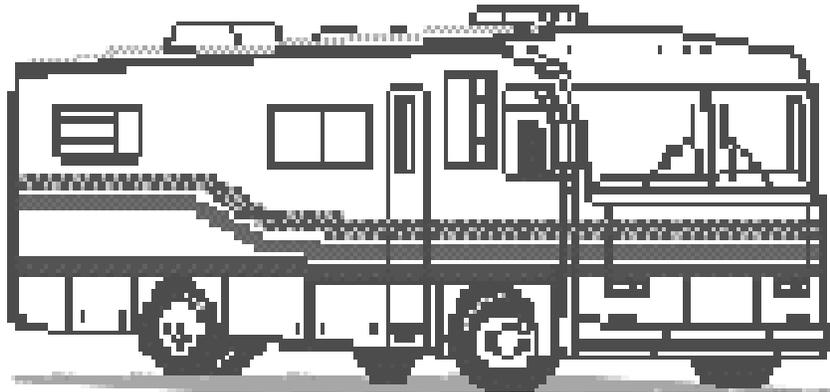




US Army Corps of Engineers Mobile District



WINTER 2004-2005

PARK ATTENDANT CONTRACTORS (PACs)
REQUEST FOR QUOTATION

*NOTE: Read this Solicitation in its entirety prior to submitting your bid.
You are responsible for adhering to all applicable requirements as outlined herein.*

DEPARTMENT OF THE ARMY
U S ARMY ENGINEER DISTRICT, MOBILE

<http://www.sam.usace.army.mil>

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NO.	PAGE 1 OF	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NO.	5. SOLICITATION NO. W91278-04-Q-0002	6. SOLICITATION ISSUE DATE 21 JUNE 2004		
7. FOR SOLICITATION INFORMATION CALL a. NAME JOSEPH MOODY			b. TELEPHONE NO. <i>(No collect calls)</i> 251-441-5522	8. OFFER DUE DATE/LOCAL TIME 19 JULY 2004		
9. ISSUED BY U S ARMY ENGINEERS DISTRICT-MOBILE CONTRACTING DIVISION (CESAM-CT) (109 ST. JOSEPH STREET) P.O. BOX 2288 MOBILE, AL 36628-0001 FAX: 251-694-4640 FAX: 251-441-5765			CODE W91278	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 7033/NAICS 721211 SIZE STD: \$6.0M	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO			CODE	16. ADMINISTERED BY		
LEAVE BLANK			SEE ITEM 9			
17a. CONTRACTOR/OFFEROR			CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DISBURSING OFFICER "DO NOT MAIL INVOICE" 5722 INTEGRITY DRIVE MILLINGTON TN 38054-5005	
LEAVE BLANK			CODE FINANCE			
<input type="checkbox"/> 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 <input type="checkbox"/> SEE ADDENDUM (SEE BLOCK15)			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT	24. AMOUNT
BOTH PARK ATTENDANT CONTRACTORS MUST SIGN ...	(SIGNATURE) Park Attendant Contractor (1 of 2) DATE Park Attendant Contractor (2 of 2) DATE		LEAVE BLANK	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u> 1 </u> 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. XXXXXXXXXXXXXXXXXX			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 <i>(SIGNATURE OF CONTRACTING OFFICER)</i>			
30b. NAME AND TITLE OF SIGNER <i>(TYPE OR PRINT)</i> XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		30c. DATE SIGNED XXXXXXXXXX	31b. NAME OF CONTRACTING OFFICER <i>(TYPE OR PRINT)</i>		31c. DATE SIGNED	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED			33. SHIP NUMBER <input type="checkbox"/> PARTIAL		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE			36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		35. AMOUNT VERIFIED CORRECT FOR	
32c. DATE			38. S/R ACCOUNT NO.		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			39. S/R VOUCHER NO.		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			42a. RECEIVED BY <i>(Print)</i>			
41c. DATE			42b. RECEIVED AT <i>(Location)</i>			
			42c. DATE REC'D <i>(YY/MM/DD)</i>		42d. TOTAL CONTAINERS	

INSTRUCTIONS FOR SUBMITTAL OF BIDS

1. PLEASE IDENTIFY EACH PAGE OF THIS QUOTATION WITH YOUR NAME. THIS IS VERY IMPORTANT FOR IDENTIFICATION PURPOSES. 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: BIDS MUST ONLY BE ENTERED FOR EACH PARK ATTENDANT POSITION IN WHICH YOU ARE INTERESTED.

2. IMPORTANT: PLEASE BE SURE TO FILL IN AND RETURN YOUR CONTRACTOR DATA SHEET WHEN YOU SUBMIT YOUR BID(S).

3. PLEASE NOTE!! SURETY BONDS (ORIGINAL WITH SEAL) FOR PARK ATTENDANT CONTRACTORS (PACs) MUST BE ON FILE IN THIS OFFICE BEFORE COMMENCEMENT OF WORK. ADDITIONAL INFORMATION REGARDING BONDING IS ATTACHED.

4. BEFORE COMMENCEMENT OF WORK, ALL PARK ATTENDANT CONTRACTORS MUST PROVIDE A CERTIFICATE OF INSURANCE FOR AUTOMOBILE COVERAGE AS FOLLOWS:

- COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE:

BODILY INJURY COVERAGE WITH MINIMUM LIMITS OF \$200,000.00 PER PERSON AND \$500,000.00 PER OCCURRENCE. PROPERTY DAMAGE COVERAGE WITH A MINIMUM LIMIT OF \$20,000.00 PER OCCURRENCE.

5. PLEASE REFER TO THE "SPECIFIC RECREATION AREA JOB DESCRIPTION SHEETS" FOR THE FOLLOWING INFORMATION:

A. DETAILS ON WORK HOURS AND DESCRIPTION OF DUTIES AND FACILITIES.

B. LAST YEAR'S DAILY BID PRICE OR GOVERNMENT ESTIMATE FOR A PARTICULAR SITE.

C. REQUIRED DOLLAR AMOUNT FOR THE DISHONESTY/FIDELITY BOND FOR EACH PARK.

D. NAME AND TELEPHONE NUMBER FOR A POINT OF CONTACT AT EACH PARK.

**WINTER 2004-2005 PARK ATTENDANT INFORMATION
FOR
U.S. ARMY ENGINEER DISTRICT, MOBILE**

The following information will apply for the 2004-2005 Winter Park Attendant Contractor Contracts. There will be a total of **20** contracts available for bid. They are as follows:

Alabama River Lake will have **0** Gate Attendant Positions.

Allatoona Lake will have **1** Park Gate Attendant Positions.

Bay Springs Lake will have **0** Park Gate Attendant Positions.

Black Warrior & Tombigbee (Demopolis) will have **6 (1-6)** Park Gate Attendant Positions.

Black Warrior & Tombigbee (Holt) will have **2 (7&8)** Park Attendant Positions.

Carters Lake will have **0** Park Gate Attendant Positions.

Lake Sidney Lanier will have **0** Park Gate Attendant Positions.

Lake Seminole will have **2** Park Gate Attendant Positions.

Okatibbee Lake will have **2** Park Gate Attendant Positions.

Tenn-Tom (Aliceville/Columbus) Waterway will have **0** Park Gate Attendant Positions.

Walter F. George will have **5** 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 COB, 19 JULY 2004.

The solicitation includes various clauses, one General Specification, 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 2004-2005 PARK ATTENDANT CONTRACTOR INFORMATION.

Please mail your bid package to: U.S. Army Corps of Engineers, Mobile District, ATTN: Joe Moody (CT-S), P.O. Box 2288, Mobile, AL 36628-0001.

Please complete and return the “Contractor Data Information Sheet” and “Bid Schedule” (RFQ Line Items) 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 BOTH Park Attendant Contractors (PACs) MUST sign in BLOCK 20. 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 Recreation Area Job Description” 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: 30 JULY 2004 for contract award. If attempts to reach you are unsuccessful, you may not receive a contract award for this Park Attendant Contractor (PACs) 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 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 CANNOT BEGIN WORK UNTIL PROOF OF SUCH A BOND IS 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: Joseph Moody, 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 in writing by the field office. Therefore, it is essential that notification be provided immediately after the 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

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

Old Republic Surety Group
7610 Stemmons, Suite 400
Dallas, TX 75247
Ph. 214-634-1900

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

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

CONTRACTOR DATA SHEET

COMPLETE AND RETURN WITH YOUR QUOTATION

CONTRACTOR: Name _____ AGE _____

SOCIAL SECURITY #: _____ - _____ - _____ HEALTH CONDITION: _____

PRESENT/FORMER (IF RETIRED) OCCUPATION: _____

PARTNER: Name _____ AGE _____

SOCIAL SECURITY #: _____ - _____ - _____ HEALTH CONDITION _____

PRESENT/FORMER (IF RETIRED) OCCUPATION: _____

PHONE NUMBER: (_____) _____

CHILDREN AT HOME: NUMBER: _____ AGES: _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

EXPERIENCE AS PARK GATE ATTENDANTS (Contractor or Volunteer):

For tax purposes, who's SSAN should be used when reporting award to IRS:

Independent Contractor Name: _____
(As listed in CCR)

ADDRESS: _____
(Street Address) (City) (State) (Zip)

DATE: _____ CAGE CODE _____

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

I. GENERAL INFORMATION: The independent contractor must be a two (2) person team, at least 21 years of age, who are **both** physically and mentally capable of performing the contractual responsibilities specified here and in the enclosed “**Specific Recreation Area Contract Performance Requirements**”, for the duration of the contract, including required option periods (when applicable). The contractor may also be referred to as PAC’s, Park Attendant(s), Attendant(s) or contractor(s), throughout these documents.

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 pre-installed programs on a government-furnished computer, through the use of a keyboard and/or mouse). Park Office is a Windows-based computer program used for registering campers, tracking fees and processing NRRS reservations. All contractors will be oriented to the applicable programs and associated equipment.

At the conclusion of orientation, 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 Contractor services to be accomplished under this contract shall be in accordance with the provisions of these General Specifications and the enclosed Specific Recreation Area Contract Performance Requirements. 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, without the prior written permission of the Contracting Officer (COR).

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” (COR) 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. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: Each team of contractors shall perform contractual duties according to the performance schedule and hours specified on the “Specific Recreation Area Contract Performance Requirements”, for which they bid and are awarded. The Operations Manager or his/her representative has the authority to change scheduled performance days and hours as deemed necessary; however, only the Contracting Officer

may amend the total number of required performance days per week and/or the amount of hours. The Operations Manager or his/her representative will give the Park Attendant Contractor 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. On scheduled performance days, **both** members of the performing contractor team will be present within the park **at all times**, and the park attendant station (also referred to as a gatehouse) will be continuously staffed by at least one member of the team, during hours outlined on the Specific Recreation Area Contract Performance Requirements. During non-peak performance hours of scheduled days (see applicable Specific Recreation Area Contract Performance Requirements), the performing contractor team will be continuously present within, or in the immediate vicinity of, their designated contractor living quarters, and available to provide customer support as needed. Customer support includes, but is not limited to, summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles into the park.

C. CONTRACTOR ORIENTATION: All successful bidders must attend an orientation session prior to onsite performance of contractual responsibilities, as specified in the “Specific Recreation Area Contract Performance Requirements”. Lunch is not provided. The session(s) will provide guidance on how to complete user permits and receipts, collect and account for user fees, operate applicable equipment and computer 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 Contractor Guide will be presented. **NOTE: At the conclusion of orientation, 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 Attendant Contractors 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 Recreation Area Contract Performance Requirements” to determine each location’s policy, prior to bidding. Where pets are allowed, they may be restricted to the interior of Park Attendant Contractor’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 Contractor’s living area or quarters for assistance. Pets shall not be allowed in or near the gatehouse (NO EXCEPTIONS). Park Attendant Contractors will be liable for any damage to government facilities, damage to park visitors’ property, or personal injuries caused by their pets. PAC’s 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. Park Attendant Contractors are responsible for effectively controlling all pests or parasites associated with pets. Failure to comply with these provisions could result in termination of the contract.

II. CONTRACTOR GENERAL RESPONSIBILITIES: In addition to general contractual responsibilities stated herein, contractors are responsible for performance items detailed in “Specific Recreation Area Contract Performance Requirements”. Bidders should review these carefully before submitting bids, as they contain information about park type(s), performance schedules and area-specific provisions. Okatibbee Lake also has special requirements for cleaning and maintenance of park facilities. Park Attendant Contractor general responsibilities include, but are not limited to: 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 Recreation Area Contract Performance Requirements”. All contractual provisions shall be performed to the satisfaction of the Contracting Officer or his/her authorized representative.

A. CUSTOMER ASSISTANCE AND PUBLIC INTERACTION: The primary role of Park Attendant Contractors 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 Attendant Contractors are not rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors. Nor will Park Attendant Contractors attempt to detain or apprehend violators or conduct searches of people or personal property. Park Attendant Contractors shall perform their responsibilities with professionalism. Contractors will not use profanity in the presence of the public, project personnel, or other contractors.

1. Park Attendant Contractors 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 Attendant Contractors 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 Corps personnel and/or local law enforcement.** In the event Park Attendant Contractors are unable to contact a Park Ranger, they shall contact local law enforcement officers, and then report the incident to a Park Ranger as soon as possible. To the extent Park Attendant Contractors 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 Contractor Guide or orientation sessions. Rangers will handle each case on its own merits in accordance with professional training and discretion, and Park Attendant Contractors should not attempt to direct, manipulate, undermine, oppose or “second-guess” decisions made by Rangers.

2. a. Park Attendant Contractors shall greet customers in a friendly manner as they arrive at the park, and distribute information, such as pamphlets, brochures, maps, park rules and regulations, and project information, as needed or as directed by the Operations Manager. Park

Attendant Contractors 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.

b. 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, Park Attendant Contractors will courteously ask them to depart, and if they refuse, report them to an on-duty Corps of Engineers Park Ranger.

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

4. **Without exception, Park Attendant Contractors 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. Park Attendant Contractors will also open gates to allow emergency vehicles access to the park and customers.** Park Attendant Contractors will open and close campground and day-use area gates as required by the applicable “Specific Recreation Area Contract Performance Requirements”. They will also oversee picnic pavilions and multi-use courts, including turning power on or off and posting reservations for both pavilions and individual campsites, as applicable.

5. Park Attendant Contractors will maintain a logbook of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Park Attendant Contractors 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. Park Attendant Contractors will not discriminate against customers on the basis of race, color, religion, sex, national origin, marital status, or disabilities.

7. During performance dates and hours, Park Attendant Contractors 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. Park Attendant Contractors will not carry firearms in their vehicles or on their persons at any time, nor will firearms be allowed in gatehouses or Park Attendant Contractor living quarters.

B. FEE COLLECTION, ACCOUNTING, & PROCESSING: Park Attendant Contractors will maintain all records necessary for the administration of the user fee program.

Depending on the “Specific Recreation Area Contract Performance Requirements”, 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. Consult applicable “Specific Recreation Area Contract Performance Requirements” for more detailed information. Guidance will be provided at contractor orientation sessions.

1. Park Attendant Contractors will collect a variety of user fees as specified in the applicable “Specific Recreation Area Contract Performance Requirements”. 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 Attendant Contractors.

2. Park Attendant Contractors 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 Attendant Contractors will operate the Park Office[™] computerized reservation system. All Park Attendant Contractors may be required to operate credit card machinery, and/or Electronic Cash Registers. These methods assist in the collection and tracking of recreation user fees and reservations using computers, electronic hardware and programs supplied by the government. **Orientation to the AUPS Program, Park Office (NRRS)[™], credit card machines and cash registers will be provided, as applicable, prior to the start of the contract. At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and process 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 Contractor must reconcile all discrepancies. **Unjustifiable differences may result in contract termination for default.**

5. Park Attendant Contractors 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 Attendant Contractors may be required to deposit user fees directly into an approved U.S. Treasury Department account or submit funds to Project Ranger staff for remittance. **In either case, the “Specific Recreation Area Contract Performance Requirements” should be consulted to determine if Park Attendant**

Contractors will be responsible for the cost of converting fees into a money order or cashier's check. Park Attendant Contractors 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 Attendant Contractors 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 Recreation Area Contract Performance Requirements". **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, per guidance provided at the Park Attendant Contractor orientation and in the Park Attendant Contractor Guide. Where provided, an approved safe will be used by the Park Attendant Contractors to secure all user fees. Cash drawer funds should not exceed \$250 at any time. Transfer of fees to a bank, lock-box account, or to authorized project personnel (as stated on the applicable the "Specific Recreation Area Contract Performance Requirements") will be required no less than once a week or at any time cash on hand exceeds \$5,000.00, or at a lower threshold specified by the Operations Manager.

7. At authorized locations, Park Attendant Contractors will issue Annual Day User Passes, Golden Age/Golden Access Passports and Project Hunting Permits to eligible individuals, and complete documentation as outlined in Project Policies and the Park Attendant Contractor Guide.

C. CLEANING AND MAINTENANCE: Park Attendant Contractors 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 shower-houses, restrooms, picnic sites, shelters, and/or campsites. Consult the "Specific Recreation Area Contract Performance Requirements" to determine required performance responsibilities and equipment.**

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

E. SECURITY OF PERSONAL PROPERTY: Security of Park Attendant Contractor's living quarters and all personal property shall remain the contractor's responsibility

throughout the duration of the contract. The Government accepts no responsibility or liability for damage to, or theft of, Park Attendant Contractor's property.

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

G. COOPERATION WITH OTHERS: Park Attendant Contractors will cooperate with other Park Attendant Contractors, Park Host Volunteers, Corps of Engineers employees, Government contractors and law enforcement personnel. Park Attendant Contractors 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 Attendant Contractors shall maintain a congenial relationship with each other, including verbal and written communications as necessary to comply with the terms of the contract. **Park Attendant Contractors shall not direct the performance of another contractor.** If the 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 motor home 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 motor home will be determined by physical limitations of the site furnished. The trailer or motor home 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 - other family members and friends will not live with the contractor.**

B. PARK ATTENDANT CONTRACTOR TRANSPORTATION: Park Attendant Contractors 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 Park Attendant Contractors, 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 or as otherwise specified in contract clauses. The insurance must be effective throughout the contract period.**

C. VISITORS OF PARK ATTENDANT CONTRACTORS: Overnight visitors of Park Attendant Contractors must stay in the contractor'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 Attendant Contractors hook-ups at any time or park additional recreational vehicles at or near the PAC's 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. CONTRACTOR APPEARANCE: While on duty, Park Attendant Contractors shall dress neatly, in properly fitting, clean clothing, in an acceptable condition (no holes, patches, or signs of “wear” such as fading, missing buttons, broken zippers, stains, or fraying). Bermuda-style shorts or knickers may be allowed, but excessively short and/or tight pants and skirts, swimwear, undershirts, tank tops, halter-tops, cutoff shirts, sandals, thongs and similar attire will not be allowed. The only cap or hat to be worn while on duty will be provided by the Operations Manager’s Office. Park Attendant Contractors shall promote a professional image through their personal appearance and actions. **Some projects may require Park Attendant Contractors 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 Recreation Area Contract Performance Requirements” 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 recreation area requirements, Park Attendant Contractors 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, Park Attendant Contractors shall furnish any other equipment and/or supplies as specified in the applicable specific recreation area contract requirements.

IV. GOVERNMENT-FURNISHED EQUIPMENT AND PROVISIONS:

A. PARK ATTENDANT CONTRACTOR SITE: The Government will furnish an approved site for a factory-built, self-contained trailer or motor home with electrical (110 volts), water and sewage hookups, free of charge. Occupancy of this site is limited to Park Attendant Contractor’s camping unit and personal vehicles only. Park Attendant Contractors 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 shared between two sets of Park Attendant Contractor teams on alternate performance schedules. Only those persons under contract as Park Attendant Contractors (on scheduled performance days), and properly identified and authorized Corps employees, are permitted inside the non-public portion of the gatehouse. Customers, visitors and contractor’s guests (including family members) will only be allowed in the public area of gatehouses. Some gatehouses do not have indoor public areas. Pets are prohibited in or adjacent to gatehouses, even in locations where contractors are allowed to have them at their living quarters (see section titled “Pets”). **Smoking is not permitted inside gatehouses/entrance stations.** At the Operations Manager’s option, Park Attendant Contractors 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 PAC’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. GATEHOUSE SUPPLIES, FORMS & BROCHURES: User fee permits, documentation forms, rosters, note paper, pens, computer hardware, software, cash registers, and handout materials such as maps, brochures, information pamphlets, copies of Title 36 CFR, park rules and regulations and other informational materials will be provided by the Government, as deemed necessary by the Operations Manager or their authorized representative.

E. CONTRACTOR IDENTIFICATION: The Government will furnish contractor identification tags, patches and ball caps.

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 re-keying of any affected facility.

G. CLEANING SUPPLIES AS SPECIFIED: Cleaning supplies will be provided by the Government as stated in the applicable specific recreation area contract requirements.

V. PAYMENT FOR PERFORMANCE: Payment will normally be made for actual performance up to the maximum number of days noted on Request For Quotation on which the contract is based. **Payments will be made by Electronic Funds Transfer (EFT), see 52.212-5(b) for the appropriate EFT clause.**

A. MONTHLY PAYMENT VOUCHERS: Payment vouchers will be processed once monthly for each day of actual performance at the applicable contract unit price. Payment vouchers will be submitted for review and payment monthly, as instructed at Park Attendant Contractor orientation sessions, and if complete and accurate, contractual 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 perform approximately 60 days before receiving first contractual payment.**

B. NON-PERFORMANCE: No payment will be made for hours/days contractor failed to perform contractual responsibilities. The Operations Manager or his/her authorized representative should be contacted and given as much advance notice as possible when absences are anticipated. Short periods of absence may be approved on an individual basis, depending on need

and contractual demands. **No payment will be made for days of non-performance**, including those due to contractor illness or personal matters.

C. FINAL CONTRACT PAYMENTS : Final payment voucher will not be presented to the contractor until all funds and permits are reconciled. Any shortage of funds may be deducted from the contractor's final payment. Proper handling of and accounting for funds is a condition of performance of this contract. The contractor 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 CONTRACTOR PERFORMANCE AND EVALUATION:

A. NOTIFICATION OF DEFICIENCIES: Park Attendant Contractors 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 documented 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 Contractor's permanent file at the Operations Manager's Office, a copy will be issued to the Park Attendant Contractor, 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 Attendant Contractors 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 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 recreation area contract requirements may be grounds for termination. Breach of contract and/or voluntary termination of contract without sufficient cause may jeopardize the contractor's standing for future contracts with the Corps of Engineers.

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

C. Inappropriate conduct or unacceptable actions of Park Attendant Contractors 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/or possession or use of illicit drugs at any time.
3. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against, or in the presence of customers, Corps personnel, or other contractors.
4. Recurring written or verbal complaints from visitors or project personnel concerning Attendant's attitude or lack of cooperation in performance of contractual responsibilities.
5. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) area of gatehouses/entrance stations.
6. Inability to perform contractual responsibilities in accordance with the General Specifications, Specific Recreation Contractor Performance Requirements and Project Park Attendant Contractor Guides.
7. Violations of public health and safety, including smoking in the gatehouse.
8. Failure to maintain a clean and well-groomed personal appearance.

VIII. ADDITIONAL REQUIREMENTS & INFORMATION:

A. GOVERNMENT PROPERTY/CHECK-OUT: At the beginning of the contract period, Park Attendants will sign for accountable government property. All Government property must remain in designated areas of the recreation area and be returned upon official request or upon conclusion of the contract.

B. CENTRAL CONTRACTOR REGISTRATION (CCR): The contractor is required to furnish to the Contracting Officer a Commercial and Government Entity (CAGE) code prior to award, see contract clause **252.204-7004 ALT A REQUIRED CENTRAL CONTRACTOR REGISTRATION** for further instruction. The following information relative to this contract is required for successful registration: **North American Industry Classification System (NAICS**

Codes): 721211 RV (Recreational Vehicle) Parks and Campgrounds and/or Standard Industrial Codes (SIC codes): 7033 Trailer Parks and Campsites.

C. **BONDS**: Army regulations require contractors who collect fees to be fully bonded or insured to protect the government against theft, misappropriation, or loss of Government funds and/or property under control of the contractors. The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount enumerated in specific recreation area performance requirements. If no amount is specified, a minimum \$3,000.00 bond will be required. The contractor shall not begin performance 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 at 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: Joe Moody, 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

ALLATOONA LAKE

RFQ LINE ITEM #	DAYS	UNIT PRICE (daily rate)	TOTAL PRICE (even amounts)
0001 Contract Park Attendant McKinney Campground 13 Oct 04 – 01 Apr 05	<u>169</u>	_____	_____

SPECIFIC RECREATION AREA
CONTRACT PERFORMANCE REQUIREMENTS
MCKINNEY CAMPGROUND
INDEPENDENT PARK ATTENDANT CONTRACTOR
ALLATOONA LAKE

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

***NOTE:** This contract does not involve option periods.

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT CONTRACTOR

McKinney Campground

Contract Dates: **13 OCT 04 – 01 APR 05**

Total number of performance days: **169** (includes 3 orientation days and 1 debriefing day)

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 periods of **13 Oct 04 through 30 Nov 04** and **01 Mar 05 through 01 Apr 05**, the park will have **150 campsites** open. During the period **01 Dec 04 through 28 Feb 05**, the park will have **73 campsites** open.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the period **18 Oct 04 through 01 Apr 05**, Park Attendant Contractor Team will work a **seven (7) day week** (Sun-Sat) including Federal Holidays (see attached calendar). On scheduled performance dates, both members of the Park Attendant Contractor Team are required to monitor the park and maintain a 24-hour presence within it. **NOTE:** Exceptions will be discussed during orientation.

a. During the period, **18 Oct 04 through 31 Mar 05**, one member of the Park Attendant Contractor Team is required to open the gates at 7 a.m. and close them at 9 p.m. local time.

b. During the periods **18 Oct 04 through 30 Nov 04 and 01 Mar 05 through 20 Mar 05**, at least one member of the Park Attendant Contractor Team is required to be physically present within the gatehouse to perform contractual duties according to the following performance schedule:

Monday through Thursday: **7 a.m. - 8 a.m. and 2:00 p.m. - 9 p.m.**
Friday, Saturday and Sunday: **7 a.m. – 9 p.m.**

c. During the period **01 Dec 04 through 28 Feb 05**, at least one member of the Park Attendant Contractor Team is required to be physically present within the gatehouse to perform contractual duties according to the following performance schedule:

Monday through Sunday: **2:30 p.m. – 9 p.m.**

d. During the period **21 Mar 05 through 01 Apr 05**, at least one member of the Park Attendant Contractor Team is required to be physically present within the gatehouse to perform contractual duties according to the following performance schedule:

Monday through Sunday: **7 a.m. – 9 p.m.**

IV. CONTRACTOR ORIENTATION: The Park Attendant Contractor Team is required to attend orientation at the Operations Manager's Office in Cartersville **October 13-15, 2004**, beginning at 8:30 a.m. each day. Debriefing will be at the Operations Manager's Office in Cartersville at 9:30 a.m. **April 1, 2005**. Orientation and debriefing days are part of the contract performance 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 Scope(s) of Work prior to submitting your bid(s).**

A. APPROVED USER FEE COLLECTION & PROCESSING: Both members of the Park Attendant Contractor Team 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. An orientation session will be provided; however, **computer literacy is required for both members of the contractor team.** Park Attendant Contractors 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. Detailed procedures will be provided at orientation. Park Attendant Contractors will submit bills for collections, cashier's checks and/or money orders, and camper's personal checks using **certified mail** to a lock box. The average cost of mailing these items certified is approximately **\$7.00**. The Park Attendant Contractors 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: Park Attendant Contractors will furnish sufficient transportation with which they 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 Contractor will advise visitors of the 8:30 p.m. checkout. Total mileage for one inspection tour is approximately **5.0 miles**.

C. CLOSING/OPENING GATES AND FACILITIES: During the contract period, one member of the Park Attendant Contractor Team is required to open the gates at **7 a.m.** and close them at **9 p.m.** local time. **WITHOUT EXCEPTION**, Park Attendant Contractors will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out

of the park, or as directed by Corps personnel. Park Attendant Contractors will also immediately open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: Not required

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

F. DRESS CODE OR UNIFORM POLICY: Park attendant contractor's are required to wear a **White, collared shirt (long or short sleeve), solid color slacks, or walking 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. **Nametags must be worn at all times when on duty.** See General Performance Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is **\$5,000. Refer to other information regarding bonds in General Specs under - BONDS.**

VI. ADDITIONAL INFORMATION: All bidders should contact Linda Hartsfield, Park Ranger/Park Attendant Contractor Coordinator (678) 721-6726 to arrange for a tour of the park and explanation of the contract performance requirements. Prospective contractors are urged to inspect the area before they submit a bid price in order to become familiar with the size of the area and the contract performance requirements and duties.

**BLACK WARRIOR & TOMBIGBEE LAKES
DEMOPOLIS LAKE**

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 04 – 07 MAR 05	78		
0002 Park Attendant Schedule "B" Forkland Park Campground, Demopolis Contract dates: 04 OCT 04 – 03 MAR 05	75		
0003 Park Attendant Schedule "A" Foscue Creek Park Campground, Demopolis Contract dates: 04 OCT 04 – 07 MAR 05	78		
0004 Park Attendant Schedule "B" Foscue Creek Park Campground, Demopolis Contract dates: 04 OCT 04 – 03 MAR 05	75		
0005 Park Attendant Schedule "A" Service Park Campground, Coffeeville Lake Contract dates: 04 OCT 04 – 07 MAR 05	78		
0006 Park Attendant Schedule "B" Service Park Campground, Coffeeville Lake Contract dates: 04 OCT 04 – 03 MAR 05	75		

**SPECIFIC PARK SHEET FOR
FORKLAND PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS**

I. NUMBER OF CONTRACT POSITIONS: This Specific Recreation Area Contract Performance Requirements is for two (2) separate Park Attendant Contractors at Forkland Park Campground, consisting of two persons each team. PAC Team “A” and PAC Team “B” will perform a rotating 4 days on and 4 days off schedule.

*NOTE: These contracts do not involve option periods.

RFQ LINE ITEM REFERENCE #

0001 PARK ATTENDANT CONT. TEAM “A”

Forkland Park Campground, Demopolis Lake
Contract dates: 04 OCT 2004 – 07 MAR 2005
Total number of performance days: 78 (includes orientation/training days)
Average daily bid price: \$49.00

0002 PARK ATTENDANT SCHEDULE “B”

Forkland Park Campground, Demopolis Lake
Contract dates: 04 OCT 2004 – 03 MAR 2005
Total number of performance days: 75 (includes orientation/training days)
Average 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 Request for Quotation (SF 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 and courtesy dock and restroom facilities. The park is located at Forkland, Alabama, ten miles north of Demopolis (population 8,000). The park is one mile off Hwy 43. This County road is presently unpaved, but plans have been made for paving to be completed during the next year.

III. HOURS OF WORK:

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

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

C. After orientation and training days, PAC's will perform 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 held at the Demopolis Site Office in Demopolis for Attendants "A" and "B" on Oct. 04 & 05 from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on Oct. 12. Training 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 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 collect user fees. Even though brief computer training will be provided, 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 exceeds \$500 or a maximum of once each day. However, cashier's checks or money orders must be purchased at least ONCE WEEKLY regardless of amount of cash. Detailed procedures will be provided at orientation. 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, and will make an inspection of the entire 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. CLOSING/OPENING 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 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. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs 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. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE-LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is \$5,000. 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 Harvey Hawkins, Park Ranger/Park Attendant Coordinator at 334/289-3540 to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

Park Name: Forkland
 Project: BW&T LAKES, Demopolis
 Schedule "A" Orientation Dates Shown Bold & Underlined
 Performance Dates Shaded

September 2004

Su	Mo	Tu	We	Th	Fr	Sa
			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
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October 2004

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November 2004

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December 2004

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26	27	28	29	30	31	

January 2005

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23	24	25	26	27	28	29
30	31					

February 2005

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		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 2005

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13	14	15	16	17	18	19
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27	28	29	30	31		

April 2005

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Park Name: Forkland
 Project: BW&T LAKES, Demopolis
 Schedule "B"
 Orientation Dates Shown Bold & Underlined
 Performance Dates Shaded

<u>September 2004</u>	<u>October 2004</u>	<u>November 2004</u>	<u>December 2004</u>
Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 1 2 3 <u>4</u> <u>5</u> 6 7 8 9 10 11 <u>12</u> 13 14 <u>15</u> <u>16</u> <u>17</u> <u>18</u> 19 20 21 22 <u>23</u> <u>24</u> <u>25</u> <u>26</u> 27 28 29 30 31	Su Mo Tu We Th Fr Sa <u>1</u> <u>2</u> <u>3</u> 4 5 6 7 <u>8</u> <u>9</u> <u>10</u> <u>11</u> 12 13 14 15 <u>16</u> <u>17</u> <u>18</u> <u>19</u> 20 21 22 23 <u>24</u> <u>25</u> <u>26</u> <u>27</u> 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 <u>5</u> 6 7 8 9 <u>10</u> <u>11</u> <u>12</u> <u>13</u> 14 15 16 17 <u>18</u> <u>19</u> <u>20</u> <u>21</u> 22 23 24 25 <u>26</u> <u>27</u> <u>28</u> <u>29</u> 30 31
<u>January 2005</u>	<u>February 2005</u>	<u>March 2005</u>	<u>April 2005</u>
Su Mo Tu We Th Fr Sa 1 2 <u>3</u> <u>4</u> <u>5</u> <u>6</u> 7 8 9 10 11 12 13 14 15 16 17 18 <u>19</u> <u>20</u> <u>21</u> <u>22</u> <u>23</u> <u>24</u> 25 26 <u>27</u> <u>28</u> <u>29</u> <u>30</u> 31	Su Mo Tu We Th Fr Sa 1 2 3 <u>4</u> <u>5</u> <u>6</u> <u>7</u> 8 9 10 11 <u>12</u> <u>13</u> <u>14</u> <u>15</u> 16 17 18 19 <u>20</u> <u>21</u> <u>22</u> <u>23</u> 24 25 26 27 <u>28</u>	Su Mo Tu We Th Fr Sa <u>1</u> <u>2</u> <u>3</u> 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	Su Mo Tu We Th Fr Sa 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

**SPECIFIC PARK SHEET FOR
FOSCUE CREEK PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS**

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 2004 – 07 MAR 2005

Total number of working days: 78 (includes orientation/training days)

Average daily bid price: \$49.00

0004 PARK ATTENDANT SCHEDULE “B”

Foscue Creek Park Campground, Demopolis Lake

Contract dates: 04 OCT 2004 – 03 MAR 2005

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

Average 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:

Foscue Creek Park has 54 campsites. Forty-nine campsites have full hookups. All sites have concrete pads, 50 amp electrical hookups and water. The campground contains two shower buildings with laundry facilities, group picnic shelter, playgrounds and a 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 orientation and 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 held at the Demopolis Site Office in Demopolis for Attendants "A" and "B" on Oct. 04 & 05 from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on Oct. 11. Training 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 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, credit card machines to register campers, visitors and collect user fees. Even though brief computer training will be provided, **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 exceeds \$500 or a maximum of once each day. However, cashier's checks or money orders must be purchased at least ONCE WEEKLY regardless of amount of cash. Detailed procedures will be provided at orientation. **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, and will make an inspection of the entire 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. CLOSING/OPENING 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 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. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs 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. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE-LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is \$5,000. 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 Harvey Hawkins, Park Ranger/Park Attendant Coordinator at **334/289-3540** to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

Park Name: Foscue
Project: BW&T LAKES, Demopolis
Schedule "A"
Orientation Dates Shown Bold & Underlined
Performance Dates Shaded

September 2004

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October 2004

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November 2004

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December 2004

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January 2005

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February 2005

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March 2005

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April 2005

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Park Name: Foscue
Project: BW&T LAKES, Demopolis
Schedule "B"
Orientation Dates Shown Bold & Underlined
Performance Dates Shaded

<u>September 2004</u>	<u>October 2004</u>	<u>November 2004</u>	<u>December 2004</u>
Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 1 2 3 <u>4</u> <u>5</u> 6 7 8 9 10 <u>11</u> 12 13 14 <u>15</u> <u>16</u> 17 <u>18</u> 19 20 21 22 <u>23</u> 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa <u>1</u> <u>2</u> <u>3</u> 4 5 6 7 8 9 10 11 12 13 14 15 <u>16</u> <u>17</u> <u>18</u> <u>19</u> 20 21 22 23 <u>24</u> <u>25</u> <u>26</u> <u>27</u> 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 <u>10</u> <u>11</u> <u>12</u> <u>13</u> 14 15 16 17 <u>18</u> <u>19</u> <u>20</u> <u>21</u> 22 23 24 25 <u>26</u> <u>27</u> <u>28</u> <u>29</u> 30 31
<u>January 2005</u>	<u>February 2005</u>	<u>March 2005</u>	<u>April 2005</u>
Su Mo Tu We Th Fr Sa 1 2 <u>3</u> <u>4</u> <u>5</u> <u>6</u> 7 8 9 10 11 12 13 14 15 16 17 18 <u>19</u> <u>20</u> <u>21</u> <u>22</u> <u>23</u> <u>24</u> 25 26 <u>27</u> <u>28</u> <u>29</u> <u>30</u> 31	Su Mo Tu We Th Fr Sa 1 2 3 <u>4</u> <u>5</u> <u>6</u> <u>7</u> 8 9 10 11 <u>12</u> <u>13</u> <u>14</u> <u>15</u> 16 17 18 19 <u>20</u> <u>21</u> <u>22</u> <u>23</u> 24 25 26 27 <u>28</u>	Su Mo Tu We Th Fr Sa <u>1</u> <u>2</u> <u>3</u> 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	Su Mo Tu We Th Fr Sa 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

**SPECIFIC PARK SHEET FOR
SERVICE PARK
ATTENDANT A & ATTENDANT B
BLACK WARRIOR & TOMBIGBEE LAKES - DEMOPOLIS**

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 2004 – 07 MAR 2005
Total number of working days: 78 (includes orientation/training days)
Average daily bid price: \$45.00

0006 PARK ATTENDANT SCHEDULE “B”

Service Park Campground, Coffeerville Lake
Contract dates: 04 OCT 2004 – 03 MAR 2005
Total number of working days: 75 (includes orientation/training days)
Average daily bid price: \$45.00

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 Request for Quotation (SF 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 orientation and 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 held at the Demopolis Site Office in Demopolis for Attendants "A" and "B" on Oct. 04 & 05 from 9:00 A.M. to 3:00 P.M. Additional computer training day will be held in the respective gatehouse for each set of attendants on Oct. 13. Training 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 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 collect user fees. Even though brief computer training will be provided, **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 exceeds \$500 or a maximum of once each day. However, cashier's checks or money orders must be purchased at least **ONCE WEEKLY** regardless of amount of cash. Detailed procedures will be provided at orientation. **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, and will make an inspection of the entire 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. CLOSING/OPENING 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 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. PARK CLEANING AND MAINTENANCE: NOT REQUIRED.

E. PET POLICY: Pets will be allowed. Refer to conditions listed in General Specs 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. **SHORTS AND SKIRTS MUST BE AT LEAST KNEE-LENGTH.** Identification name badges and baseball type caps with park attendant patches will be issued to attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional. See General Specs.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: The Bond for this campground is \$5,000. 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 Harvey Hawkins, Park Ranger/Park Attendant Coordinator at **334/289-3540** to arrange for a tour of the park and explanation of the job duties and requirements. In order to become familiar with the size and scope of the area and required duties, prospective contractors are urged to inspect the area they are interested in operating and bidding on before they submit a bid.

Park Name: Service
 Project: BW&T LAKES, Demopolis
 Schedule "A"
 Orientation Dates Shown Bold & Underlined
 Performance Dates Shaded

September 2004

Su	Mo	Tu	We	Th	Fr	Sa
			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		

October 2004

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24	25	26	27	28	29	30
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November 2004

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December 2004

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January 2005

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23	24	25	26	27	28	29
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February 2005

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2005

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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April 2005

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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

Park Name: Service
 Project: BW&T LAKES, Demopolis
 Schedule "B"
 Orientation Dates Shown Bold & Underlined
 Performance Dates Shaded

<u>September 2004</u>	<u>October 2004</u>	<u>November 2004</u>	<u>December 2004</u>
Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 1 2 3 <u>4</u> <u>5</u> 6 7 8 9 10 11 12 <u>13</u> 14 <u>15</u> <u>16</u> 17 18 19 20 21 22 <u>23</u> 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 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
<u>January 2005</u>	<u>February 2005</u>	<u>March 2005</u>	<u>April 2005</u>
Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 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	Su Mo Tu We Th Fr Sa 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

DEMOPOLIS
BLACK WARRIOR & TOMBIGBEE LAKES
HOLT LAKE

RFQ ITEM	DAYS	UNIT PRICE (Daily Rate)	TOTAL PRICE
0007 Park Attendant Schedule "A" Burchfield Branch Campground, Holt Lake Dates: 09/29/04 through 2/25/05			
0008 Park Attendant Schedule "B" Burchfield Branch Camp ground, Holt lake Dates: 09/29/04 through 2/28/05			

**SPECIFIC PARK CONTRACT PERFORMANCE REQUIREMENTS
BURCHFIELD BRANCH PARK (FORMERLY LOCK 16)
PARK ATTENDANT CONTRACTOR TEAM “A” & “B”
BLACK WARRIOR & TOMBIGBEE LAKES
(HOLT LAKE)**

I. NUMBER OF CONTRACT POSITIONS: These Specific Recreation Area Contract Performance Requirements apply to two (2) separate Park Attendant Contractor Teams, consisting of two persons each team, at Burchfield Branch Park (formerly Lock 16) - Park Attendant Contractor Team “A” and Park Attendant Contractor Team “B.”

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

RFQ LINE ITEM REFERENCE #

0007 - PARK ATTENDANT CONTRACTOR TEAM “A”

Burchfield Branch Park, Holt Lake

Contract dates: September 29, 2004 – February 25, 2005

Total number of performance days: 78 (two days included in total for orientation)

Orientation: September 29 & 30, 2004

Government Estimate: \$62.00

0008 - PARK ATTENDANT CONTRACTOR TEAM “B”

Burchfield Branch Park, Holt Lake

Contract dates: September 29, 2004 – February 28, 2005

Total number of performance days: 77 (two days included in total for orientation)

Orientation: September 29 & 30, 2004

Government Estimate: \$60.00

NOTE: Interested bidders must select a contract (PAC Team “A” or Team “B”) and enter a bid by the corresponding line item number on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). Contractual responsibilities and terms are the same for each contract, except for the performance schedule/dates, which are shown on the attached calendar.

II. PARK DESCRIPTION: Burchfield Branch Park has a total of thirty-six (36) Class A electric and water sites, twenty-six (26) of which were recently renovated. The campground has a bathhouse with coin operated washer and dryer. One swimming beach area, one large group shelter, three 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. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled performance dates, both members of the performing Park Attendant Contractor team are required to monitor the park and maintain a simultaneous 24-hour presence within it.

A. Contractor gatehouse hours begin: 6:00 A.M.

B. Contractor gatehouse hours end: 10:00 P.M

C. After orientation days, each park attendant contractor team will perform contractual responsibilities on a rotating four (4) consecutive days on, four (4) consecutive days off schedule, which will include weekends and Federal Holidays. **Park Attendant Contractor Team “A”** will rotate four days on and four days off beginning October 1, 2004 and ending February 25, 2005. Park Attendant Contractor Team “B” will rotate four days on and four days off beginning October 5, 2004 and ending February 28, 2005.

D. On scheduled performance days, the gatehouse will be continuously staffed by at least one (1) member of the performing Park Attendant Contractor Team from 6:00 A.M. until 10:00 P.M. The other member of the scheduled performing team will remain within the park at all times to substitute/assist as needed.

E. During the remaining hours (10:00 PM to 6:00 AM) of scheduled performance dates, both members of the performing contractor team will be continuously present within the park, with at least one member at or in the contractor living quarters at all times. Both members of the performing contractor team will provide customer support as needed and/or requested. Customer support includes, but is not limited to, immediately summoning medical or other emergency assistance and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles in/out of the park.

IV. CONTRACTOR ORIENTATION: Orientation for both teams of Burchfield Branch Park Attendant Contractors will be held on September 29 & 30, 2004. Orientation will take place at Burchfield Branch Park Gatehouse - contact Park Ranger Diane Roling (205) 553-9373 for details.

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

A. APPROVED USER FEE COLLECTIONS & PROCESSING: Park Attendant Contractors 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. An orientation session will be provided; however, computer literacy is required. Park Attendant Contractors will maintain records of camping, day use, annual passes and golden age/access passports issued, and submit recreation use fees to the designated Corps recreation fee cashier anytime cash exceeds \$5,000.00, or once weekly regardless of amount of cash.

B. PARK INSPECTIONS: Park Attendant Contractors (PAC's) will furnish sufficient transportation to, and will make inspection tours of the campground, picnic area, and 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 Performance Specifications for PAC's under "Attendant Transportation"- NO EXCEPTIONS. During inspections, Park Attendant Contractors will check for litter on camp or picnic sites, vehicles parked on the grass, etc. If minor violations

of this type are noted, performing PAC's should correct the problem, if possible, or report the problem to a Park Ranger. Also refer to "Visitor Assistance and Public Relations" in General Performance Specifications For Park Attendant Contractors. The last inspection will be between 9:30 p.m. and 10:00 p.m. Total mileage for one inspection tour is approximately 4.0 miles.

C. CLOSING/OPENING GATES AND FACILITIES: One member of the performing Park Attendant Contractor team will open the main gate each morning at 6:00 A.M. and will close and lock the gate at 10:00 P.M. WITHOUT EXCEPTION, park attendant contractors will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. Park Attendant Contractors will also promptly open gates to allow emergency vehicles access to the park and customers.

D. CLEANING AND MAINTENANCE: Refer to conditions listed in General Performance Specifications For Park Attendant Contractors under "Cleaning and Maintenance".

E. PET POLICY: Pets are allowed in accordance with the conditions listed in General Performance Specifications for Park Attendant Contractors under "Pets". No pets are allowed in the gatehouse.

F. CONTRACTOR APPEARANCE: Refer to Park Attendant Contractor General Performance Specifications For Park Attendant Contractors about the dress code. No uniform will be necessary. Identification name badges and baseball-type caps with park attendant contractor embroidering will be issued to the attendants. Name badges will be worn at all times while on duty; however, wearing the baseball cap is optional.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: PAC's to provide telephone for use inside camper trailer or motor home. The telephone system in the campground will accommodate either a rotary or touch-tone system. All cleaning supplies for the gatehouse are contractually required to be furnished by Park Attendant Contractors at this location.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: None.

VIII. 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 Performance Specifications For Park Attendant Contractors under "Bonds".

XI. ADDITIONAL INFORMATION: Contact Park Ranger Diane Roling (205) 553-9373 to arrange a tour of the park or to obtain additional information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

OKATIBBEE LAKE

RFQ LINE ITEM	DAYS	UNIT PRICE (Daily Bid Rates)	TOTAL PRICE (Rate X #days)
0001 Park Attendant Contractor Team "A" Base Contract Period (must bid on option period below) Twitley Branch Campground Dates: 01 Oct. 2004-- 28 Feb. 2005	76	_____	_____
0002 Park Attendant Contractor Team "A" Government Option Period Twitley Branch Campground Dates: 01 Oct. 2005-- 28 Feb 2006	76	_____	_____
0003 Park Attendant Contractor Team "B" Base Contract Period (must bid on option period below) Twitley Branch Campground Dates: 01 Oct. 2004-- 28 Feb 2005	75	_____	_____
0004 Park Attendant Contractor Team "B" Government Option Period Twitley Branch Campground Dates: 01 Oct. 2005--28 Feb 2006	75	_____	_____

SPECIFIC AREA REQUIREMENTS

OKATIBBEE LAKE

TWILTLEY BRANCH CAMPGROUND CONTRACTOR PERFORMANCE REQUIREMENTS INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "A" & INDEPENDENT PARK ATTENDANT CONTRACTOR TEAM "B"

I. NUMBER OF CONTRACT POSITION (S): These Specific Recreation Area Contract Performance Requirements apply to two (2) separate Park Attendant Contractor (PAC) Teams, consisting of two persons on each team. PAC Team "A" and PAC Team "B" will be located at Twiltley Branch Campground, U.S. Army Corps of Engineers, Okatibbee Lake Project. Park Attendant Contractor teams will rotate 4 days on and 4 days off beginning October 1, 2004 and ending February 28, 2005 for the base period. Schedule to be provided by Resource Manager upon arrival. **Please note Government option periods for each team.**

RFQ LINE ITEM REFERENCE

0001 PARK ATTENDANT SCHEDULE "A"

Twiltley Branch Campground

Contract dates: **01 OCT 2004– 28 FEB 2005**

Total number of working days: 76

Last year's daily bid price: \$60.00

0002 PARK ATTENDANT SCHEDULE "B"

Twiltley Branch Campground

Contract date: **01 OCT 2004- 28 FEB 2005**

Total number of working days: 75

Last year's daily bid price: \$60.00

0003 PARK ATTENDANT SCHEDULE "A" OPTION YEAR

Twiltley Branch Campground

Contract dates: **01 OCT 2005 – 28 FEB 2006**

Total number of working days: 76

Last year's daily bid price: \$60.00

0004 PARK ATTENDANT SCHEDULE "B" OPTION YEAR

Twiltley Branch Campground

Contract date: **01 OCT 2005- 28 FEB 2006**

Total number of working days: 75

Last year's daily bid price: \$60.00

NOTE: Interested bidders must select a contract (PAC Team “A” or Team “B”) and enter a bid by the corresponding line item numbers (**Base and Government option periods**) on the enclosed SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (STANDARD FORM 1449). **Please note that you must bid on both the base and corresponding Government option period. Only the Government, not the contractor, may determine whether or not to implement the option period**

(Bond required is \$ 3,000.00, Vehicle Liability required)

II. PARK DESCRIPTION: Twitley Branch Campground is located on Okatibbee Lake, a U.S. Army Corps of Engineers Flood Control Project. Twitley Branch Campground consists of 65 campsites, 50 class “A” sites w/electric/water, and 12 class “C” sites w/water only. The campground also has three (3) large group sites. The campground is located approximately ten (10) miles north of Meridian MS. off Hwy 19 in the small community of Collinsville Ms..

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: On scheduled Performance dates, **both** members of the performing Park Attendant Contractor team are required to monitor the park and maintain a 24-hour presence within it.

A. Contractor Gatehouse Hours Begin: 6:00 A.M

B. Contractor Gatehouse Hours End: 10:00 P.M.

C. Each park attendant contractor team will perform contractual duties on a rotating four (4) Days on, four (4) days off schedule, which will include weekends and Federal Holidays (Thanksgiving, Christmas and New Years Day).

D. On scheduled performance days, at least one (1) member of the performing Park Attendant Contractor team will maintain a maximum of sixteen (16) hours physical presence in the gatehouse to perform contractual responsibilities from 6:00 A.M. until 10:00 P.M. The other member of the scheduled performing team will remain within the park at all times to substitute/assist as needed. A schedule of working days will be provided by the Project Manager prior to start of work and is subject to change with a one week written notice. Also, see section below: “OPENING/CLOSING GATES AND FACILITIES.”

E. During the remaining hours (10:00 PM to 6:00 AM) of scheduled performance dates, Both members of the performing contractor team will be continuously present within the Park, with at least one member at or in the contractor living quarters at all times. Both Members of the performing contractor team will provide customer support as needed and/or requested. Customer support includes, but is not limited to, immediately summoning medical or other emergency assistance, notifying Rangers and/law enforcement as needed and opening gates to allow those claiming an emergency to leave and/or allow emergency vehicles in/out of the park.

IV. CONTRACTOR ORIENTATION: Park Attendant Contractor teams “A” & “B” will be required to attend an eight (8) hour orientation session during the first three days of Park Attendant Contractors’ schedule. Orientation will take place at the campground gatehouse. Orientation will be considered a performance day.

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS:

A. APPROVED USER FEE COLLECTION & PROCESSING: Park Attendant Contractors will utilize a computerized registration and reservation program such as the National Recreation Reservation System., credit card scanners, fax machines, computers, and printers. **COMPUTER LITERACY IS REQUIRED.** PAC’s will collect camper fees, visitor fees, register campers, sell Annual Passes, Golden Age Passports, issue Golden Access Passports, and process Bill for Collections. Manual collection vouchers will be used as a back-up system. Fees will be safe guarded in campground safe between collections. PAC’s will convert collected fees to cashiers’ check and mail to NCMO, or government lock box for processing as instructed by authorized project personnel.

B. PARK INSPECTIONS: Park Attendant Contractors will be required to furnish sufficient transportation to make inspections of the entire campground. Such inspections shall be made at a minimum of once every four (4) hours while the campground is open. Total mileage for one inspection tour is approximately three (3) miles. PAC’s will inspect the entire campground and interior/exterior of restroom facilities during operating hours. PAC’s will keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger. Performing PAC’s will accomplish inspections once in the morning between 7:00 AM to 10:00 AM, in the midday between 12:00 noon to 3:00 PM, and in the evening between 5:00 PM to 8:00 PM.. Each inspection shall be at 4-hour intervals from the time of first inspection.

C. CLOSING /OPENING GATES AND FACILITIES: The performing Park Attendant Contractor will unlock and open gate to the campground each morning at 6:00 AM and close and lock campground gate each night at 10:00 PM. Additionally, PAC’s will be **required** to open the entrance gate for those leaving after 10:00 PM for reasons as discussed at orientation and emergencies. On performance dates, PAC’s will also be required to open, close & lock gate and rest room facilities in day use areas around the project, per schedule provided at orientation. Collinsville Park and restroom will be opened at 8:00 AM. Closing will be between 6:00 PM & 8:00 PM depending on time of year, as directed by the Project Manager. The Parks include Collinsville Day Use Area; two (2) gates, two (2) rest rooms, West Bank Park; one (1) rest room, Tailrace Park; one (1) gate. PAC’s will furnish transportation to open and close these facilities and gates at no additional cost to the government. Round trip mileage to secure these areas is approximately twenty (20) miles.

D. CLEANING AND MAINTENANCE: PAC Teams “A” & “B” will clean the campground entrance station (gatehouse) daily on performance dates. Cleaning will include sweeping, vacuuming, dusting, washing windows, policing/sweeping of the paved area within a twenty-five (25) foot radius of the station, removing cigarette butts from butt can located outside of gatehouse.

E. Campground Wash House/Shower/Restroom Facility (one building), will be inspected/cleaned three times daily by the performing PAC Team in accordance with the following schedule, specifications and standards: Inspections and any required cleaning of restroom building shall be accomplished once in the morning between 7:00 AM and 10:00AM, in the afternoon between 12:00 noon and 3:00PM, and in the evening between 5:00 PM and 8:00 PM. Each inspection shall be at four (4) hour intervals from time of first inspection, and cleaning will be performed immediately when the building does not meet the performance indicators (P.I.) listed below. Building must meet the standards of the listed performance indicators after each cleaning:

1. Outside of Building (including but not limited to eaves, walls, entranceway, windows, louvers, screens, doors and benches): *(P.I.) - Shall be free of all insects, insect nests, mud, human waste, graffiti, or any other substance not part of the building. Any substance that cannot be removed by scrubbing shall be reported to a designated Corps employee.

2. Drinking Fountain: *(P.I.) - Shall be free of all foreign substances including but not limited to dirt, sand, paper, mud, and leaves. Drains shall be free from minor clogs. Major plumbing problems shall be reported to designated Corps Employee.

3. Sidewalks: *(P.I.) - Shall be free of all debris including but not limited to mud, dirt, sand, leaves, or human waste.

4. Grounds (cigarette butt can, grass area around building and parking lot): *(P.I.) - Shall be free of all trash and litter including but not limited to paper, glass, cigarettes, and plastic.

5. Building Proper (Odors): *(P.I.) - Shall be free from all unpleasant odors resulting from human waste or decaying matter. Only neutral odors or odors originating from disinfectants shall be present in or around the building.

6. Floors: *(P.I.) - Shall be free of all foreign substances including but not limited to dirt, mud, human waste, litter, mold, mildew, and stains. Floors shall be left in a dry or damp (not wet) condition after cleaning. There shall be no standing water on the floors except during the cleaning process.

7. Walls, ceilings, doors, partitions, doorways, windows, skylights, louvers and screens: *(P.I.) - Shall be free of all foreign substances including but not limited to insects, insect nests, stains, dirt, dust, mud, human waste, and graffiti. Any substance that cannot be removed by scrubbing shall be reported to a Corps employee.

8. Toilet and Urinal Fixtures (including seats, grab bar, and other associated features. Lavatories, sinks, and shower stalls): (P.I.) - Shall be free of all foreign substances including but not limited to stains, soap scum, dirt, paper, cigarette filters, litter, mold, mildew, human waste, graffiti. Toilet seats shall be dry after cleaning. All toilets and urinals shall contain active deodorizer. Drains shall be free of minor clogs. Major plumbing problems and substances that cannot be removed by scrubbing shall be reported to a designated Corps employee.

9. Interior Trash Receptacles and Sanitary Napkin Disposal Receptacles:

*(P.I.) - Shall be completely emptied and free of any odor producing substance.

10. Soap Dispensers: *(P.I.) - Shall be full of liquid soap and free from dirt and soap deposits and in clean condition.

11. Tissue Paper and Paper Towel Dispensers: *(P.I.) - Shall be filled with enough supply to last until next scheduled cleaning.

12. Mirrors: *(P.I.) - Shall be free of all foreign substances including but not limited to streaks, smudges, dirt, grease, and graffiti.

13. Chase and Storage Area: *(P.I.) - Shall be kept in the same condition as the rest of the building. Materials and supplies shall be kept in neat and organized manner.

F. PET POLICY: Pets are allowed at PAC's living area in accordance with the General Performance Specifications, stated in Section One (1), par. E. "Pets". Pets will be controlled at all times and not allowed to disturb the public or other PAC.

G. CONTRACTOR APPEARANCE: The contractor shall at all times be clean, neatly dressed, in uniform* and present a courteous/helpful attitude toward the public and shall refrain from any conduct that reflects unfavorably. * Uniform color and style will be discussed at the orientation session - uniforms should not be purchased prior to this date. Estimated cost of uniforms is approximately \$200.00 per person.

H. OTHER SPECIAL CONDITIONS/REQUIREMENTS: All government buildings are designated as smoke-free facilities. Smoking is prohibited in the gatehouse, rest rooms, and project office.

PAC's are required to secure a surety bond in the amount of \$3,000.00, and automobile insurance.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: The Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hookup, and telephone jack. Gate house, log books, computer, permit books, passes, an assortment of brochures, and office supplies. A portable radio will be furnished for communication with Corps personnel and the base station. A baseball style cap, nametag identification, and patches for the uniform.

** All cleaning supplies to clean gatehouse, entrance station, and camper washhouse, will be furnished by the government. The Government will furnish all paper products including trash bags. Gatehouse has a vacuum cleaner for contractor use. Storage of most cleaning materials is located in the gatehouse or camper washhouse for the gate attendant to use when needed.

VIII ADDITIONAL INFORMATION: All bidders should contact Park Ranger Archie S. Reaves at the Okatibbee Lake Project Managers Office, (601) 626-8431, to arrange for a

tour of the park or to obtain further information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

RFQ LINE ITEM LIST
LAKE SEMINOLE
EASTBANK

RFQ Line	Location	# of Days	Unit Price (Daily Bid)	Total Price
0001	BASE PERIOD "A" Eastbank Campground Dates: 09/25/2004- 02/25/2005	79		
0002	BASE PERIOD "B" Eastbank Campground Dates: 09/25/2004- 02/28/2005	78		

Winter 2004
Specific Recreation Area Contract Performance Requirements
EASTBANK CAMPGROUND ATTENDANTS A & B
LAKE SEMINOLE

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

RFQ LINE ITEM REFERENCE

0001 PAC SCHEDULE "A"

Eastbank Campground, Lake Seminole
Contract dates: **09/25/2004 - 02/25/2004**
(Includes three days of orientation)
Total number of performance dates: **79**
Government Estimate: **\$60.00**
Estimated Total: **\$4,740.00**

0002 PAC SCHEDULE "B"

Eastbank Campground, Lake Seminole
Contract dates: **09/25/2004 - 02/28/2004**
(Includes three days of orientation)
Total number of performance dates: **78**
Government Estimate: **\$60.00**
Estimated Total: **\$4,680.00**

NOTE: A separate bid must be submitted for each contract (PAC "A" or PAC "B") you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request For Quotation (SF1449). Contractual responsibilities and other terms and conditions listed in this specific recreation area contract performance 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, 45 miles from Tallahassee, FL and 23 miles from Bainbridge, GA.

III. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: During the duration of this contract, the PACs are required to monitor the park and maintain a 24-hour presence within the park while performing contractual responsibilities during their 4 day on scheduled performance. Each PACs team will perform contractual duties on a rotating four (4) days on, four (4) days off schedule, which will include weekends and Federal Holidays. A

tentative performance schedule has been provided and is subject to change only by the Resource Manager or his duly authorized representative. Peak performance hours refer to the hours in which the gatehouse will be continually staffed by at least one member of the PAC team. The contractor will be scheduled to perform for 15 hours of peak performance and 9 hours of non-peak performance following the close of the gatehouse. The peak and non-peak performance hours are scheduled as follows.

***Contractor Gatehouse Peak Performance: 7:00 a.m. - 10:00 p.m.**

***Contractor Gatehouse Non-Peak Performance: 10:01 p.m. - 6:59 a.m.**

IV. CONTRACTOR ORIENTATION: A 3-day orientation period will be conducted on **25-27 September 2004**. Each day will start at 8:30 a.m. and end at 4:00 p.m. This orientation will consist of the NRRS computer program system, Campground handbook orientation, a written test and project orientation. Orientation and debriefing days are part of the contract period. **COMPUTER LITERACY IS REQUIRED by both PAC team members.**

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 Attendant Contractors and those stated in the Eastbank Campground Handbook.

A. APPROVED USER FEE COLLECTION & PROCESSING: This contract participates in the NRRS (National Recreation Reservation Service) and utilizes the Park Office Software to register campers, visitors and collect user fees. An orientation session will be provided; however **both PACs require computer literacy.** Fees will be collected by the PAC team from the sale of camping permits, visitor passes, dump station, day use fees, Golden Age Passports, and Annual Day Use passes utilizing Park Office. The PACs will be required to process collected fees according to project regulations and those issued by the Finance and Accounting Officer.

The Government will have the option of either requiring PACs to: 1). Mail paperwork, receipts, and checks associated with deposits and/or cash conversions by certified return receipt to the address designated by the Site Manager; 2). Deliver paperwork, receipts and checks associated with direct deposits and/or cash conversion to the Lake Seminole Resource Management Office; or 3) Release documentation and converted funds to a designated collections Ranger. A cashier's check or postal money order for the conversion of all cash must be obtained once weekly regardless of the amount of cash. PACs will be responsible for the cost associated with obtaining cashier's checks, money orders, envelopes, transportation to and from the bank or post office and required postage fees. Round trip to a bank or post office from the campground is approximately 2 miles.

B. PARK INSPECTIONS: The PACs are required to make a minimum of 4 inspections each working day. Inspections will occur 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 the entire campground facilities, back exit gate and the surrounding area for potential safety hazards. All accidents, violations of the law, disturbances

and situations that could affect the health and safety of visitors should be reported as specified in the General Specifications. Any such incidents should be recorded on the PACs Daily Report.

C. CLOSING/OPENING GATES AND FACILITIES: During the contract period one member of the scheduled PACs team is required to open the entrance gate at 7:00 a.m. and close it at 10:00 p.m. (EST)

D. CLEANING AND MAINTENANCE: Eastbank gatehouse and immediate surrounding includes the paved area within a twenty-five feet radius of the gatehouse should be kept neat and orderly and free of trash. This includes but not limited to, removal of incidental litter, picking up cigarette butts and properly disposing of trash. **PACs will furnish all cleaning supplies.**

E. PET POLICY: One small dog or cat. Please refer to General Performance Specifications, Section D.

F. CONTRACTOR APPEARANCE: PAC's are required to wear a white short sleeve shirt and a single color trouser or skirt. Shorts are permitted but must be single color and must be in an acceptable condition as described in the General Specifications.

G. OTHER SPECIAL CONDITIONS/REQUIREMENTS: A \$5,000.00 Bond or cashier's check is required prior to the beginning of the Contract. **Cigarettes or any other tobacco products are not allowed in the gatehouse, restrooms or project office.**

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: PACs are required to furnish the equipment/supplies listed in the Mobile District General Specifications for Park Attendant Contractor Services. PACs are required to have an insured factory built RV.

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: 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 (229) 662-2001 or by Email: marlene.love-jones@sam.usace.army.mil to arrange for a tour of the Campground and explanation of the contractual responsibilities 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.

September 2004

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	<u>25</u>
<u>26</u>	<u>27</u>	28	29	30		
3 ORIENTATION DAYS						

October 2004

Su	Mo	Tu	We	Th	Fr	Sa
					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	(16 DAYS)					

November 2004

Su	Mo	Tu	We	Th	Fr	Sa
	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				
(16 DAYS)						

December 2004

Su	Mo	Tu	We	Th	Fr	Sa
			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	
(16 DAYS)						

January 2005

Su	Mo	Tu	We	Th	Fr	Sa
						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	(15 DAYS)				

February 2005

Su	Mo	Tu	We	Th	Fr	Sa
		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	(13 DAYS)				

TEAM "B" SCHEDULE (75 DAYS + 3 ORIENTATION DAYS)

September 2004

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	<u>25</u>
<u>26</u>	<u>27</u>	28	29	30		
3 ORIENTATION DAYS						

October 2004

Su	Mo	Tu	We	Th	Fr	Sa
					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	(15 DAYS)					

November 2004

Su	Mo	Tu	We	Th	Fr	Sa
	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				
(14 DAYS)						

December 2004

Su	Mo	Tu	We	Th	Fr	Sa
			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	
(15 DAYS)						

January 2005

Su	Mo	Tu	We	Th	Fr	Sa
						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	(16 DAYS)				

February 2005

Su	Mo	Tu	We	Th	Fr	Sa
		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	(15 DAYS)				

WATER F. GEORGE LAKE

RFQ LINE ITEM #	DAYS	UNIT PRICE (Daily Rates)	TOTAL PRICE
0001 Park Attendant Sch "A" White Oak Creek Campground Dates: 28 Sep 2004 – 24 Feb 2005	72	_____	_____
0002 Park Attendant Sch "B" White Oak Creek Campground Dates: 28 Sep 2004 – 21 Feb 2005	72	_____	_____
0003 Park Attendant Sch "A" Cotton Hill Campground Dates: 28 Sep 2004 – 24 Feb 2005	76	_____	_____
0004 Park Attendant Sch "B" Cotton Hill Campground Dates: 28 Sep 2004 – 24 Feb 2005	76	_____	_____
0005 Park Attendant Sch "A" Bluff Creek Campground Dates: 7 Oct 2004 – 21 Feb 2005	105	_____	_____

**SPECIFIC PARK SHEET FOR
WHITE OAK CAMPGROUND ATTENDANTS A & B
WALTER F. GEORGE LAKE**

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: 28 Sept 2004 - 24 Feb 2005

Total number of working days: 72 (including 4 training days)

Training: 28 Sept 2004 - 01 Oct 2004

Work period: 02 Oct 2004 - 24 Feb 2005

Last year's daily bid price: \$60.00

0002 PARK ATTENDANT SCHEDULE "B"

White Oak Campground

Contract dates: 28 Sept 2004 - 21 Feb 2005

Total number of working days: 72

(including 4 training days)

Training: 28 Sept 2004 - 01 Oct 2004

Work period: 02 Oct 2004- 21 Feb 2005

Last year's daily bid price: \$68.00

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: Sept 28, 29, 30 and Oct 01, 2004 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 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. 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. A vest will be provided by the Corps of Engineers. 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, Sect. 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 Sellers at 229/768-2516 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.

**SPECIFIC PARK SHEET
COTTON HILL CAMPGROUND ATTENDANTS A & B
WALTER F. GEORGE LAKE**

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: 28 Sep 2004 - 24 Feb 2005

Total number of working days: 76 (includes 4 training days)

Training: 28 Sep 2004 - 01 Oct 2004 Work Period: 08 Oct
2004 - 24 Feb 2005 Last year's daily bid price: \$55.00

0004 PARK ATTENDANT SCHEDULE "B"

Cotton Hill Campground

Contract dates: 28 Sep 2004 - 21 Feb 2005

Total number of working days: 76 (includes 4 training days)

Training: 28 Sep 2004 - 01 Oct 2004 Work Period: 04
Oct 2004 - 21 Mar 2005

Last year's daily bid price: \$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 Request For Quotation (SF-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: Cotton Hill campground has 104 campsites with water and electrical hook-ups. The campground is located 7 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 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: September 28, 29, 30 and Oct 01 2004 at the Resource Site 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 12 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. 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 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 the General Specifications.

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

F. DRESS CODE OR UNIFORM POLICY: A Park Attendant vest will be furnished to each attendant. Vests must be worn while on duty. All proposed uniform clothing is subject to Corps approval. Short shorts, bathing suits and similar attire will not be allowed. Clothing will be maintained clean and presentable at all times. 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, Sect. VIII. B.

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: A.
Name plates

VII. ADDITIONAL INFORMATION: All bidders should contact Ranger Joyce Sellers at 229/768-2516 at the Resource Site Manager's Office, Walter F. George Lake, during the hours of 8:00 AM. ET. and 4:30 PM. ET. 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.

**SPECIFIC PARK SHEET
BLUFF CREEK CAMPGROUND ATTENDANT
WALTER F. GEORGE LAKE**

I. NUMBER OF CONTRACT POSITIONS: This Specific Park Sheet is for one Park Attendant contract at Bluff Creek Campground.

RFQ LINE ITEM REFERENCE#

0005 PARK ATTENDANT SCHEDULE "A"

Bluff Creek Campground

Contract dates: 28 Sept 2004 - 21 Feb 2005

Total number of working days: 105 (includes 4 training days)

Training: 28 Sept - 01 Oct 2004

Work Period: 07 Oct - 21 Feb 2005

Last year's daily bid price: \$55.00

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 Request For Quotation (SF-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: Bluff Creek Campground has 88 sites with water and electrical hook-ups. The campground is located approximately 25 miles South of Columbus Georgia off Highway 165. Round trip mileage through the Park is approximately 2 miles.

III. HOURS OF WORK: 7:00 AM ET. - 10:00 PM ET. Five days on and two days off gatehouse duty, Tuesday and Wednesday off each week. The campground gate must be 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.

IV. TRAINING AND ORIENTATION: September 28, 29, 30 and October 01, 2004 at the Resource Site Manager's Office, Walter F. George Lake from 9:00 AM ET until 4:00 PM. ET. 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 Cashiers check or money order, at their own expense. The approximate round-trip mileage from Bluff Creek to Cottonton Post Office is 12 miles. The Post Office will only issue money orders up to \$700.00 per order, a limit of three money orders per day.

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 ET. and closed at 10:00 PM.ET. A minimum of one 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: A Park Attendant vest will be furnished to each attendant. Vest must be worn while on duty. All proposed uniform clothing are subject to Corps approval. Short shorts, bathing suits and similar attire will not be allowed. Clothing will be maintained clean and presentable at all times. 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, Sect. VIII. B.

VI. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: A. Name plate.

VII. ADDITIONAL INFORMATION: All bidders should contact Ranger Joyce Sellers at 229/768-2516 at the Resource Manager's Office, Walter F. George Lake, during the hours of 8:00 AM ET. and 4:30 PM ET. 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.

**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: 27 Sep 04 - 24 Feb 05	79		
0002 Park Attendant Schedule "B" R. Shaefer Heard Campground Contract dates: 27 Sep 04 - 21 Feb 05	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: 27 Sep 04 - 24 Feb 05
Total number of working days: 79 *
Last year's daily bid price: \$40.00

0002 PARK ATTENDANT SCHEDULE "B"

R. Shaefer Heard Campground
Contract dates: 27 Sep 04 - 21 Feb 05
Total number of working days: 76 *
Last year's daily bid price: \$45.00

* - 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, Friday, Oct 1, 2004 - Thursday, Feb 24, 2005, 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 be required to work more than 9 hours in the gatehouse on Fall 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 27, 2004, at the Project Management Office. These meetings will conclude by 3:00 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. Uniforms and nametags, as specified in paragraph V. F.

G. 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 gatehouse 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.

VIII. ADDITIONAL INFORMATION: All bidders should contact Park Ranger David Barr 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.

XI. ACTUAL PARK ATTENDANT WORKING DATES:

Contract Year: 27 Sep 04 - 24 Feb 05

Park Attendant "A"

September - 27,28,29,30 *
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 - 1,6,7,8,9,4,15,16,17,22,23,24

Park Attendant "B"

September - 23,24,25,26*
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 27 - 30, 2004 is the Park Office training and park attendant orientation period.

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JAN 2004)

(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 (i)(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://dodssp.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 all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to

award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(1) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JAN 2004)

(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 or 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; or

(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 will be performed in the United States or its outlying areas. 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: _____.)

(10) HUBZone 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--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(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 Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --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 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. The terms ``component,`` ``domestic end product,`` ``end product,``

``foreign end product,'' and ``United States'' are defined in the clause of this solicitation entitled ``Buy American Act--Supplies.''

(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--Free Trade Agreements--Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act, 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 and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms ``component,'' ``domestic end product,'' ``end product,'' ``foreign end product,'' and ``United States'' are defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act.''

(ii) The offeror certifies that the following supplies are FTA country end products or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act'':

FTA 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--Free Trade Agreements--Israeli

Trade Act.' 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--Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (Jan 2004). 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--Free Trade Agreements--Israeli Trade Act":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (Jan 2004). 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--Free Trade Agreements--Israeli Trade Act":

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 FTA 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 FTA 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. 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 (j)(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 Product

Listed End Product	Listed Countries of Origin:
.	.
.	.
.	.

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

() (i) The offeror will not supply any end product listed in paragraph (j)(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 (j)(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.

(End of provision)

52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (OCT 2003)

(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 forth 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. (1) 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--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(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.--

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. 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.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(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 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.

(t) Central Contractor Registration (CCR). (1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, 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 review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2004)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (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: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

___ (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) (U.S.C. 657a).

___(4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___(ii) Alternate I (MAR 1999) to 52.219-5.

___(iii) Alternate II to (JUNE 2003) 52.219-5.

X (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9.

___(iii) Alternate II (OCT 2001) of 52.219-9.

___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (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 (JUNE 2003) of 52.219-23.

___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (13) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

___ (14) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2004) (E.O. 13126).

X (15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X (16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

X (17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

X (18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X (19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

___ (20)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

___ (21) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (22)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JAN 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (23) 52.225-5, Trade Agreements (JAN 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

___ (24) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

___ (25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

___ (26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

___ (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (28) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (29) 52.232-33, Payment by Electronic Funds Transfer-- Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (30) 52.232-34, Payment by Electronic Funds Transfer-- Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

___ (31) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

___ (32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (33)(i) 52.247-64, Preference for Privately Owned U.S.- Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 1984) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, 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: [Contracting Officer check as appropriate.]

___ (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

_____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (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) (MAY 1989) (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 (February 2002) (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 Agreements (CBA) (May 1989) (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) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-4 EVALUATION OF OPTIONS EXERCISED AT TIME OF CONTRACT AWARD (JUN 1988)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government

will evaluate the total price for the basic requirement together with any option(s) exercised at the time of award.

(End of provision)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 DAYS provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 DAYS** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 years.

(End of clause)

52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract.

The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

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.

(End of clause)

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 2004. 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 2004, 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.

(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.

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

(End of clause)

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.

(End of clause)

52.243-1 CHANGES--FIXED-PRICE (AUG 1987) - ALTERNATE I (APR 1984)

(a) The Contracting Officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in any one or more of the following:

(1) Description of services to be performed.

(2) Time of performance (i.e., hours of the day, days of the week, etc.).

(3) Place of performance of the services.

(b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the Contracting Officer shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract.

(c) The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. However, if the Contracting Officer decides that the facts justify it, the Contracting Officer may receive and act upon a proposal submitted before final payment of the contract.

(d) If the Contractor's proposal includes the cost of property made obsolete or excess by the change, the Contracting Officer shall have the right to prescribe the manner of the disposition of the property.

(e) Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

(End of clause)

**252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION
(ALTERNATE A) (NOV 2003)**

(a) Definitions. As used in this clause--

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

"Commercial and Government Entity (CAGE) code" means--

(1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an "NCAGE code."

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11 of the Federal Acquisition Regulation) for the same parent concern.

"Registered in the CCR database" means that--

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database;

(2) The Contractor's CAGE code is in the CCR database; and

(3) The Government has validated all mandatory data fields and has marked the records "Active."

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, 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 review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the

agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(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)

**252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (MAY 2002)
ALTERNATE III (MAY 2002)**

(a) Definitions. As used in this clause --

(1) "Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.

(2) "Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.

(3) "Foreign flag vessel" means any vessel that is not a U.S.-flag vessel.

(4) "Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.

(5) "Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.

(6) "Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.

(i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.

(ii) "Supplies" includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type, and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.

(7) "U.S.-flag vessel" means a vessel of the United States or belonging to the United States, including any vessel registered or having national status under the laws of the United States.

(b)(1) The Contractor shall use U.S.-flag vessels when transporting any supplies by sea under this contract.

(2) A subcontractor transporting supplies by sea under this contract shall use U.S.-flag vessels if--

(i) This contract is a construction contract; or

(ii) The supplies being transported are--

(A) Noncommercial items; or

(B) Commercial items that--

(1) The Contractor is reselling or distributing to the Government without adding value (generally, the Contractor does not add value to items that it contracts for f.o.b. destination shipment);

(2) Are shipped in direct support of U.S. military contingency operations, exercises, or forces deployed in humanitarian or peacekeeping operations; or

(3) Are commissary or exchange cargoes transported outside of the Defense Transportation System in accordance with 10 U.S.C. 2643.

(c) The Contractor and its subcontractors may request that the Contracting Officer authorize shipment in foreign-flag vessels, or designate available U.S.-flag vessels, if the Contractor or a subcontractor believes that --

(1) U.S.-flag vessels are not available for timely shipment;

(2) The freight charges are inordinately excessive or unreasonable; or

(3) Freight charges are higher than charges to private persons for transportation of like goods.

(d) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum --

(1) Type, weight, and cube of cargo;

(2) Required shipping date;

(3) Special handling and discharge requirements;

(4) Loading and discharge points;

(5) Name of shipper and consignee;

(6) Prime contract number; and

(7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile message or letters will be sufficient for this purpose.

(e) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Maritime Administration, Office of Cargo Preference, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information:

(1) Prime contract number;

(2) Name of vessel;

(3) Vessel flag of registry;

- (4) Date of loading;
- (5) Port of loading;
- (6) Port of final discharge;
- (7) Description of commodity;
- (8) Gross weight in pounds and cubic feet if available;
- (9) Total ocean freight in U.S. dollars; and
- (10) Name of the steamship company.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in subcontracts that are for a type of supplies described in paragraph (b)(2) of this clause.

(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 Organization, Safety and Occupational Health, Safety and Occupational Health Home page, and Safety Publications.) 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.)

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:

Consumption of alcoholic beverages or intoxication while on duty,

Cursing or harassment of visitors or Corps of Engineers personnel,

Theft of money or supplies,

Unwarranted physical contact with visitors or Corps of Engineers Personnel, and Recurring written and/or verbal complaints from visitors and/or Corps of Engineers personnel for nonperformance or lack of consideration.

952.000-4021 DESIGNATION OF AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER

Effective on the date of award, the: ** is delegated authority to act as the Authorized Representative of the Contracting Officer, without power of redelegation, for the purpose of discharging the following duties of the Contracting Officer:

- a. Determine acceptability of work performed.
- b. Inspect all equipment furnished by the Contractor for use on the work and determine that it is suitable for use as required by the contract.
- c. Perform the functions of the Assistant Property Administrator for the purpose of control and accountability of Government Furnished Property, (GFP), if GFP is included in this contract.

1. Approve payments.

2. Approve submittals such as technical information and requirements, drawings, etc.

This delegation will remain in effect until completion of the contract unless sooner rescinded in writing by the Contracting Officer.

952.000-4035 JOINT VENTURE BID REQUIREMENTS

When bidding as a joint venture, all members of the joint venture must sign all contract documents and must complete the Representations and Certifications unless a written agreement by the joint venture is furnished with the bid designating one firm with the authority to bind the other member(s) of the joint venture. In addition, a copy of the joint venture agreement must be submitted with the bid. Failure to comply with the foregoing requirements may render the bid as non-responsive.

952.000-4036 REQUIRED INSURANCE

The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Contract Clause entitled "Insurance-Work on a Government Installation."

Workmen's Compensation and Employers' Liability Insurance:

Workmen's Compensation and Occupational Disease Coverage in accordance with statutory limits. Employers' Liability Coverage with a minimum limit of \$100,000. (The Contractor shall verify with the State Board of Workers Compensation for each state in which performance is required in connection with this contract, to determine his or her own applicability with respect to this provision.)

Comprehensive Automobile Liability Insurance:

Bodily injury coverage with minimum limits of \$200,000 per person and \$500,000 per occurrence. Property Damage Coverage with a minimum limit of \$20,000 per occurrence.

Comprehensive General Liability Insurance:

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

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

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).

952.000-4199 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)