this bond. **Surety Bonds for Park Attendant Positions must be submitted to this office BEFORE COMMENCEMENT OF WORK.**

PAGE 2 OF WINTER 2001-2002 PARK GATE ATTENDANT INFORMATION

Please make sure that you fill in and return the “**Contractor Data Information Sheet**” that will be with every “**Bid Schedule**” (RFQ Line Item) where you will indicate your bid amount. Please return this along with the 1st Page of the **SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449)** on which you will complete items 30a., b., and c. A bid must be entered for **each** Park Attendant Position in which you are interested. The amount per day that the Park Attendant Position went for on last year’s contract or a “Government Estimate” will be indicated on the “Specific Area Job Description Sheet” for that particular position.

Last...but “Most Important” ...you are strongly urged to provide a telephone number where you may be reached on the date of: September 6, 2001 for contract award. If attempts to reach you are unsuccessful, you may not receive a contract award for this Park Gate Attendant Cycle.

**ADDENDUM
SURETY BONDS FOR PARK GATE ATTENDANTS**

1. 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 under control of the contractors. The contractor is required to furnish to the contracting officer proof of such a bond in the amount enumerated in the contract specifications. If no amount is specified, a minimum of \$3,000.00 bond will be required. (See attached list of Potential Bond Sources). **THE CONTRACTOR WILL NOT BEGIN WORK UNTIL PROOF OF SUCH A BOND BE FURNISHED.**

2. Instead of furnishing a surety bond, the contractor has the following options:

a. Depositing certain United States bonds or notes in an amount equal to their par to the penal sum of the bond; or

b. Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in the amount equal to the penal sum of the bond. Certified or cashier's checks, etc., shall be made payable to the **Finance and Accounting Officer** and mailed directly to the **U.S. Army Corps of Engineers, ATTN: Philomenia Y. Klopner, P.O. Box 2288, Mobile, AL 36628-0001. CERTIFIED MAIL IS RECOMMENDED.**

NOTE: Return of Cash bonds may take up to **60 days** to process after CT-S is notified by the field office. Therefore, it is essential that notification be provided immediately after final payment is authorized.

POTENTIAL BOND SOURCES

NOTE: Please be warned that this list is extremely limited and is provided only as a courtesy listing of some of the companies that may offer Surety Bonds of the type required for park attendant contracts. Other potential sources might be found by consulting your local yellow pages under “Bonds - Surety”. Another possible source is insurance companies and agencies. Be advised that the Corps of Engineers makes no warranties, explicit or implied as to the quality, reliability, and/or soundness of the companies on this list or services provided by them. It is the sole responsibility of individuals seeking bonds to establish the soundness of the company and/or services offered by them.

Insurance & Financial Mgmt Svc, Inc.
P.O. Box 1604
Aiken, SC 29801
POC: George Peterson
Ph. 803-648-2227

Galloway, Chandler, McKinney Insurance Co.
P.O. Box 9670
Columbus, MS 39705
Phone: 662-328-0492

Surety Group
1900 Emory Street
Atlanta, GA 30138
Ph: 404-352-8211

BDH Associate Inc
620 Hillcrest Rd, Suite 400
Lilburn, GA 30047
Ph: 770-564-2999

AAA Alabama Surety Brokers, Inc.
2 Office Park Circle
Birmingham, AL
Ph. 205-871-9399

Old Republic Surety Group
7610 Stemmons, Suite 400
Dallas, TX 75247

Ebert Agency, Inc.
222 W. Laurel Avenue
Foley, AL 36536
Ph. 205-943-2281

Amwest Surety Insurance Company
Tucker, GA
Ph. 404-493-9902

Williams Insurance Agency
34 Lafayette Square
LaGrange, GA
Ph. 706-882-5566

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

TABLE OF CONTENTS

I. GENERAL INFORMATION

- A. CONTRACTING OFFICER**
- B. WORK SCHEDULE & PARK HOURS**
- C. REQUIRED ATTENDANCE AT ORIENTATION/TRAINING**
- D. PETS**

II. GENERAL DUTIES

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

III. CONTRACTOR-FURNISHED EQUIPMENT & PROVISIONS

- A. TEMPORARY LIVING QUARTERS**
- B. ATTENDANT TRANSPORTATION**
- C. VISITORS OF PARK ATTENDANTS**
- D. UNIFORMS, DRESS CODES AND PERSONAL APPEARANCE**
- E. INSURANCE**
- F. OTHER REQUIRED EQUIPMENT/SUPPLIES**

IV. GOVERNMENT-FURNISHED EQUIPMENT & PROVISIONS

- A. PARK ATTENDANT PAD**
- B. GATEHOUSE/ENTRANCE STATION**
- C. COMMUNICATION EQUIPMENT**
- D. GOVERNMENT FORMS AND BROCHURES**
- E. IDENTIFICATION**
- F. KEYS**
- G. CLEANING SUPPLIES AS SPECIFIED**

V. PAYMENT FOR SERVICES

- A. MONTHLY PAYMENT VOUCHERS**
- B. ABSENTEEISM**
- C. FINAL PAYMENTS**

VI. PARK ATTENDANT PERFORMANCE & EVALUATION

- A. NOTIFICATION OF DEFICIENCIES**
- B. DOCUMENTATION OF DEFICIENCIES**
- C. CORRECTION OF CONTRACT DEFICIENCIES**
- D. DEFICIENCIES OF SERVICE**
- E. EVALUATION OF PERFORMANCE**

VII. TERMINATION

VIII. ADDITIONAL REQUIREMENTS & INFORMATION

- A. GOVERNMENT PROPERTY/CHECK OUT**
- B. BONDS**
- C. QUESTIONS & ANSWERS**

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

I. GENERAL INFORMATION: The contractor must be a two (2) person team, at least 21 years of age, who are **both** physically and mentally capable of performing the duties specified here and in the enclosed **specific park sheets (SPS)**, for the duration of the contract, including option periods (**when applicable**). The contractor may also be referred to as Park Attendant(s) or Attendant(s), throughout this document.

Note: At locations utilizing the National Recreation Reservation Service (NRRS) and/or AUPS (Automated User Permit System), potential contractors must possess basic computer skills (ability to operate these pre-installed programs on a government-furnished computer, through the use of a keyboard or mouse). During an orientation session, all selectees will receive training on applicable programs and procedures, such as AUPS; Park Office (a Windows-based computer program for registering campers, tracking fees and processing reservations as part of the NRRS); and fee collection and processing through the use of a cash register and/or credit card machine.

At the conclusion of training, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable. CONTRACTS WILL NOT BE AWARDED TO POTENTIAL CONTRACTORS WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.

Park Attendant services to be accomplished under this contract shall be in accordance with the provisions of these general specifications and the enclosed specific park sheets. 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.

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

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

A. CONTRACTING OFFICER: The term “Contracting Officer” 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.

B. WORK SCHEDULE & PARK HOURS: Contractors shall work according to the schedule and hours specified on the specific park sheet, for which they bid and are awarded. The Operations Manager or his/her representative has the authority to change scheduled workdays and duty hours as deemed necessary; however, only the Contracting Officer may amend the total number of required workdays per week and/or the amount of "on duty" work hours. The Operations Manager or his/her representative will give the attendant at least a 24-hour notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes. During on-call hours of the schedule, at least one of the on duty attendants will be available to provide customer support as needed, including 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. REQUIRED ATTENDANCE AT ORIENTATION/TRAINING: All successful bidders will be required to attend orientation/training prior to the beginning of the contract, as specified in the specific park sheets. Lunch is not provided. The session(s) will focus on the correct ways to issue user permits and receipts, collect and account for user fees, operate applicable computer equipment and programs, process credit card transactions, reserve facilities (if applicable), record pertinent data, and effectively deal with customers. An overview of contractor responsibilities and policies outlined in the contract and the Project's Park Attendant Handbook will be presented. **NOTE: At the conclusion of training, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable. CONTRACTS WILL NOT BE AWARDED TO POTENTIAL CONTRACTORS WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.**

D. PETS: Some of the recreation areas included in the requests for quotation do not allow pets; therefore, Park Attendants at such areas may be prohibited from having pets of any kind. No exceptions will be made, so it is important that you consult the specific park sheets to determine each location's policy, prior to bidding. Where pets are allowed, they may be restricted to the interior of Park Attendant's living quarters. If allowed outside, pets shall be kept on a leash 6' or less in length, or otherwise physically restrained, at all times. The Operations Manager will have the option of approving portable cages or containers for temporary (daytime) outdoor confinement of pets. All pets shall be confined or restrained in a manner that will prevent physical contact with visitors that might come to the Park Attendant's living area or quarters for assistance. Pets shall not be allowed in or near the gatehouse (NO EXCEPTIONS). Park Attendants will be liable for any damage to government facilities, damage to park visitors' property, or personal injuries caused by their pets. Park Attendants will be responsible for daily cleanup of their pet's waste and disposing of the same in an approved sanitary manner. Where pets are allowed, they will be kept clean, free of foul odors, and have all vaccinations as required by the state laws in effect at the park's location. Attendants are responsible for effectively controlling all pests or parasites associated with pets. Failure to comply with these provisions could result in immediate termination of the contract.

II. GENERAL DUTIES: In addition to the general duties stated herein, other responsibilities and work are to be performed in accordance with the specific park sheets. It is important to read these sheets before submitting bids, as they contain detailed information on park type(s), work schedules, work hours, additional required duties, and area-specific provisions and requirements. Okatibbee Lake also has special requirements for cleaning and maintenance of park facilities. Among generic tasks all Park Attendants may be required to perform are: providing information and assistance to customers, conducting inspection tours of the park and its facilities, controlling visitor access to the park; opening and closing gates, monitoring visitor compliance with visitation and quiet hours, issuance of user permits, reserving sites and facilities, posting reservation signs, registration of campers and visitors if applicable, and collection and remittance of a variety of user fees in accordance with the specific park sheets. All work shall be performed to the satisfaction of the Contracting Officer or his/her authorized representative.

A. VISITOR ASSISTANCE AND PUBLIC RELATIONS: The primary role of Park Attendants is to courteously assist visitors, and their secondary role is to tactfully and respectfully inform customers of the rules and regulations in an attempt to gain compliance. Park Attendants are not rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors. Nor will attendants attempt to detain or apprehend violators or conduct searches of people or personal property. Park Attendants shall perform their duties with professionalism befitting a public servant and the Corps of Engineers. Contractors will not use profanity in dealing with the public, project personnel, or other contractors. Within the context of Corps policies and regulations, Attendants will provide for the needs of our visiting public and act as public relations representatives for the Corps of Engineers.

1. Attendants must be able to interpret and comply with the rules and regulations. Contractor will become familiar 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. **Park Attendants will promptly report to a Corps Park Ranger, all accidents, violations of law, disturbances, and situations that could affect the health and safety of visitors. Serious or life-threatening incidents and emergencies will immediately be reported to project personnel and/or local law enforcement. In the event Attendants 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.** To the extent attendants do not place themselves in danger, they should legally collect all information possible, such as tag numbers, descriptions of persons and possessions, names and addresses, witness statements, and any other pertinent information that may assist Rangers and/or law enforcement personnel. Other situations and incidents will be reported to Park Rangers as instructed in the Project Park Attendant Manual or orientation sessions. Rangers will handle each case on its own merits in accordance with professional training and discretion, and Attendants will not attempt to direct, manipulate, undermine, oppose or "second-guess" decisions made by Rangers.

2. Park Attendants 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. Attendants will assist visitors courteously and professionally, by locating facilities, sites, park features and local attractions. As they enter the park, customers will be informed of park hours, including applicable quiet hours and visitation hours. Customers will also be advised to utilize designated facilities only, including roadways, parking facilities and campsites, as applicable. When parking areas are full, customers will be directed to designated overflow parking, if available. Customers should also be made aware that if problems occur, they should contact you to forward the information to appropriate personnel. If customers remain past allowable times, Attendants will courteously ask them to depart, and if they refuse, report them to an on-duty Park Ranger.

3. Park Attendants will deliver messages to park users in accordance with Project policy. Emergency messages will be delivered to visitors without undue delay. **Park Attendants will immediately assist visitors by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Park Ranger to report such incidents.**

4. **Without exception, Attendants will immediately open park entrance 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. Attendants will also open gates to allow emergency vehicles access to the park and customers.** Attendants will open and close campground and day-use area gates as required by the applicable specific park sheet. They will also assist Rangers with management and control of picnic pavilions and multi-use courts, including turning power on or off and posting reservations for both pavilions and individual campsites, as applicable.

5. Attendants will maintain a logbook of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Park Attendants will 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.). Records will be turned into project management personnel as instructed.

6. Attendants will not discriminate against customers on the basis of race, color, religion, sex, national origin, marital status, or disabilities.

7. Attendants will 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 will be locked whenever unattended.

8. Attendants will not carry firearms in their vehicles or on their persons at any time, nor will firearms be allowed in gatehouses or Park Attendant living quarters.

B. FEE COLLECTION, ACCOUNTING, & PROCESSING: Park Attendants will maintain all records necessary for the administration of the user fee program. Depending on the specific recreation area, this may involve the utilization of a computerized registration and reservation program such as the Automated User Fee Program (AUPS), National Recreation Reservation Service/Park Office (NRRS), 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. Detailed procedures and policies, as specified in the applicable specific park sheet, will be provided at the orientation/training sessions.

1. Park Attendants will collect a variety of user fees as specified in the applicable specific park sheet. Examples of user fees collected include those for campers, visitors, and day users. User fees collected will be properly secured. Cash on hand must at all times correspond with permit and related records. There will be no commingling of personal cash with fees collected by Park Attendants.

2. Park Attendants may be responsible for administering 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 the use of the National Recreation Reservation System (Park Office computer program), posting reservations, collecting user fees from those users making reservations and issuing receipts to customers.

3. At locations participating in the National Recreation Reservation Service (NRRS), Park Attendants will be responsible for learning and operating the Park Office computerized reservation system. All Park Attendants 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. **Training for the AUPS Program (if applicable), Park Office (NRRS), credit card machines and cash registers will be provided to Park Attendants by project personnel during the orientation/training session prior to the start of the contract. At the conclusion of training, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card transactions. Contracts will not be awarded to potential contractors who are unable to demonstrate proficiency as required.**

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

5. Park Attendants may be required to convert fees to a cashiers 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, Park Attendants may be required to deposit user fees directly into an approved Treasury Department account or submit funds to Project Ranger staff for remittance. **In either case, specific park sheets should be consulted to determine if Attendants would be responsible for the cost of converting fees into a money order or cashier's check.** Park Attendants will process all required documentation, such as cash collection vouchers, deposit slips and remittance registers (either AUPS or Park Office generated or manually completed) in accordance with Corps policies. Detailed fee processing procedures will be provided at orientation. Park Attendants will be responsible for the cost of envelopes and certified postage, as well as, preparation 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 the specific park sheets. **Compensation for these items must be included as a part of the potential contractor's bid price.**

6. Contractors will take precautions to assure personal safety and security of fees, according to instructions provided at the Park Attendant orientation and in the Park Attendant Manual. Where provided, an approved safe located in the gate house will be used by the attendants to secure all user fees until removed for deposit in the bank, conversion to cashier's check or money order, transfer to authorized project personnel or remittance to Corps authorized accounts. The only exception will be change funds in the cash drawer during working hours. Cash drawer funds should not exceed \$250 at any time. Each time safes are opened or closed, Attendants will note dates, clock times, and initials on Standard Form 702. Transfer of fees to a bank, lockbox account, or to authorized project personnel (as stated on the applicable specific recreation area job description sheet) will be required no less than once a week or at any time cash on hand exceeds \$1,000.00, or at a threshold specified by the Operations Manager, in accordance with Corps policies.

7. At areas where Park Attendants are authorized to do so, they will issue Annual Day User Passes, Golden Age/Golden Access Passports and Project Hunting Permits to eligible individuals, and maintain documentation as outlined in Project Policies and the Park Attendant Handbook.

C. CLEANING AND MAINTENANCE: Attendants will 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 will be part of this contract. **NOTE: Okatibbee Lake requires additional cleaning, policing, garbage collection and disposal, and/or other specified general maintenance of park facilities and grounds, such as showerhouses, restrooms, picnic sites, shelters, and/or campsites. Consult the specific park sheets to determine required duties and equipment.**

D. LIVING AREA: Attendants will maintain their assigned motorhome/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 in the outside living area, and the interior of the contractor-furnished living quarters will be kept clean and free of clutter. Landscaping (garden and flowering plants) around Attendant’s assigned site may be allowed after prior approval of the Operations Manager.

E. SECURITY OF PERSONAL PROPERTY: Security of Park Attendant’s living quarters and all personal property shall remain the attendant’s responsibility throughout the duration of the contract. The Government accepts no responsibility for, nor will it be liable for, damage or theft occurring to the attendant’s property.

F. LOST AND FOUND: Items reported as lost or turned in as found, will be documented with all available information, and forwarded to a Park Ranger, who will handle in accordance with Title 36 provisions.

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

III. CONTRACTOR-FURNISHED EQUIPMENT AND PROVISIONS:

A. TEMPORARY LIVING QUARTERS: The Contractor shall furnish a factory-built, “self-contained” recreational vehicle (RV) of the travel trailer or motorhome type to serve as temporary living quarters for the duration of the contract. The unit shall be equipped with electrical hookup not to exceed 110 volts, and will be at least 18 feet in length. Maximum size of the trailer or motorhome will be determined by physical limitations of the site furnished. The trailer or motorhome shall be parked near the entrance to the park at a location to be designated by the Operations Manager or his/her representative. 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. **NOTE: The contractor team shall be the sole occupants of their site. Family members and friends will not live with the contractor.**

B. ATTENDANT TRANSPORTATION: Park Attendants shall provide and maintain a fully operational vehicle, which can be utilized independently of their RV, for

purposes of personal or contract-related transportation. All motor vehicles, including motor bikes and similar vehicles used by attendants, shall be properly licensed, “street legal”, comply with all applicable state laws, and shall be operated in a safe and legal manner. **Minimum liability insurance must be carried, as required by the state law where the contract is performed. The insurance must be effective throughout the contract period.**

C. VISITORS OF PARK ATTENDANTS: Overnight visitors of Park Attendants must stay in the Attendant’s living quarters - otherwise, they must pay the regular camping fee and occupy the site for which they are registered. No visitors will be allowed to access Park Attendants hook-ups at any time or park additional recreational vehicles at or near the Attendants designated area. Operations Managers and their authorized representatives may limit the number of visitors and length of stays. Visitors will not be allowed in the vicinity of the gatehouse, except when they are registering or paying fees, and will receive no preferential treatment regarding fees, site assignments or Corps and Project policies.

D. UNIFORMS, DRESS CODES AND PERSONAL APPEARANCE: While on duty, Park Attendants shall dress in a neat fashion in properly fitting, clean clothing, that is 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. The only cap or hat to be worn while on duty will be provided by the Operations Manager’s Office. Park Attendants shall promote a favorable image of the Corps of Engineers through their personal appearance and actions. **Some projects may require Park Attendants to purchase uniforms at their own expense and to wear them while on duty. Uniforms should not be purchased prior to orientation. Consult the specific park sheets to determine uniform or dress code policies.**

E. INSURANCE: In addition to automobile liability insurance required in Section III.B., in contract clauses and applicable specific park sheet(s), Attendants are responsible for obtaining and paying for any other insurance desired, including but not limited to, medical, general liability and comprehensive property.

F. OTHER REQUIRED EQUIPMENT/SUPPLIES: In addition to the aforementioned, Attendants shall furnish any other equipment and/or supplies as specified on the applicable specific park sheets.

IV. GOVERNMENT-FURNISHED EQUIPMENT AND PROVISIONS:

A. PARK ATTENDANT PAD: The Government will furnish an improved site for a factory-built, self-contained trailer or motorhome with electrical (110 volts), water and sewage hookups, free of charges. Occupancy of this site is limited to attendant’s camping unit and

personal vehicles only. Attendants may be required to obtain an off-premise postal box, at their own expense.

B. GATEHOUSE/ENTRANCE STATION: Unless otherwise specified, gatehouse entrance stations will be provided and shared between two sets of Park Attendant contractors on alternate work schedules. Only those persons under contract as Park Attendants, and properly identified and authorized Corps employees, are permitted inside the gatehouse or Park Attendant work area of entrance stations. Campers, visitors, and Park Attendant guests (including family members and friends) will not be permitted inside the work or fee collection area of gatehouses. When registering, campers, visitors and guests will be allowed only in the public area of gatehouses or interior lobbies. Pets, if allowed (see section titled “Pets”), are not permitted in, or adjacent to the gatehouse. **Smoking is not permitted inside gatehouses/entrance stations.** At the Operations Manager’s option, Park Attendants on duty may be allowed to smoke in designated areas adjacent to the gatehouse provided cigarettes/cigar ashes and butts are properly disposed. Contractor’s crafts and other personal activities/hobbies shall be restricted to contractor’s living quarters and will be kept out of the gatehouse unless prior approval has been given by project management personnel. Contractor will 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. COMMUNICATION EQUIPMENT: Sufficient communications equipment, including portable radios and telephone equipment, will be provided by the Government, as appropriate. Government provided radios/telephones will 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. GOVERNMENT 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. IDENTIFICATION: The Government will furnish identification tags, patches and ball caps.

F. KEYS: The contractor will be provided keys for operation of the park. In the event keys are lost, the contractor may be held responsible for all costs incurred for the replacement and rekeying of any affected facility.

G. CLEANING SUPPLIES AS SPECIFIED: Cleaning supplies and the Government, as specified on the applicable specific park sheets will furnish equipment.

V. PAYMENT FOR SERVICES: Payment will normally be made for actual days worked up to the maximum number of days noted on the specific park sheet on which the contract is based.

A. MONTHLY PAYMENT VOUCHERS: Payment vouchers will be processed once monthly for each day actually worked at the applicable contract unit price. Payment vouchers will be submitted for review and payment monthly, as instructed at Park Attendant orientation sessions, and if complete and accurate, 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 to be borne by the Contractor. **NOTE: Contractor may work approximately 60 days before receiving first paycheck.**

B. ABSENTEEISM: No payment will be made for time not worked. 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, based on need and workload. No payment will be made for days not worked due to sickness or personal business.

C. FINAL PAYMENT: Final payment voucher will not be paid 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 is responsible for user fee permits, collected monies, and equipment issued by the Government. The contractor may be held liable for any losses, including any equipment issued by the Government that is lost or damaged due to negligence.

VI. PARK ATTENDANT PERFORMANCE AND EVALUATION:

A. NOTIFICATION OF DEFICIENCIES: Park Attendants shall be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or his/her authorized representative. Verbal notification will be recorded in a memorandum for record.

B. DOCUMENTATION OF DEFICIENCIES: Written notifications and memoranda for record shall be prepared in triplicate by the Contracting Officer or his/her authorized representative. The original will become a part of the Park Attendant's permanent file at the Operations Manager's Office, a copy will be issued to the Attendant, and a copy will be forwarded to the Contracting Officer at the Corps of Engineers Mobile District Office.

C. CORRECTION OF CONTRACT DEFICIENCIES: Upon receipt of notification of deficiency in service, Park Attendants will immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency.

D. DEFICIENCIES OF SERVICE: This contract may be terminated by the Contracting Officer upon receipt of any "Notification of Contract Deficiency". Termination will be based on the seriousness of the deficiency.

E. EVALUATION OF PERFORMANCE: All contractors will have their performance evaluated no less than mid-term and at the conclusion of their contract. Performance criteria will be distributed to contractors at the orientation/training sessions.

VII. TERMINATION:

A. Failure of the contractor to provide items in full and to provide complete services listed in the contract specifications and applicable specific park sheets 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.

B. Contractors may be terminated if the Government determines park attendant 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.

C. Inappropriate conduct or unacceptable actions of Park Attendants may be grounds for termination of the contract. Examples of actions meriting termination include, but are not limited to:

1. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies.

2. Consumption of alcoholic beverages and/or intoxication while on duty, and possession or use of illicit drugs at any time.

3. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against customers, Corps personnel, or other contractors.

4. Recurring written and/or verbal complaints from visitors and/or project personnel on Attendant's attitude, lack of cooperation and/or resistance to implementation of policies and programs as directed by the Operations Manager or his/her authorized representative(s).

5. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) work area of gatehouses/entrance stations.

6. Inability to perform duties and job responsibilities in accordance with the General Specifications, Specific Park Sheet(s) and Project Park Attendant Manuals.

7. Violations of public health and safety, including smoking in the gatehouse.
8. Failure to maintain a neat, clean, well-groomed personal appearance.

VIII. ADDITIONAL REQUIREMENTS & INFORMATION:

A. GOVERNMENT PROPERTY/CHECK-OUT: Attendants will be required to sign for accountable government property items at the beginning of the contract period, and be required to remain in the recreation area and return government property on the day after the end of the contract period unless other arrangements have been made.

B. 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 amount enumerated in specific park sheets. If no amount is specified, a minimum \$3,000.00 bond will be required. The contractor shall not begin work until proof of such a bond is furnished.

1. Instead of furnishing a surety bond, the contractor has the following options:

(a) Depositing certain United States bonds or notes in an amount equal to their par value to the penal sum of the bond or:

(b) Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond.

2. Deposits, cashier's checks, money orders, and bank drafts submitted in lieu of bonds shall be made payable to the Finance and Accounting Officer and mailed directly to **U.S. Army Corps of Engineers, CESAM-CT-S, Attn: Philomena Klopner, P. O. Box 2288 Mobile, AL 36628-0001. CERTIFIED MAIL IS RECOMMENDED.**

NOTE: Return of cash bonds may take up to 60 days to process after CT-S is notified by field offices, therefore, it is essential upon completion of your contract, if you have a cash bond, that you provide the Project Manager's Office with an address where you want this bond returned. The Government will accept only cash or readily marketable assets from a federally insured financial institution to satisfy the bond obligations if bonds are not obtained.

C. QUESTIONS AND ANSWERS: All interested bidders should contact the prospective Project Office, at the numbers listed on the request for quotations to arrange for a tour of the park(s) and an explanation of the Scope of Work. Potential contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid in order to become familiar with the size and scope of the area and required duties.

ALLATOONA LAKE

CONTRACTOR DATA INFORMATION

COMPLETE AND RETURN WITH YOUR QUOTATION

NAME: HUSBAND: _____

WIFE: _____

HUSBAND: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

WIFE: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

PHONE NUMBER: (_____) _____

PRESENT/FORMER (IF RETIRED) OCCUPATION:

HUSBAND: _____ WIFE: _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

HEALTH CONDITION: HUSBAND: _____

WIFE: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

PREVIOUS EXPERIENCE AS PARK GATE ATTENDANTS: _____

IN THE EVENT THAT I RECEIVE AWARD, ISSUE PURCHASE ORDER TO:

NAME(As listed in CCR): _____

ADDRESS: _____

DATE: _____

ALLATOONA LAKE

BID SCHEDULE

Contractor Name:

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
0001 Park Attendant McKinney Campground Contract Dates: 04 OCT 01 - 29 MAR 02	174		

MCKINNEY CAMPGROUND

ALLATOONA LAKE SPECIFIC RECREATION AREA JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Job Description Sheet is for one (1) Park Attendant Contract at McKinney Campground.

RFQ LINE ITEM REFERENCE

0001 PARK ATTENDANT

McKinney Campground

Contract Dates: 04 OCT 01 - 29 MAR 02

Total number of working days: 174

Government's estimated daily bid price: \$50

II. PARK DESCRIPTION: McKinney Campground is located approximately 7 miles from Acworth, GA. The approximate mileage for one round-trip tour of this park is 5.0 miles. During the period 04 Oct 01 through 30 Nov 01 and the period 01 Mar 02 through 29 Mar 02, the park will have 150 campsites open. During the period 01 Dec 01 through 28 Feb 02, park will have 73 campsites open.

III. HOURS OF WORK: During the period 04 Oct 01 through 30 Mar 02, attendant will work a seven (7) day week (Sun-Sat) including Federal Holidays (see attached calendar). Attendants will maintain 24-hour surveillance at park during their scheduled workdays.

- a. During the contract period, the gate will open at 7 a.m. and close at 9 p.m.
- b. During the periods 05 Oct 01 through 30 Nov 01 and 01 Mar 02 through 29 Mar 02, gatehouse hours Monday through Thursday will be 7 a.m. until 8 a.m. and 2:30 p.m. until 9 p.m. Gatehouse hours Friday through Sunday will be 7 a.m. until 9 p.m.
- c. During the period 01 Dec 01 through 28 Feb 02, gatehouse hours Monday through Sunday will be 7 a.m. until 8 a.m. and 3 p.m. until 9 p.m.

IV. TRAINING AND ORIENTATION: Training will be at the Project Manager's Office in Cartersville October 4, 5 & 9, 2001, beginning at 8 a.m. each day. Debriefing will be at the Project Manager's Office in Cartersville at 9:30 a.m. March 29, 2002. Training and debriefing days are part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bid.)

A. APPROVED USER FEE COLLECTION & PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as Park Office (a Windows-based program utilizing a mouse) to register campers and visitors and collect user fees. A training session will be provided; however, **computer literacy is required**. Park attendant will be required to purchase cashier's checks or money orders any time that cash exceeds \$5,000. Cashier's checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Park attendant will also be responsible for mailing the items **CERTIFIED** to a lock box. The park attendant will be responsible for the fee for the cashier's checks or money orders, envelopes, transportation to and from the bank and certified postage. Approximate round-trip mileage to post office from this park is **16 miles**.

B. PARK INSPECTIONS: Will furnish sufficient transportation to, and will make an inspection of the entire facility every three (3) hours. The last inspection tour will be between 8 p.m. and 9 p.m. During this inspection, the park attendant will advise visitors of the 9 p.m. checkout. Total mileage for one inspection tour is approximately **5.0 miles**.

C. CLOSING/OPENING GATES AND FACILITIES: Attendant will open each morning at **7 a.m.** and close and lock gate at **9 p.m.** each evening. **WITHOUT EXCEPTION**, park attendant 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 will also open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: **Not required**.

E. PET POLICY: **Two pet limit** for park attendants and campers. Refer to conditions listed in General Specs under Pets.

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to wear a **White collared shirt (long or short sleeve), solid color slacks, or working shorts. (No jeans or sweat pants)**. Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY** are permissible.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5000. Refer to other information regarding bonds in General Specs under - BONDS.**

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: NONE

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: NONE

VIII. ADDITIONAL INFORMATION: All bidders should contact Linda Hartsfield, Park Ranger/Park Attendant Coordinator (770)382-4700 to arrange for a tour of the park and explanation of the job duties and requirements. Prospective contractors are urged to inspect the area before they submit a bid price in order to become familiar with the size and scope of work and required duties.



**Allatoona Lake
McKinney Campground (Winter)**

2001-2002

 Training/
Debriefing
Park Attendant

Park Attendant
Workday

October

S	M	T	W	T	F	S
	1	2	3			6
7	8		10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 Workdays

November

S	M	T	W	T	F	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

30 Workdays

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Workdays

174
Workdays in
Contract

January

S	M	T	W	T	F	S
			1	2	3	4
			5			
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

31 Workdays

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

28 Workdays

March

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		30
31						

29 Workdays

BLACK WARRIOR & TOMBIGBEE LAKES

DEMOPOLIS & HOLT LAKES

CONTRACTOR DATA INFORMATION

COMPLETE AND RETURN WITH YOUR QUOTATION

NAME: HUSBAND: _____

WIFE: _____

HUSBAND: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

WIFE: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

PHONE NUMBER: (_____) _____

PRESENT/FORMER (IF RETIRED) OCCUPATION:

HUSBAND: _____ WIFE: _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

HEALTH CONDITION: HUSBAND: _____

WIFE: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

PREVIOUS EXPERIENCE AS PARK GATE ATTENDANTS: _____

IN THE EVENT THAT I RECEIVE AWARD, ISSUE PURCHASE ORDER TO:

NAME(As listed in CCR): _____

ADDRESS:

DATE: _____

BLACK WARRIOR & TOMBIGBEE LAKES

DEMOPOLIS & HOLT LAKES

BID SCHEDULE

Contractor Name:

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
0001 Park Attendant Schedule “A” Forkland Park Campground, Demopolis Contract dates: 04 OCT 01 – 03 MAR 02	77		
0002 Park Attendant Schedule “B” Forkland Park Campground, Demopolis Contract dates: 04 OCT 01 – 07 MAR 02	77		
0003 Park Attendant Schedule “A” Foscue Creek Park Campground, Demopolis Contract dates: 04 OCT 01 – 03 MAR 02	77		
0004 Park Attendant Schedule “B” Foscue Creek Park Campground, Demopolis Contract dates: 04 OCT 01 – 07 MAR 02	77		
0005 Park Attendant Schedule “A” Service Park Campground, Coffeeville Lake Contract dates: 04 OCT 01 – 03 MAR 02	77		
0006 Park Attendant Schedule “B” Service Park Campground, Coffeeville Lake Contract dates: 04 OCT 01 – 07 MAR 02	77		
0007 Park Attendant Schedule “A” Lock-16 Park, Holt Lake Contract dates: 01 OCT 01 – 25 FEB 02	77		
0008 Park Attendant Schedule “B” Lock-16 Park, Holt Lake Contract dates: 05 OCT 01 – 28 FEB 02	76		

FORKLAND PARK CAMPGROUND

ATTENDANT A & B

BLACK WARRIOR & TOMBIGBEE LAKES

DEMOPOLIS LAKE

SPECIFIC RECREATION AREA

JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant contracts at Forkland Park Campground and Recreation Area, Park Attendant “A” and “B.”

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT SCHEDULE “A”

Forkland Park Campground, Demopolis Lake

Contract dates: 04 OCT 01 – 03 MAR 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$48.00

0002 PARK ATTENDANT SCHEDULE “B”

Forkland Park Campground, Demopolis Lake

Contract dates: 04 OCT 01 – 07 MAR 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$49.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Forkland Park has 42 campsites. The campground contains a shower building with laundry facilities, restroom building, group picnic shelter and dump station. The adjoining day use area provides a boat ramp, courtesy dock and restroom facilities. The park is located at Forkland, Alabama, ten miles north of Demopolis (population 8,000). The park is located one mile east of U.S. Hwy 43. The one-mile Greene County road is unpaved.

III. HOURS OF WORK:

- A. Shift begins: 6:00 A.M.
- B. Shift ends: 10:00 P.M.
- C. After the first orientation/training day, attendants will work a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.
- D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as deemed by the Resource Manager or his/her representatives. Also, see section below: "OPENING/CLOSING GATES AND FACILITIES."

IV. TRAINING AND ORIENTATION: Orientation will be at the Demopolis Site Office for Attendants "A" and "B" on October 04 beginning at 8:00 A.M. Additional training days will be held in the gatehouse on scheduled workdays. Specific days for training will be given each set of park attendants on orientation day. Training days are a part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as Park Office and credit card machines to register campers and visitors and to collect user fees. A training session will be provided; however, **computer literacy is required**. NOTE: Park Office is a Windows-based program, which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier's checks or money orders at the end of their four-day shift, or any time cash totals \$5,000. See Mobile General Specifications. ATTENDANT MAY BE REQUIRED TO GO TO BANK ON AN OFF-DAY. The park attendant will be responsible for the fee transportation to and from the bank. Approximate round-trip mileage to bank from this park is twenty (20) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to inspect the entire park area and facilities every four (4) hours. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. OPENING/CLOSING GATES AND SECURING FACILITIES: During their duty shift, attendants will open gate each morning at 6:00 A.M. and gate will be closed and locked at 10:00 P.M. WITHOUT EXCEPTION, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to leave the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: See General Specifications regarding maintaining park gatehouse and immediate surroundings.

E. PET POLICY: Pets are allowed in campground. Refer to conditions listed in General Specifications under “Pets.”

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times when on duty. See Mobile General Specifications. Baseball type caps and name badges for identification will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is \$3,000. Refer to other information regarding bonds in General Specifications.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: See General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: See General Specifications.

VIII. ADDITIONAL INFORMATION: For additional information, bidders may contact Brenda Englebert, Park Ranger/Park Attendant Coordinator at **334/289-3540**.

FOSCUE CREEK PARK CAMPGROUND

ATTENDANT A & B

BLACK WARRIOR & TOMBIGBEE LAKES

DEMOPOLIS LAKE

SPECIFIC RECREATION AREA

JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant contracts at Foscue Creek Park Campground and Recreation Area, Park Attendant “A” and “B.”

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM REFERENCE

0003 PARK ATTENDANT SCHEDULE “A”

Foscue Creek Park Campground, Demopolis Lake

Contract dates: 04 OCT 01 – 03 MAR 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$49.00

0004 PARK ATTENDANT SCHEDULE “B”

Foscue Creek Park Campground, Demopolis Lake

Contract dates: 04 OCT 01 – 07 MAR 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$50.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Foscue Creek Park has 49 campsites. The campground contains a shower building with laundry facilities, restroom building, group picnic shelter and dump station. The adjoining day use area provides picnic sites, a boat ramp and courtesy dock, playground, three group picnic shelters, walking trail, and restroom facilities. The park is located between 3 and 4 miles from downtown Demopolis (population 8,000).

III. HOURS OF WORK:

- A. Shift begins: 6:00 A.M.
- B. Shift ends: 10:00 P.M.
- C. After the first three training days, attendants will work a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.
- D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as deemed by the Resource Manager or his/her representatives. Also, see section below: "OPENING/CLOSING GATES AND FACILITIES."

IV. TRAINING AND ORIENTATION: Orientation will be at the Demopolis Site Manager's Office in Demopolis for Attendants "A" and "B" on October 04 beginning at 8:00 A.M. Additional training days will be held in the gatehouse on scheduled workdays. Specific days for training will be given each set of park attendants on orientation day. Training days are a part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as Park Office and credit card machines to register campers and visitors and to collect user fees. A training session will be provided; however, **computer literacy is required**. NOTE: Park Office is a Windows-based program, which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier's checks or money orders at the end of their four-day shift, or any time cash totals \$5,000. See Mobile General Specifications. **ATTENDANT MAY BE REQUIRED TO GO TO BANK ON AN OFF-DAY.** The park attendant will be responsible for the fee transportation to and from the bank. Approximate round-trip mileage to bank from this park is eight (8) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to inspect the entire park area and facilities every four (4) hours. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. OPENING/CLOSING GATES AND FACILITIES: During their duty shift, attendants will open gate each morning at 6:00 A.M. and gate will be closed and locked at 10:00 P.M. **WITHOUT EXCEPTION**, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users

who demand to leave the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: See General Specifications regarding maintaining park gatehouse and immediate surroundings.

E. PET POLICY: Pets are allowed in campground. Refer to conditions listed in General Specifications under “Pets.”

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times while on duty. See Mobile General Specifications. Baseball type caps and name badges for identification will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is \$3,000. Refer to other information regarding bonds in General Specifications.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: See General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: See General Specifications.

VIII. ADDITIONAL INFORMATION: For additional information, bidders may contact Brenda Englebert, Park Ranger/Park Attendant Coordinator at **334/289-3540**.

SERVICE PARK CAMPGROUND

ATTENDANT A & B

BLACK WARRIOR & TOMBIGBEE LAKES

DEMOPOLIS LAKE

SPECIFIC RECREATION AREA

JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant contracts at Service Park Campground and Recreation Area, Park Attendant “A” and “B.”

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM REFERENCE

0005 PARK ATTENDANT SCHEDULE “A”

Service Park Campground, Coffeerville Lake

Contract dates: 04 OCT 01 – 03 MAR 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$39.00

0006 PARK ATTENDANT SCHEDULE “B”

Service Park Campground, Coffeerville Lake

Contract dates: 04 OCT 01 – 07 MAR 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$50.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Service has 32 campsites. The campground contains a shower building with laundry facilities, restroom building, and dump station. The adjoining day use area provides picnic sites, a boat ramp, and restroom facilities. The park is located three (3) miles west of Coffeerville on U.S. Hwy. 84, and 70 miles south of Demopolis Site Office. Due to the distance from the office, park attendants for this park should be comfortable working independently and without close supervision. Since the park is subject to closure due to flooding, park attendant may be required to relocate to Coffeerville Lock &

Dam, or to another campground (Foscue Creek or Forkland) until park can be reopened. A campsite will be provided without charge during any closure period. No payment will be made for days not worked during park closure.

III. HOURS OF WORK:

A. Shift begins: 6:00 A.M.

B. Shift ends: 10:00 P.M.

C. After the first three training days, attendants will work a rotating four (4) days on, four (4) days off schedule which will include weekends and Federal Holidays.

D. A minimum of one (1) Attendant will maintain a maximum of sixteen (16) hours actual on-duty time in the gatehouse from 6:00 A.M. until 10:00 P.M., depending upon visitation and use as deemed by the Resource Manager or his/her representatives. Also, see section below: "OPENING/CLOSING GATES AND FACILITIES."

IV. TRAINING AND ORIENTATION: Training will be at the Demopolis Site Office for Attendants "A" and "B" on October 04 beginning at 8:00 A.M. Additional training days will be held in the gatehouse on scheduled workdays. Specific days for training will be given each set of park attendants on orientation day. Training days are a part of your contract period.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Specific Park Sheet prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park attendants will be responsible for learning and operating the NRRS (National Recreation Reservation Service) computer program known as Park Office and credit card machines to register campers and visitors and to collect user fees. A training session will be provided; however, **computer literacy is required**. NOTE: Park Office is a Windows-based program, which utilizes a mouse for computer operations. Park attendants will be required to purchase cashier's checks or money orders any time cash totals \$5,000. See Mobile General Specifications. ATTENDANT MAY BE REQUIRED TO GO TO BANK ON AN OFF-DAY. The park attendant will be responsible for the fee for transportation to and from the bank. Approximate round-trip mileage to bank from this park is eight (8) miles.

B. PARK INSPECTIONS: Park attendants will furnish sufficient transportation to inspect the entire park area and facilities every four (4) hours. The last inspection tour will be between 9:00 P.M. and 10:00 P.M. During this inspection, the park attendant will advise visitors of the 10:00 P.M. gate closure. Additional guidance will be given during park attendant training.

C. OPENING/CLOSING GATES AND FACILITIES: During their duty shift, attendants will open gate each morning at 6:00 A.M. and gate will be closed and locked at 10:00 P.M. WITHOUT EXCEPTION, park attendant will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be leave the park, or as directed by Corps personnel. Park attendant will also open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: See General Specifications regarding maintaining park gatehouse and immediate surroundings.

E. PET POLICY: Pets are allowed in campground. Refer to conditions listed in General Specifications under “Pets.”

F. DRESS CODE OR UNIFORM POLICY: Attendants are required to dress in an appropriate, neat, clean, yet casual fashion at all times while on duty. See Mobile General Specifications. Baseball type caps and name badges for identification will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is \$3,000. Refer to other information regarding bonds in General Specifications.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: See General Specifications.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: See General Specifications.

VIII. ADDITIONAL INFORMATION: For additional information, bidders may contact Brenda Englebert, Park Ranger/Park Attendant Coordinator at **334/289-3540**.

LOCK-16 PARK
ATTENDANTS A & B
BLACK WARRIOR & TOMBIGBEE LAKES
HOLT LAKE
SPECIFIC RECREATION AREA
JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant contracts at Forkland Park Campground and Recreation Area, Park Attendant “A” and “B.”

***NOTE:** These contracts do not involve option periods.

RFQ LINE ITEM REFERENCE #

0007 PARK ATTENDANT SCHEDULE “A”

Lock-16 Park, Holt Lake

Contract dates: 01 OCT 01 – 25 FEB 02

Total number of working days: 77 (includes orientation/training days)

Last year’s daily bid price: \$63.00

0008 PARK ATTENDANT SCHEDULE “B”

Lock-16 Park, Holt Lake

Contract dates: 05 OCT 01 – 28 FEB 02

Total number of working days: 76 (includes orientation/training days)

Last year’s daily bid price: \$66.00

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project’s enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties, responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION:

Lock-16 Park has a total of thirty-six Class A electric and water sites, twenty-six of which are currently being renovated. The campground will have a bathhouse with coin operated washer and dryer completed during the fall. One swimming beach area, one large group shelter, two fishing piers and a day use picnic area. The park is located approximately 25 miles from Hueytown, AL and 41 miles from Tuscaloosa, AL.

III. HOURS OF WORK:

- A. Shift begins: 6:00 A.M.
- B. Shift ends: 10:00 P.M.
- C. Required Gatehouse Staffing Hours: 6:00 A.M. - 10:00 P.M.
- D. On Call During Four Day Shift: 10:00 P.M. - 6:00 A.M.

IV. TRAINING AND ORIENTATION: Work conference for Lock-16 Park Attendants will be held on September 28, 2001. The Conference will take place at Lock-16 Park Gatehouse - contact Park Ranger Mark Meador (205) 553-9373.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:

A. APPROVED USER FEE COLLECTION AND PROCESSING: Park Attendants will be responsible for learning and operating the AUPS (Automated Use Permits System) computer program to collect use fees for camping, day use, annual passes, golden age/access passports and group shelter reservations. Maintain records of camping, day use, annual passes and golden age/access passports issued. Submit recreation use fees to Government fee cashier anytime cash exceeds \$400 or once weekly regardless of amount of cash.

B. PARK INSPECTIONS: Attendants will furnish sufficient transportation to, and will make inspection tour of the campground, picnic area, swimming beach and boat ramp every three hours. Any vehicle used to patrol the park must be in accordance with conditions referred to in General Specifications for Park Attendants under "Attendant Transportation" **NO EXCEPTIONS**. During these inspections, the attendant will check for litter on camp or picnic sites, vehicle parked on the grass, etc. If minor violations of this type are noted, the attendant should correct the problem, if possible, or report the problem to a Park Ranger. Also refer to "Visitor Assistance and Public Relations" in General Specifications. The last inspection will be between 9:30 p.m. and 10:00 p.m. Total mileage for one inspection tour is approximately 2.0 miles.

C. OPENING/CLOSING GATES AND SECURING FACILITIES: Main gate will be closed at 10:00 p.m. and open at 6:00 a.m. daily. Park attendant will be available to open main entrance gate in emergency situations between these hours. The gates will open at 6:00 a.m. and close at 10:00 p.m.

D. CLEANING AND MAINTENANCE: Refer to conditions listed in General Specifications for Park Attendants under "Cleaning and Maintenance".

E. PET POLICY: Refer to conditions listed in General Specifications for Park Attendants under "Pets". No pets are allowed in the gatehouse.

F. DRESS CODE OR UNIFORM POLICY: Refer to Park Attendant General Specifications about the dress code. No uniform will be necessary. Identification name badges and baseball type caps with park attendant patches will be issued to the attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Park attendants are required to operate campground as directed for a four day work week, which includes Federal Holidays. Potential contractors must possess basic computer skills to operate the AUPS (Automated User Permit System) on a government-furnished computer. Maintain twenty-four hour surveillance of park. Maintain sixteen hour actual on duty time from 6:00 a.m. to 10:00 p.m. during contract period. At least one person will remain in gatehouse at all times during duty hours. Maintain eight hours availability when not on actual duty. A schedule of working days will be as follows: **Park Attendant A** will be on duty four days and off duty four days consecutively beginning October 1, 2001 and ending February 25, 2002. **Park Attendant B** will be on duty four days and off duty four days consecutively beginning October 5, 2001 and ending February 28, 2002. Park attendants shall not develop an attitude of possessiveness toward the campground. The campground belongs to the public. Pride in the area is welcomed and encouraged, but the campground does not belong to the park attendant.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

Telephone for use inside camper trailer or motor home. The telephone system in the campground will accommodate either a rotary or touch-tone system. Cleaning supplies for the gatehouse will be furnished by contracted gate attendants.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES:

General office supplies for operation of gatehouse, including: pens, markers, paperclips, rubber bands, tape, staples and stapler will be provided for operation of the gatehouse.

VIII. ADDITIONAL INFORMATION: Contact Mark Meador (205) 553-9373 to arrange a tour of the park and an explanation of the job duties and requirements.

IX. BONDS: A \$3,000 surety bond is necessary before contract work can begin. Bonds may be purchased at most bonding agencies. Refer to conditions listed in General Specifications for Park Attendants under "Bonds".

A CALENDAR IS NOT AVAILABLE AT THIS TIME

See Section "VIII. ADDITIONAL INFORMATION"

LAKE SEMINOLE

CONTRACTOR DATA INFORMATION

COMPLETE AND RETURN WITH YOUR QUOTATION

NAME: HUSBAND: _____

WIFE: _____

HUSBAND: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

WIFE: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

PHONE NUMBER: (_____) _____

PRESENT/FORMER (IF RETIRED) OCCUPATION:

HUSBAND: _____ WIFE: _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

HEALTH CONDITION: HUSBAND: _____

WIFE: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

PREVIOUS EXPERIENCE AS PARK GATE ATTENDANTS: _____

IN THE EVENT THAT I RECEIVE AWARD, ISSUE PURCHASE ORDER TO:

NAME(As listed in CCR): _____

ADDRESS:

DATE: _____

LAKE SEMINOLE

BID SCHEDULE

Contractor Name:

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
0001 Park Attendant Schedule "A" Eastbank Campground Contract dates: 01 OCT 01 – 25 FEB 02	76		
0002 Park Attendant Schedule "B" Eastbank Campground Contract dates: 05 OCT 01 – 28 FEB 02	75		

EASTBANK CAMPGROUND

ATTENDANTS A & B

LAKE SEMINOLE
SPECIFIC RECREATION AREA
JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Job Description Sheet is for two (2) separate Park Attendant contracts at Eastbank Campground - Park Attendant "A" and Park Attendant "B."

RFQ LINE ITEM REFERENCE

0001 PARK ATTENDANT SCHEDULE "A"

Eastbank Campground

Contract dates: 01 OCT 01 – 25 FEB 02

Total number of working days: 76 (includes orientation/training days)

Government Estimate: \$55.00

0002 PARK ATTENDANT SCHEDULE "B"

Eastbank Campground

Contract dates: 05 OCT 01 – 28 FEB 02

Total number of working days: 75 (includes orientation/training days)

Government Estimate: \$55.00

NOTE: A separate bid must be submitted for each contract (Attendant "A" or Attendant "B") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties and responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION: The Campground consists of approximately 65 acres of grassy and wooded areas. There are 75 sites in the campground, 69 sites have water and electrical hookups available. The Campground has two miles of paved roads and is located $\frac{3}{4}$ of a mile from the Resource management Office, 1-mile North of Chattahoochee, FL and 45 miles from Tallahassee, FL.

III. HOURS OF WORK: During the duration of this contract, the attendants will maintain a 24-hour surveillance of the recreation area by working and residing in the park for a 4 day on/4 day off including Holidays if scheduled to work.

Each workday begins at 7:00 AM and ends at 10:00 PM. The contractor will remain on call for (9) hours after the gatehouse closes. A tentative schedule of working days has been provided and is subject to change only by the Site Manager or his duty authorized representative.

IV. TRAINING AND ORIENTATION: A 3-day training period will be conducted beginning on 01 October 2001 and end on 03 October 2001 for Gate Attendant A. and a 3-day training period will be conducted for Gate attendant B starting 5 October 2001 and end on 7 October 2001. Each training day will start at 8:30 AM and end at 4:00 PM. This training will consist of the reservation computer program system, Campground Handbook orientation and project orientation. **Contract will not be awarded if Gate Attendant(s) does not pass the required computer testing as well as written test.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: The Contractor will abide by all of the provisions and requirements stated in the Mobile District General Specifications for Park Attendants and those stated in the Eastbank Campground Handbook

A. APPROVED USER FEE COLLECTION & PROCESSING: Fees will be collected by the Attendant from the sale of camping permits, visitor passes, boat ramp use, Golden Age Cards and Annual day use passes through the NRRS (National Recreation Reservation System). **All fees will be safeguarded and the commingling of personal fees with user fees is prohibited.** The Attendant will be required to process collected fees according to project regulations and those issued by the Finance and Accounting Office, at least once a week or not to exceed \$5,000.00. A cashier's check for the conversion of all cash must be obtained from a bank designated by the Resource Manager or his duly authorized representative. At this time there is not a fee for obtaining a Cashier's check, but, in the future Gate Attendant will be responsible for all cost incurred in processing fees. This cashier's check along with all other checks and credit card receipts will be mailed to a locked box in Atlanta. (Round trip to bank from campground is about 2 miles.) For more detailed information please read the Mobile District, U.S. Army Corps of Engineers General Specifications for Park Attendant Services, Section II. B. FEE COLLECTION, ACCOUNTING & PROCESSING: #5. on [page 8](#).

B. PARK INSPECTIONS: The Attendants are required to make a minimum of 4 inspections each working day between the hours of 7:00 A.M. – 9:00 A.M., 1:00 P.M. – 3:00 P.M., 5:00 P.M. – 7:00 P.M. and 9:00 P.M. – 10:00 P.M. A minimum of one of these inspections will include the inspections of entire campground facilities, back exit gate and the surrounding area for potential safety hazards. All finding will be reported immediately to ranger staff and documented on Park Attendants Daily Report. **One Attendant must be in the gatehouse during these patrols and inspections.**

C. CLOSING /OPENING GATES AND FACILITIES: The front gate of campground will be opened at 7:00 AM and closed at 10:00 PM. All guests of campers shall be asked to leave the campground no later than 9:30 PM. After 10:00 PM the front gate of the campground will be opened for emergency purposes only.

D. CLEANING AND MAINTENANCE: The Attendants on duty are responsible for picking up incidental litter and keeping the entrance station clean and neat. Attendants will maintain the gatehouse 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. Gate attendants will furnish all cleaning supplies.

E. PET POLICY: Attendants are permitted to have one small cat or dog. **All animals are required to be physically restrained at all times. No pets are allowed in the gatehouse.**

F. DRESS CODE OR UNIFORM POLICY: the Resource Management Office will provide a nameplate. The contractor will supply and wear, as a minimum, **white short sleeve shirt and a single color trouser or skirt.** Tank tops, sleeveless shirts or undershirts and opened-toed shoes will not be worn. Shorts are permitted but must be single color and look neat in appearance.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: A \$3000.00 Bond or cashiers check is required prior to the beginning of the Contract. Please see general specifications for further information.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: The contractor is required to furnish the equipment/supplies listed in the Mobile District General Specifications for Park Attendant Services. **The contractor is required to furnish an insured factory built RV and insured suitable transportation for use in inspecting campground area. (If motor scooter or motor-cycles are used, helmets must be worn at all times when operating these vehicles)**

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The government will supply a site for the self-contained trailer or motor home. Water, electricity, and sewer hookups will be provided. A telephone will be provided at the gatehouse for business use only. The government will provide all other supplies necessary for the operation of the campground.

VIII. ADDITIONAL INFORMATION: All bidders should contact Marlene Love-Jones at the Lake Seminole Resource Management Office at (912) 662-2001 or by Email: marlene.l.jones@sam02.usace.army.mil to arrange for a tour of the Campground and explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas that they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

February 2002

February 2002

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2002

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 B	2 A	3 A	4 A	5 A	6 B
7 B	8 A	9 A	10 A	11 A	12 3
13 B	14 A	15 A	16 A	17 A	18 A
19 B	20 A	21 A	22 A	23 A	24 A
25 A	26 B	27 B	28 B	<i>A = 76</i> <i>B = 75</i>	

WALTER F. GEORGE LAKE

CONTRACTOR DATA INFORMATION

COMPLETE AND RETURN WITH YOUR QUOTATION

NAME: HUSBAND: _____

WIFE: _____

HUSBAND: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

WIFE: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

PHONE NUMBER: (_____) _____

PRESENT/FORMER (IF RETIRED) OCCUPATION:

HUSBAND: _____ WIFE: _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

HEALTH CONDITION: HUSBAND: _____

WIFE: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

PREVIOUS EXPERIENCE AS PARK GATE ATTENDANTS: _____

IN THE EVENT THAT I RECEIVE AWARD, ISSUE PURCHASE ORDER TO:

NAME(As listed in CCR): _____

ADDRESS: _____

DATE: _____

WALTER F. GEORGE LAKE

BID SCHEDULE

Contractor Name:

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
0001 Park Attendant Schedule "A" White Oak Campground Contract dates: 01 Oct 01 – 01 Mar 02	80		
0002 Park Attendant Schedule "B" White Oak Campground Contract dates: 01 Oct 01 – 03 Mar 02	78		
0003 Park Attendant Schedule "A" Cotton Hill Campground Contract dates: 01 Oct 01 – 01 Mar 02	80		
0004 Park Attendant Schedule "B" Cotton Hill Campground Contract dates: 01 Oct 01 – 03 Mar 02	78		

WHITE OAK CAMPGROUND

ATTENDANTS A & B

WALTER F. GEORGE LAKE

SPECIFIC RECREATION AREA

JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Park Sheet is for two (2) separate Park Attendant contracts at White Oak Campground - Park Attendant "A" and Park Attendant "B."

RFQ LINE ITEM REFERENCE

0001 PARK ATTENDANT SCHEDULE "A"

White Oak Campground

Contract dates: 01 Oct 01 – 01 Mar 02

Total number of working days: 80

Last year's daily bid price: \$75.00

0002 PARK ATTENDANT SCHEDULE "B"

White Oak Campground

Contract dates: 01 Oct 01 – 03 Mar 02

Total number of working days: 78

Last year's daily bid price: \$75.00

NOTE: A separate bid must be submitted for each contract (Attendant "A" or Attendant "B") you are interested in, by entering a bid on the corresponding line item number on this project's SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties and responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown on the attached calendar(s).

II. PARK DESCRIPTION: White Oak Campground has 130 sites with water and electrical hook-ups. The campground is located approximately 10 miles south of Eufaula, Alabama off Highway 431. Round trip mileage through the Park is approximately 4 miles.

III. HOURS OF WORK: 7:00 AM - 10:00 PM CST. Four days on and four days off gatehouse duty, campground gate must be closed at 10:00 PM CST. A minimum of one (1) Attendant must be inside the gatehouse from 7:00 AM – 10:00 PM CST each day of their four day shift. A minimum of one (1) on-duty Attendant must be available at his/her trailer site from 10:00 PM CT to 7:00 AM CT for camper assistance or opening the gate for anybody wanting to leave the park.

IV. TRAINING AND ORIENTATION: October 1, 2, 3, and 4 at the Resource Site Manager's Office from **9:00 AM Eastern time until 4:00 PM Eastern time**. Lunch will not be provided.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: The attendant will be required to convert user fees to a Cashier's check or money order, at their own expense. The approximate round-trip mileage from White Oak Creek to Eufaula is 20 miles.

B. PARK INSPECTIONS: A minimum of 5 patrols through the park must be made daily. One in the morning, three during the day approximately 2 or 3 hours a part, and one after locking the gate. One on-duty attendant must remain at the Gatehouse while the other patrols the campground. All campsites, bathhouses, and playgrounds must be checked for problems or violations during each patrol. Attendant may have to conduct a survey in the park.

C. CLOSING/OPENING GATES AND FACILITIES: The campground must be opened at 7:00 AM CST and closed at 10:00 PM. CST. A minimum of one on-duty attendant must be available at his/her trailer site from 10:00 PM CST to 7:00 AM CST for camper assistance or opening the gate for anybody wanting to leave the park. Attendants will be responsible for opening the gate at White Oak Picnic Area at 7:00 AM CST and closing the area at 10:00 PM CST, this includes locking the restroom facilities in the area. White Oak Day Use is directly across from the campground. One on-duty attendant must be in the gatehouse while the other Attendant performs these duties.

D. CLEANING AND MAINTENANCE: See General Specifications.

E. PET POLICY: Pets are allowed per the General Specifications.

F. DRESS CODE OR UNIFORM POLICY: Clean casual shirts may be worn. Pants should be a color that is complimentary toward the shirt. All proposed uniform clothing is subject to Corps approval. Short shorts, bathing suits, and similar attire are not allowed. The Corps of Engineers will provide a vest. The vest must be cleaned and returned to the Corps at the end of the contract.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: A \$5,000.00 bond or alternative as outlined in the General Specifications, Sec. VIII. B.

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: A. Vest printed with Lake Name and Park Attendant. B. Name plates.

VII. ADDITIONAL INFORMATION: All bidders should contact Ranger Joyce S. Sellers at 912/768-2516 at the Resource Site Manager's Office, Walter F. George Lake, during the hours of 8:00 AM EST. and 4:30 PM EST Monday through Friday, to arrange for a tour of the park and an explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

Walter F. George Lake Park Attendant Calendar Winter 2001-2002

October 2001

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2002

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Training Days – Blocked (included in contract 4 days)

Park Attendant Schedule “A” – Circled days – Total Contract Days 80

Contract begins on Oct 1, 2001 Contract ends on Mar 1, 2002

Park Attendant Schedule “B” – Uncircled days – Total Contract Days 78

Contract begins on Oct 1, 2001 Contract ends on Mar 3, 2002

COTTON HILL CAMPGROUND

ATTENDANTS A & B

WALTER F. GEORGE LAKE

SPECIFIC RECREATION AREA

JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITIONS: This Specific Park Sheet is for two (2) separate Park Attendant contracts at Cotton Hill Campground - Park Attendant “A” and Park Attendant “B.”

RFQ LINE ITEM REFERENCE

0003 PARK ATTENDANT SCHEDULE “A”

Cotton Hill Campground

Contract dates: 01 Oct 01 – 01 Mar 02

Total number of working days: 80

Government’s estimated daily bid price: \$70.00

0004 PARK ATTENDANT SCHEDULE “B”

Cotton Hill Campground

Contract dates: 01 Oct 01 – 03 Mar 02

Total number of working days: 78

Government’s estimated daily bid price: \$70.00

NOTE: A separate bid must be submitted for each contract (Attendant “A” or Attendant “B”) you are interested in, by entering a bid on the corresponding line item numbers on this project’s enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties and responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedules, as indicated in the line items.

II. PARK DESCRIPTION: Cotton Hill Campground has 104 sites with water and electrical hook-ups. The campground is located 8 miles North of Ft. Gaines, Georgia off Highway 39. Round trip mileage through the park is approximately 3.5 miles.

III. HOURS OF WORK: 7:00 AM ET. –10:00 PM ET. Four Days on and four days off gatehouse duty, campground gate must be closed at 10:00 PM ET. A minimum of one (1) Attendant must be inside the gatehouse from 7:00 AM - 10–00 PM CST each day of their four day shift. A minimum of one (1) on-duty Attendant must be available at his/her trailer site from 10:00 PM ET to 7:00 AM ET for camper assistance or opening the gate for anybody wanting to leave the park.

IV. TRAINING AND ORIENTATION: October 1, 2, 3 and 4 at the Resource Manager's Office from **9:00 AM Eastern time until 4:00 PM. Eastern time.** Lunch is not provided.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: The attendant will be required to convert user fees to a Cashier's check or money order, at their own expense. The approximate round-trip mileage from Cotton Hill to Ft. Gaines is 16 miles.

B. PARK INSPECTIONS: A minimum of 5 patrols through the park must be made daily. One in the morning, Three during the day approximately 2 or 3 hours apart and one after locking the gate. One on-duty attendant must remain at the Gatehouse while the other patrols the campground. All campsites, bathhouses and playgrounds must be checked for problems or violations during each patrol. The Gate Attendants may have to conduct a survey in the park.

C. CLOSING/OPENING GATES AND FACILITIES: The campground must be opened at 7:00 AM ET and closed at 10:00 PM. ET. A minimum of one on-duty attendant must be available at his/her trailer site from 10:00 PM ET to 7:00 AM ET for camper assistance or opening the gate for anybody wanting to leave the park.

D. CLEANING AND MAINTENANCE: See General Specifications.

E. PET POLICY: Pets are allowed per the General Specifications.

F. DRESS CODE OR UNIFORM POLICY: Clean casual shirts may be worn. Pants should be a color that is complimentary toward the shirt. All proposed uniform clothing is subject to Corps approval. Short shorts, bathing suits, and similar attire are not allowed. The Corps of Engineers will provide a vest. The vest must be cleaned and returned to the Corps at the end of the contract.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: A \$5,000.00 bond or alternative as outlined in the General Specifications, Sec. VIII. B.

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: A. Vest printed with lake name and Park Attendant. B. Name Plates.

VII. ADDITIONAL INFORMATION: All bidders should contact Ranger Joyce S. Sellers at 912/768-2516 at the Resource Managers Office, Walter F. George Lake, during the hours of 8:00 AM EST and 4:30 PM EST Monday through Friday, to arrange for a tour of the park and an explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

Walter F. George Lake Park Attendant Calendar Winter 2001-2002

October 2001

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2002

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Training Days – Blocked (included in contract 4 days)

Park Attendant Schedule “A” – Circled days – Total Contract Days 80

Contract begins on Oct 1, 2001 Contract ends on Mar 1, 2002

Park Attendant Schedule “B” – Uncircled days – Total Contract Days 78

Contract begins on Oct 1, 2001 Contract ends on Mar 3, 2002

WEST POINT

CONTRACTOR DATA INFORMATION

COMPLETE AND RETURN WITH YOUR QUOTATION

NAME: HUSBAND: _____

WIFE: _____

HUSBAND: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

WIFE: AGE _____ SOCIAL SECURITY #: _____ - _____ - _____

PHONE NUMBER: (_____) _____

PRESENT/FORMER (IF RETIRED) OCCUPATION:

HUSBAND: _____ WIFE: _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

HEALTH CONDITION: HUSBAND: _____

WIFE: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

PREVIOUS EXPERIENCE AS PARK GATE ATTENDANTS: _____

IN THE EVENT THAT I RECEIVE AWARD, ISSUE PURCHASE ORDER TO:

NAME(As listed in CCR): _____

ADDRESS: _____

DATE: _____

WEST POINT

BID SCHEDULE

CONTRACTOR NAME:

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
0001 Park Attendant Schedule "A" R. Shaefer Heard Campground Contract dates: 24 Sep 01 – 21 Feb 02	76		
0002 Park Attendant Schedule "B" R. Shaefer Heard Campground Contract dates: 24 Sep 01 – 21 Feb 02	76		

R. SHAEFER HEARD CAMPGROUND
ATTENDANTS A & B
WEST POINT PROJECT
SPECIFIC RECREATION AREA
JOB DESCRIPTION

I. NUMBER OF CONTRACT POSITION(S): This Specific Park Sheet is for two separate Park Attendant contracts at R. Shaefer Heard Campground - Park Attendant "A" and Park Attendant "B".

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT SCHEDULE "A"

R. Shaefer Heard Campground
Contract dates: 24 Sep 01 – 21 Feb 02
Total number of working days: 76 *
Last year's daily bid price: \$50.00

0002 PARK ATTENDANT SCHEDULE "B"

R. Shaefer Heard Campground
Contract dates: 24 Sep 01 – 21 Feb 02
Total number of working days: 76 *
Last year's daily bid price: \$50.00

* - See Section IX for actual working dates.

NOTE: A separate bid must be submitted for each contract (Attendant "A" or Attendant "B") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Job duties and responsibilities and other terms and conditions listed in this specific park sheet are the same for each contract except for the work schedule, which is shown in Section IX.

II. PARK DESCRIPTION: 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. The park has 117 sites (all with utility hookups) for the public. It also has an amphitheater, a boat ramp, two shower houses with laundry facilities, a dump station, a playground, and six 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.

III. HOURS OF WORK: Both park attendants "A" and "B" will 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 four day shift. Twenty-four hour shifts begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the actual workdays of the contract period, Monday, Oct 1, 2001 – Thursday, Feb 21, 2002, attendants will operate the gatehouse control station for nine (9) hours each day from

7:00 a.m. until 10:00 p.m. Park attendants must be available fifteen (15) hours in the park each night when off duty. **Please note:** Normally during the winter months, 79 of the 117 sites in the campground are closed due to a decrease in demand. However, if the weather is good in October and early November the campground may fill up on weekends. Due to that increased demand, park attendants may need to work additional hours in the gatehouse on weekends. Later in the year, as the weather gets colder and as visitation decreases, the gatehouse will return to being manned the nine (9) hours as stated on weekdays and weekends.

IV. TRAINING AND ORIENTATION: Park attendants are required to attend all sessions of a four-day training session beginning at 9:00 a.m., Monday, Sep 24, 2001, at the Project Management Office. These meetings will conclude by 4:00 p.m. each day. Park attendants will be paid their normal daily rate for attendance.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. APPROVED USER FEE COLLECTION & PROCESSING: Park attendants will be required to collect camping and visitor fees in the campground. At least once a week, the fees collected will be taken to the BankAmerica in West Point or LaGrange, GA, where the attendant may, at the Government's discretion, be required to purchase a money order or cashier's check in the amount of the collected fees. If a money order or cashier's check is purchased, the attendant is responsible for payment of the fee for the money order or check. The approximate round trip mileage from the campground to a location to purchase the money order or check in West Point is 12 miles. The round trip distance to the one of the same types of locations in LaGrange is approximately 25 miles. No less than once each week, attendants will deliver all necessary paperwork, including but not limited to: Operator Shift Summary Report, the Operator Shift Detail Report, the Bill For Collections report, and user fee permits to the Project Management Office. Approximate round trip mileage from the campground to the Project Management Office is 2 miles.

B. PARK INSPECTIONS: Attendants will conduct an inspection of the park at least 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 to check for burned out lights, etc. Furnish this information to the Project Management Office each morning by telephone (as necessary) to a designated person.

C. CLOSING /OPENING GATES AND FACILITIES: 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 while on duty, contact law enforcement personnel or project management personnel for situations beyond attendant's control from 10:00 p.m. until 7:00 a.m., and raise the United States of America and the U.S. Army Corps of Engineers flags each morning, and lower, remove, and fold at sunset. If the flags should become wet, the attendant will hang them in a dry

area before folding. The attendant will notify project management personnel if flag or flags become faded or torn so as to receive replacement.

D. CLEANING AND MAINTENANCE: See Section II. C., CLEANING AND MAINTENANCE, of the General Specifications for more information.

E. PET POLICY: Park attendants are permitted to have pets, under the conditions set forth in Section I. E. PETS, of the General Specifications. Pets are permitted outside of the park attendant living quarters, however, must be kept on a leash of less than 6 feet in length.

F. DRESS CODE OR UNIFORM POLICY: A tan/beige/white shirt (long or short sleeve) and green/khaki pants are preferred. All proposed uniform clothing, including headwear, is subject to Corps approval. Nametags should be engraved brass or plastic with a gold or brass finish, approximately 2 ½” x 5/8”. Corps personnel must approve alternatives. The tags can be purchased at local engraving shops in the area. Also refer to Section III. D., UNIFORMS, etc., of the General Specifications for further information.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: See Section VII. B. of the General Specifications for further information.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

A. Gardening tools for the small planter area at the gatehouse are generally not necessary, but, if needed, must be furnished by the contractor.

B. All maintenance supplies and equipment needed to maintain gate station and trailer site in a neat, clean, and sanitary condition are to be supplied by the contractor. These may include, but are not necessarily limited to, a broom, dust pan, mop, bucket, all-purpose cleaner, window cleaner, cleaning rags, insect repellent/killer, and possibly a vacuum cleaner if gate house floor is carpeted.

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. The telephone system inside campground may accommodate touch-tone dialing; however, the telephone should be capable of rotary dialing.

E. Contractor will provide personal funds to make change. The amount of the change fund should be maintained at \$100.

F. For night deposit drops, purchase of disposable night deposit bags at a fee of \$1 each from the designated depository bank may be required. Approximately two bags per week during peak season may be needed.

G. Uniforms and nametags, as specified in paragraph V. F.

H. Funds to pay for cashier's checks when transmitting collected user fees, if necessary.

VII. 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 project management personnel and recorded as directed, except in official emergency situations.

B. West Point Park Attendant Manual for reference.

C. Garden hose to maintain gate house and immediate area around building.

D. United States and Corps of Engineer flags to display at the gatehouse.

E. Park Office Operator's Manual for operating Park Office software.

F. Campsite with water, electrical and sewage hookups for park attendant's trailer/motor home.

NOTE: Attendant may not be permitted to occupy the site when or if the campground is closed for the season or in winter operation.

VII. ADDITIONAL INFORMATION: All bidders should contact Park Ranger David Allen 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 the Scope of Work. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid in order to become familiar with the size and scope of the area and required duties.

IX. ACTUAL PARK ATTENDANT WORKING DATES:

Contract Year: 24 Sep 01 – 21 Feb 02

Park Attendant "A"

September - 24, 25, 26, 27*
October - 1, 2, 3, 4, 9, 10, 11, 12, 17,
18, 19, 20, 25, 26, 27, 28
November - 2, 3, 4, 5, 10, 11, 12, 13,
18, 19, 20, 21, 26, 27, 28, 29
December - 4, 5, 6, 7, 12, 13, 14, 15,
20, 21, 22, 23, 28, 29, 30, 31
January - 5, 6, 7, 8, 13, 14, 15, 16,
21, 22, 23, 24, 29, 30, 31
February - 1, 6, 7, 8, 9, 14, 15, 16, 17

Park Attendant "B"

September - 24, 25, 26, 27*
October - 5, 6, 7, 8, 13, 14, 15, 16,
21, 22, 23, 24, 29, 30, 31
November - 1, 6, 7, 8, 9, 14, 15, 16,
17, 22, 23, 24, 25, 30
December - 1, 2, 3, 8, 9, 10, 11, 16,
17, 18, 19, 24, 25, 26, 27
January - 1, 2, 3, 4, 9, 10, 11, 12,
17, 18, 19, 20, 25, 26, 27, 28,
February - 2, 3, 4, 5, 10, 11, 12, 13
18, 19, 20, 21

* September 24 – 27 is the Park Office training and park attendant orientation period.

MARK THE MONTH
WORK DAYS

ATTENDANT "A" - O

" " "B" - □

2001

SEPTEMBER

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	△24	△25	△26	△27	28	29
30						

△ -- Partly attendant orientation

OCTOBER

	①	②	③	④	⑤	⑥
⑦	⑧	⑨	⑩	⑪	⑫	⑬
⑭	⑮	⑯	⑰	⑱	⑲	⑳
㉑	㉒	㉓	㉔	㉕	㉖	㉗
㉘	㉙	㉚	㉛			

NOVEMBER

				①	②	③
④	⑤	⑥	⑦	⑧	⑨	⑩
⑪	⑫	⑬	⑭	⑮	⑯	⑰
⑱	⑲	⑳	㉑	㉒	㉓	㉔
㉕	㉖	㉗	㉘	㉙	㉚	

DECEMBER

						①
②	③	④	⑤	⑥	⑦	⑧
⑨	⑩	⑪	⑫	⑬	⑭	⑮
⑯	⑰	⑱	⑲	⑳	㉑	㉒
㉓	㉔	㉕	㉖	㉗	㉘	㉙
㉚	㉛					

2002

JANUARY

S	M	T	W	T	F	S
		①	②	③	④	⑤
⑥	⑦	⑧	⑨	⑩	⑪	⑫
⑬	⑭	⑮	⑯	⑰	⑱	⑲
㉑	㉒	㉓	㉔	㉕	㉖	㉗
㉘	㉙	㉚	㉛	㉜		

FEBRUARY

				①	②
③	④	⑤	⑥	⑦	⑧
⑨	⑩	⑪	⑫	⑬	⑭
⑮	⑯	⑰	⑱	⑲	㉑
㉒	㉓	㉔	㉕	㉖	㉗

SECTION I Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

52.202-1 DEFINITIONS. (MAY 2001)

(a) Agency head or head of the agency means the Secretary (Attorney General, Administrator, Governor, Chairperson, or other chief official, as appropriate) of the agency, unless otherwise indicated, including any deputy or assistant chief official of the executive agency.

(b) Commercial component means any component that is a commercial item.

(c) Commercial item means--

(1) Any item, other than real property, that is of a type customarily used for nongovernmental purposes and that--

(i) Has been sold, leased, or licensed to the general public; or

(ii) Has been offered for sale, lease, or license to the general public;

(2) Any item that evolved from an item described in paragraph (c)(1) of this clause through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a Government solicitation;

(3) Any item that would satisfy a criterion expressed in paragraphs (c)(1) or (c)(2) of this clause, but for--

(i) Modifications of a type customarily available in the commercial marketplace; or

(ii) Minor modifications of a type not customarily available in the commercial marketplace made to meet Federal Government requirements. "Minor" modifications means modifications that do not significantly alter the nongovernmental function or essential physical characteristics of an item or component, or change the purpose of a process. Factors to be considered in determining whether a modification is minor include the value and size of the modification and the comparative value and size of the final product. Dollar values and percentages may be used as guideposts, but are not conclusive evidence that a modification is minor;

(4) Any combination of items meeting the requirements of paragraphs (c)(1), (2), (3), or (5) of this clause that are of a type customarily combined and sold in combination to the general public;

(5) Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in paragraphs (c)(1), (2), (3), or (4) of this clause, and if the source of such services--

(i) Offers such services to the general public and the Federal Government contemporaneously and under similar terms and conditions; and

(ii) Offers to use the same work force for providing the Federal Government with such services as the source uses for providing such services to the general public;

(6) Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed;

(7) Any item, combination of items, or service referred to in subparagraphs (c)(1) through (c)(6), notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a Contractor; or

(8) A nondevelopmental item, if the procuring agency determines the item was developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple State and local Governments.

(d) Component means any item supplied to the Government as part of an end item or of another component, except that for use in 52.225-9, and 52.225-11 see the definitions in 52.225-9(a) and 52.225-11(a).

(e) Contracting Officer means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

(f) Nondevelopmental item means--

(1) Any previously developed item of supply used exclusively for governmental purposes by a Federal agency, a State or local government, or a foreign government with which the United States has a mutual defense cooperation agreement;

(2) Any item described in paragraph (f)(1) of this definition that requires only minor modification or modifications of a type customarily available in the commercial marketplace in order to meet the requirements of the procuring department or agency; or

(3) Any item of supply being produced that does not meet the requirements of paragraph (f)(1) or (f)(2) solely because the item is not yet in use.

(g) Except as otherwise provided in this contract, the term "subcontracts" includes, but is not limited to, purchase orders and changes and modifications to purchase orders under this contract.

(End of clause)

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (OCT 2000)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3;

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1) The Index of Federal Specifications, Standards and Commercial Item Descriptions and the documents listed in it may be obtained from the General Services Administration, Federal Supply Service Bureau, Specifications Section, Suite 8100, 470 L'Enfant Plaza, SW, Washington, DC 20407 ((202) 619-8925).

(2) The DOD Index of Specifications and Standards (DODISS) and documents listed in it may be obtained from the Standardization Documents Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (telephone (215) 697-2569).

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--Department of Defense Single Stock Point (DoDSSP), Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://assist.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to offers exceeding \$25,000.) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet to obtain one at no charge. An offeror within the United States may call 1-800-333-0505. The offeror may obtain more information regarding the DUNS number, including locations of local Dun and Bradstreet Information Services offices for offerors located outside the United States, from the Internet home page at <http://www.customerservice@dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (MAY 2001)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process of penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service--disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN:-----

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

___ Other-----

(5) Common parent.

___ Offeror is not owned or controlled by a common parent;

___ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it * is, * is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

___ 50 or fewer ___ \$1 million or less

___ 51 - 100 ___ \$1,000,001 - \$2 million

___ 101 - 250 ___ \$2,000,001 - \$3.5 million

___ 251 - 500 ___ \$3,500,001 - \$5 million

___ 501 - 750 ___ \$5,000,001 - \$10 million

___ 751 - 1,000 ___ \$10,000,001 - \$17 million

___ Over 1,000 ___ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act--Balance of Payments Program Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act--Balance of Payments Program--Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product as defined in the clause of this solicitation entitled ``Buy American Act--Balance of Payments Program--Supplies" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.

(ii) The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

NAFTA Country or Israeli End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--North American Free Trade Agreements--Israeli Trade Act--Balance of Payments Program Certificate, Alternate I (Feb 2000). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

Canadian End Products

Line Item No.:-----

(List as necessary)

(3) Buy American Act--North American Free Trade Agreements--Israeli Trade Act--Balance of Payments Program Certificate, Alternate II (Feb 2000). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

Canadian or Israeli End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled ``Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products.

Other End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act or the Balance of Payments Program. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed end products.

Listed End Product

Listed Countries of Origin

(2) Certification. (If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.)

() (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that--

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(End of provision)

52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAY 2001)

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement or any excusable delay,

setting for the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice. The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized,) to the address designated in the contract to receive invoices. An invoice must include--

- (1) Name and address of the Contractor;
- (2) Invoice date;
- (3) Contract number, contract line item number and, if applicable, the order number;
- (4) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (5) Shipping number and date of shipment including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (6) Terms of any prompt payment discount offered;
- (7) Name and address of official to whom payment is to be sent; and
- (8) Name, title, and phone number of person to be notified in event of defective invoice.

Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Contractors are encouraged to assign an identification number to each invoice.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. If the Government makes payment by Electronic Funds Transfer (EFT), see 52.212-5(b) for the appropriate EFT clause. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

- (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
- (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The

Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

(End of clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2001)

(a) The Contractor shall comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or executive orders applicable to acquisitions of commercial items:

(1) 52.222-3, Convict Labor (E.O. 11755).

(2) 52.233- 3, Protest after Award (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components:

(Contracting Officer shall check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer).

___(4) (i) 52.219-5, Very Small Business Set-Aside (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___(ii) Alternate I to 52.219-5.

___(iii) Alternate II to 52.219-5.

___ (5) 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637 (d)(2) and (3)).

___ (6) 52.219-9, Small Business Subcontracting Plan (15 U.S.C. 637 (d)(4)).

___ (7) 52.219-14, Limitations on Subcontracting (15 U.S.C. 637(a)(14)).

___(8)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Concerns (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___(ii) Alternate I of 52.219-23.

___(9) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___(10) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

X (11) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

X (12) 52.222-26, Equal Opportunity (E.O. 11246).

X (13) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).

X (14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793).

X (15) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).

___(16) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (E.O. 13126).

___ (17)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

___(18) 52.225-1, Buy American Act--Balance of Payments Program--Supplies (41 U.S.C. 10a-10d).

___(19)(i) 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).

____(ii) Alternate I of 52.225-3.

____(iii) Alternate II of 52.225-3.

____(20) 52.225-5, Trade Agreements (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

____(21) 52.225-13, Restriction on Certain Foreign Purchases (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

____(22) 52.225-15, Sanctioned European Union Country End Products (E.O. 12849).

____(23) 52.225-16, Sanctioned European Union Country Services (E.O.12849).

X (24) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (31 U.S.C. 3332).

____(25) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (31 U.S.C. 3332).

____(26) 52.232-36, Payment by Third Party (31 U.S.C. 3332).

____ (27) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a).

____ (28) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241).

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

(Contracting Officer check as appropriate.)

____ (1) 52.222-41, Service Contract Act of 1965, As amended (41 U.S.C. 351, et. seq.).

____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et. seq.).

____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C.206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act - Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If

this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 2012(a));

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996),. and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).

(End of clause)

52.236-13 ACCIDENT PREVENTION (NOV 1991)

(a) The Contractor shall provide and maintain work environments and procedures which will

(1) safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;

(2) avoid interruptions of Government operations and delays in project completion dates; and

(3) control costs in the performance of this contract.

(b) For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall-

(1) Provide appropriate safety barricades, signs, and signal lights;

(2) Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and

(3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.

(c) If this contract is for construction or dismantling, demolition or removal of improvements with any Department of Defense agency or component, the Contractor shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.

(d) Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any

condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(e) The Contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond **30 September 2001**. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond **30 September 2001**, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

52.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION.(MAR 2000)

(a) Definitions.

As used in this clause--

(1) Central Contractor Registration (CCR) database means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix

may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) Registered in the CCR database means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://www.ccr2000.com>.

(End of clause)

252.223-7006 PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS (APR 1993)

(a) "Definitions".

As used in this clause --

(1) "Storage" means a non-transitory, semi-permanent or permanent holding, placement, or leaving of material. It does not include a temporary accumulation of a limited quantity of a material used in or a waste generated or resulting from authorized activities, such as servicing, maintenance, or repair of Department of Defense (DoD) items, equipment, or facilities.

(2) "Toxic or hazardous materials" means:

(i) Materials referred to in section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 (42 U.S.C. 9601(14)) and materials designated under section 102 of CERCLA (42 U.S.C. 9602) (40 CFR part 302);

(ii) Materials that are of an explosive, flammable, or pyrotechnic nature; or

(iii) Materials otherwise identified by the Secretary of Defense as specified in DoD regulations.

(b) In accordance with 10 U.S.C. 2692, the Contractor is prohibited from storing or disposing of non-DoD-owned toxic or hazardous materials on a DoD installation, except to the extent authorized by a statutory exception to 10 U.S.C. 2692 or as authorized by the Secretary of Defense or his designee.

(End of clause)

**952.000-4007 U.S. ARMY CORPS OF ENGINEERS SAFETY AND HEALTH REQUIREMENTS
MANUAL, EM 385-1-1**

This paragraph applies to contracts and purchase orders that require the contractor to comply with EM 385-1-1 (e.g., contracts that include the Accident Prevention clause at FAR 52.236-13 and/or other safety provisions). EM 385-1-1 and its changes are available at <http://www.hq.usace.army.mil> (At the HQ homepage, select Safety and Occupational Health.) The Contractor shall be responsible for complying with the current edition and all changes posted on the web through the date that is 10 calendar days prior to the date offers are due. If the solicitation is amended to extend the time set for receipt of offers, the 10 calendar days rule stated above shall be applied against the amended date. (For example, if offers are due on 10 April, all changes posted on or before 31 March shall apply to the contract. If the time for receipt of offers is extended from 10 April to 20 April, all changes posted on or before 10 April shall apply to the contract.)

(End of paragraph number 952.000-4007)

952.000-4018 SUBLETTING

Subletting of this contract will not be allowed except under emergency conditions or other reasons approved by the Contracting Officer or his designated representative. Subletting this contract in order to assume another contract is strictly prohibited and such action will be considered grounds for immediate termination of contract.

TERMINATION

Failure of the contractor to provide items in full and complete services listed in the scope of work and gate attendant handbook may be grounds for termination. Inappropriate conduct or unacceptable actions of the park attendants will, with due consideration, be grounds for immediate cancellation of the contract. Examples for immediate dismissal include but are not limited to, the following:

- (1) Consumption of alcoholic beverages or intoxication while on duty,
- (2) Cursing or harassment of visitors or Corps of Engineers personnel,
- (3) Theft of money or supplies,
- (4) Unwarranted physical contact with visitors or Corps of Engineers personnel, and
- (5) Recurring written and/or verbal complaints from visitors and/or Corps of Engineers personnel for nonperformance or lack of consideration.

952.000-4052 REQUIREMENT FOR BONDING

Upon award of a contract, the contractor shall be required to furnish a "Business Services", "Fidelity" or "Dishonesty" bond in the amounts of \$1,000.00, \$3,000.00, or \$5,000.00 according to the actual park site. The bond amount required for each park is listed in the "Specific Recreation Area Description Sheets". Instead of furnishing one of the foregoing specified bonds, the contractor has the following options:

- a. Depositing certain United States bonds or notes in an amount equal to their par in the total amount of the bond; or
- b. Furnishing a certified or cashier's check, bank draft, postal money order, or currency, in the amount equal to the penal sum of the bond. Certified or cashier's checks shall be made payable to the Finance and Accounting Officer, U.S. Army Engineer District, Mobile (USAED, Mobile).

952.00-4180 MARK FOR DELIVERY

NOTICE: Contractor must mark ALL deliveries, invoices and correspondence
With the Purchase/Delivery Order number set forth in Block 1 and/or 2 of the
(DD Form 1155) Purchase/Delivery Order.

952.000-4199 BOARD OF CONTRACT APPEALS

The agency board of contract appeals having jurisdiction over all appeals from final decisions of the Contracting Officer under the Contract Disputes Act of 1978 is the Armed Services Board of Contract Appeals, Skyline Six, 5109 Leesburg Pike, 7TH Floor, Falls Church, Virginia 22041.#

**952.000-4641 PROHIBITION AGAINST CONTRACTING WITH INDIVIDUALS OR ENTITIES
DESIGNATED AS SIGNIFICANT NARCOTICS TRAFFICKERS**

Pursuant to Executive Order 12978 entitled "Blocking Assets and Prohibiting Transactions with Significant Narcotic Traffickers" dated October 21, 1995, the offeror certifies that it has not and will not be involved in business transactions with individuals or business entities designated as significant narcotics traffickers under this Executive Order. For a current listing of specially designated nationals and blocked persons, contact the Office of Foreign Assets Control, Department of the Treasury, Washington, DC 22201; telephone 202/622-2420.

(End of clause)