

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

**I. AVAILABLE POSITIONS & PARK DESCRIPTIONS**

A. ALABAMA RIVER LAKES

1. CHILATCHEE CREEK CAMPGROUND, DANNELLY LAKE
2. GUNTER HILL CAMPGROUND, R.E. "BOB" WOODRUFF LAKE
3. ISAAC CREEK CAMPGROUND, CLAIBORNE LAKE
4. MILLERS FERRY CAMPGROUND, DANNELLY LAKE
5. PRAIRIE CREEK CAMPGROUND, R.E. "BOB" WOODRUFF LAKE

B. ALLATOONA LAKE

1. MCCASKEY CREEK CAMPGROUND
2. McKINNEY CAMPGROUND
3. OLD HIGHWAY 41 #3 CAMPGROUND
4. PAYNE CAMPGROUND & BOAT RAMP
5. SWEETWATER CREEK CAMPGROUND
6. VICTORIA CAMPGROUND

C. BUFORD DAM/LAKE SIDNEY LANIER

1. BALD RIDGE CAMPGROUND
2. BOLDING MILL CAMPGROUND
3. DUCKETT MILL CAMPGROUND
4. OLD FEDERAL CAMPGROUND
5. SAWNEE CAMPGROUND
6. VAN PUGH SOUTH CAMPGROUND

D. LAKE SEMINOLE

1. EASTBANK CAMPGROUND
2. HALES LANDING CAMPGROUND

E. OKATIBBEE LAKE

1. TWILTLEY BRANCH CAMPGROUND

F. TENNESSEE TOMBIGBEE WATERWAY

1. BLUE BLUFF CAMPGROUND
2. DEWAYNE HAYES CAMPGROUND
3. OLD BRIDGE BEACH, BAY SPRINGS
4. PICKENSVILLE CAMPGROUND
5. PINEY GROVE BEACH, BAY SPRINGS
6. PINEY GROVE CAMPGROUND, BAY SPRINGS
7. TOWN CREEK CAMPGROUND
8. WHITTEN CAMPGROUND, BAY SPRINGS

- G. WALTER F. GEORGE
  - 1. BLUFF CREEK CAMPGROUND
  - 2. COTTON HILL CAMPGROUND
  - 3. HARDRIDGE CREEK CAMPGROUND
  - 4. HARDRIDGE CREEK DAY USE PARK
  - 5. HIGHLAND PARK DAY USE
  - 6. WHITE OAK CREEK CAMPGROUND
- H. WEST POINT LAKE
  - 1. AMITY CAMPGROUND
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  - 3. R. SHAEFER HEARD CAMPGROUND
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**EXHIBIT 1 - SMALL BUSINESS INVOICE**

**I. AVAILABLE POSITIONS & PARK DESCRIPTIONS**

Park Attendant positions within the Mobile District may consist of two teams performing on a rotating days on/days off schedule or a single team working a specific numbers of days per week. Each team will consist of two persons. Please read the entire description prior to bidding.

Local Policies are not included in this solicitation but can be found on the on-line solicitation page or can be obtained by contacting the appropriate project representative.

**A. ALABAMA RIVER LAKES**

**1. CHILATCHEE CREEK CAMPGROUND, DANNELLY LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 11 Mar – 07 Sep 21</b> <b>Pre-Work Conference: 11 Mar 21</b> <b>Total Number of Performance Days: 90</b>	<b>Schedule “B”</b> <b>Contract Dates: 11 Mar – 06 Sep 21</b> <b>Pre-Work Conference: 11 Mar 21</b> <b>Total Number of Performance Days: 89</b>
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Chilatchee Creek Campground is located on William “Bill” Dannelly Reservoir, Alabama River Lakes, approximately 9 miles east of Alberta, Alabama, off Alabama State Highway 5 and Wilcox County Road 29. Chilatchee Creek contains 47 Class A campsites with water and electrical hookups and six Class “C” primitive campsites. Chilatchee Creek contains restrooms, shower facilities, a sanitary dump station, two group shelters and a fish cleaning station. There is a two lane boat ramp located outside the campground. There are approximately three miles of paved road in the routine patrol area. The approximate roundtrip mileage from Chilatchee Creek Campground to Gees Bend Park is 18 miles (Gees Bend shelter is reserved no more than 5 times during contract period).

**2. GUNTER HILL CAMPGROUND, R.E. “BOB” WOODRUFF LAKE**

<b>Schedule “A”</b> <b>Contract Dates: 27 Feb 21 – 26 Feb 22</b> <b>Pre-Work Conference: 27 Feb 21</b> <b>Total Number of Performance Days: 185</b>	<b>Schedule “B”</b> <b>Contract Dates: 28 Feb 21 – 27 Feb 22</b> <b>Pre-Work Conference: 28 Feb 21</b> <b>Total Number of Performance Days: 182</b>
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Gunter Hill Campground is located on R.E. “Bob” Woodruff Lake, Alabama River Lakes, approximately 5 miles west of downtown Montgomery, Alabama, off U.S. Highway 80 and County Road 7. Gunter Hill contains 142 Class A campsites with water and electrical hookups. The campground is divided into two sections: Antioch and Catoma Loops. Catoma Loop has 75 sites with full hook-ups. Both sections have restrooms, laundry and shower facilities, playground, all-purpose court and group shelter. Each section has a sanitary dump

station. A two-lane boat ramp is also provided in Antioch Loop. A tour of the park is approximately three miles.

### 3. ISAAC CREEK CAMPGROUND, CLAIBORNE LAKE

<b>Schedule “A”</b> <b>Contract Dates: 11 Mar – 07 Sep 21</b> <b>Pre-Work Conference: 11 Mar 21</b> <b>Total Number of Performance Days: 90</b>	<b>Schedule “B”</b> <b>Contract Dates: 11 Mar – 06 Sep 21</b> <b>Pre-Work Conference: 11 Mar 21</b> <b>Total Number of Performance Days: 89</b>
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Isaac Creek Campground is located on Claiborne Lake, Alabama River Lakes, approximately 20 miles northwest of Monroeville, Alabama, off Alabama State Highway 41 and Monroe County Road 17. Isaac Creek contains 60 Class A campsites with water and electrical hookups. Isaac Creek also contains restrooms, shower facilities, and a sanitary dump station. The Day Use Area includes boat ramps, playgrounds, three group shelters and a fish cleaning station with restrooms. There are approximately three miles of paved road in the routine patrol area.

### 4. MILLERS FERRY CAMPGROUND, DANNELLY LAKE

<b>Schedule “A”</b> <b>Contract Dates: 11 Mar – 07 Sep 21</b> <b>Pre-Work Conference: 11 Mar 21</b> <b>Total Number of Performance Days: 90</b>	<b>Schedule “B”</b> <b>Contract Dates: 11 Mar – 06 Sep 21</b> <b>Pre-Work Conference: 11 Mar 21</b> <b>Total Number of Performance Days: 89</b>
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Millers Ferry Campground is located on William “Bill” Dannelly Reservoir, Alabama River Lakes, approximately 11 miles west of Camden, Alabama, off Alabama State Highway 28. Millers Ferry contains 66 Class A campsites with water and electrical hookups and nine Class “C” primitive campsites. Millers Ferry Campground contains restrooms, shower facilities, a two lane boat ramp, a sanitary dump station, playground, multipurpose court, and a group shelter. There are two Day Use facilities located adjacent to the campground. East Bank Beach contains a swimming beach, playground, and two group shelters. Training Dike Park contains one group shelter, a playground, and a waterborne toilet. There are approximately three miles of paved road in the routine patrol area. Approximate round trip mileage to Bridgeport Beach is 20 miles (Bridgeport Beach shelter is reserved no more than 5 times during contract period).

### 5. PRAIRIE CREEK CAMPGROUND, R.E. “BOB” WOODRUFF LAKE

**Schedule "A"**  
**Contract Dates: 11 Mar – 07 Sep 21**  
**Pre-Work Conference: 11 Mar 21**  
**Total Number of Performance Days: 90**

**Schedule "B"**  
**Contract Dates: 11 Mar – 06 Sep 21**  
**Pre-Work Conference: 11 Mar 21**  
**Total Number of Performance Days: 89**

Prairie Creek Park is located on R. E. "Bob" Woodruff Lake, Alabama River Lakes, approximately 20 miles east of Selma, Alabama, off U. S. Highway 80 and Lowndes County Roads 23 and 40. Prairie Creek Park consists of 308 acres of which 100 acres have been developed for recreational use. The park contains 55 Class A campsites with water and electrical hookups, seven tent campsites with water and electrical hookups, a group shelter and a fish cleaning station. It also contains three restrooms and shower facilities, two playgrounds, multipurpose court, sanitary dump station and a two lane boat ramp. A gatehouse is located at the entrance to the park. There is approximately three miles of paved road in the routine patrol area.

## **B. ALLATOONA LAKE**

### **1. MCKASKEY CREEK CAMPGROUND**

**Schedule "A"**  
**Contract Dates: 15 Mar – 08 Sep 21**  
**Pre-Work Conference: 15-18 Mar 21**  
**Total Number of Performance Days: 94**

**Schedule "B"**  
**Contract Dates: 15 Mar – 08 Sep 21**  
**Pre-Work Conference: 15-18 Mar 21**  
**Total Number of Performance Days: 89**

McKaskey Creek Campground has 51 campsites and is located approximately seven miles from Cartersville, Georgia. 32 of the sites have water and 50 amp electricity. Other amenities include: sanitary dump station, beach, launching ramp, courtesy dock, playground, restroom with showers, and a washer and dryer. The total mileage for an inspection tour is approximately 1.2 miles. Approximate roundtrip mileage to the Post Office from this park is 11 miles.

### **2. MCKINNEY CAMPGROUND**

**Schedule "A"**  
**Contract Dates: 08 Mar – 25 Oct 21**  
**Pre-Work Conference: 08-11 Mar 21**  
**Total Number of Performance Days: 117**

**Schedule "B"**  
**Contract Dates: 08 Mar – 25 Oct 21**  
**Pre-Work Conference: 08-11 Mar 21**  
**Total Number of Performance Days: 113**

McKinney Campground has 150 campsites and is located approximately eight miles from Acworth, Georgia. All sites have water and 50 amp electricity. Other amenities include: two shower facilities, washers and dryers; two restrooms facilities with showers and two flush toilets.

The total mileage for an inspection tour is approximately 5 miles. Approximate roundtrip mileage to the Post Office from this park is 16 miles.

### 3. OLD HIGHWAY 41 #3 CAMPGROUND

**Schedule "A"****Contract Dates: 10 May – 08 Sep 21****Pre-Work Conference: 10-13 May 21****Total Number of Performance Days: 65****Schedule "B"****Contract Dates: 10 May – 08 Sep 21****Pre-Work Conference: 10-13 May 21****Total Number of Performance Days: 62**

Old Highway 41 #3 Campground has 50 campsites and is located approximately two miles from Acworth, Georgia. The campground is adjacent to an I-75 overpass. All sites have water and 50 amp electricity. Other amenities include: sanitary dump station, launching ramp, playground, restroom with showers, washer and dryer. The total mileage for one inspection tour is approximately 2 miles. Approximate roundtrip mileage to the Post Office from this park is 4 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

### 4. PAYNE CAMPGROUND & BOAT RAMP

**Schedule "A"****Contract Dates: 15 Mar – 08 Sep 21****Pre-Work Conference: 15-18 Mar 21****Total Number of Performance Days: 94****Schedule "B"****Contract Dates: 15 Mar – 08 Sep 21****Pre-Work Conference: 15-18 Mar 21****Total Number of Performance Days: 89**

Payne Campground & Boat Ramp has 60 campsites and a boat ramp with 88 boat trailer parking spaces and 38 car parking spaces. It is located approximately seven miles from Acworth, Georgia. All sites, except 11, have water and 50 amp electricity. While the boat ramp serves the campground, it is also open to the public. Other amenities include: sanitary dump station, beach, restroom with showers, washer and dryer. The total mileage for one inspection tour is approximately 1.5 miles. Approximate roundtrip mileage to the Post Office from this park is 16 miles.

### 5. SWEETWATER CREEK CAMPGROUND

**Schedule "A"****Contract Dates: 08 Mar – 08 Sep 21****Pre-Work Conference: 08-11 Mar 21****Total Number of Performance Days: 92****Schedule "B"****Contract Dates: 08 Mar – 08 Sep 21****Pre-Work Conference: 08-11 Mar 21****Total Number of Performance Days: 91**

Sweetwater Campground located approximately 10 miles from Canton, Georgia has 159 campsites and a group area with 9 campsites and a shelter. Approximately 2/3 of the campsites have water and 50 amp electricity. Other amenities include: sanitary dump station, beach, launching ramp, courtesy dock, playground, two restrooms with showers, and washers and dryers. The total mileage for one inspection tour is approximately 5 miles. Approximate roundtrip mileage to the Post Office from this park is 20 miles. Attendants will also open the gates to Sweetwater Day Use from time to time in the absence of attendants/volunteers.

**6. VICTORIA CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 15 Mar – 25 Oct 21</b>  <b>Pre-Work Conference: 15-18 Mar 21</b>  <b>Total Number of Performance Days: 117</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 15 Mar – 25 Oct 21</b>  <b>Pre-Work Conference: 15-18 Mar 21</b>  <b>Total Number of Performance Days: 113</b></p>
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Victoria Campground has 74 campsites and is located approximately 10 miles from Woodstock, Georgia. Victoria Campground consist of 73 class “A” sites w/electricity/water and 1 class “C” site w/water only. Other amenities include: two sanitary dump stations, beach, playground, two restroom facilities with showers, washers, and dryers. The total mileage for one inspection tour is approximately 1.2 miles. Approximate roundtrip mileage to the Post Office from this park is 20 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends

**C. BUFORD DAM/LAKE SIDNEY LANIER**

**1. BALD RIDGE CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 16 Mar - 17 Oct 21</b>  <b>Pre-Work Conference: 16-18 Mar 21</b>  <b>Total Number of Performance Days: 107</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 16 Mar - 17 Oct 21</b>  <b>Pre-Work Conference: 16-18 Mar 21</b>  <b>Total Number of Performance Days: 106</b></p>
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Bald Ridge Campground is located on Lake Sidney Lanier approximately 30 miles north of Atlanta, Georgia. The campground encompasses approximately 43 acres with two miles of park roads to be surveyed. The campground contains 82 developed campsites with water and 50 amp electrical hookup, three washhouses, two washer and dryer facilities, one designated swim beach, one playground, one dump station, and one boat ramp. The closest post office is seven miles away.

**2. BOLDING MILL CAMPGROUND**



**Schedule “A”****Contract Dates: 16 Mar – 17 Oct 21****Pre-Work Conference: 16-18 Mar 21****Total Number of Performance Days: 107****Schedule “B”****Contract Dates: 16 Mar – 17 Oct 21****Pre-Work Conference: 16-18 Mar 21****Total Number of Performance Days: 106**

Bolding Mill Campground is located on Lake Sidney Lanier approximately 60 miles north of Atlanta, Georgia. The campground contains approximately 70 acres of sparsely wooded and relatively flat land. The campground offers 88 sites with electric and water hookups (no sewer). There are also nine primitive tent only sites. Campground conveniences include a laundry facility, fishing pier, and restroom/shower houses. Facilities outside of the campground but within Bolding Mill Park include the playground, swim beach and boat ramp. There are also two dump stations, inside and outside the campground which rotate use per year. The closest post office is 14 miles away.

**3. DUCKETT MILL CAMPGROUND****Schedule “A”****Contract Dates: 16 Mar - 12 Sep 21****Pre-Work Conference: 16-18 Mar 21****Total Number of Performance Days: 91****Schedule “B”****Contract Dates: 16 Mar - 12 Sep 21****Pre-Work Conference: 16-18 Mar 21****Total Number of Performance Days: 87**

Duckett Mill Campground is located on Lake Sidney Lanier approximately 50 miles north of Atlanta, Georgia. The campground encompasses approximately 97 acres with four miles of park roads to be surveyed. The campground contains 111 developed campsites, two washhouses, one washer and dryer facility, one comfort station (no shower), one designated swim beach, one playground, one dump station, and one boat ramp. The closest post office is nine miles away.

**4. OLD FEDERAL CAMPGROUND****Schedule “A”****Contract Dates: 16 Mar - 17 Oct 21****Pre-Work Conference: 16-18 Mar 21****Total Number of Performance Days: 107****Schedule “B”****Contract Dates: 16 Mar - 17 Oct 21****Pre-Work Conference: 16-18 Mar 21****Total Number of Performance Days: 106**

Old Federal Campground is located on Lake Sidney Lanier approximately 40 miles north of Atlanta, Georgia. The campground encompasses approximately 63 acres with two miles of park roads to be surveyed. The campground contains 84 developed campsites, three washhouses, two washer and dryer facilities, one designated swim beach, one playground, one dump station, one boat ramp, and two picnic shelters. The closest post office is four miles away.

**5. SAWNEE CAMPGROUND**

<b>Schedule "A"</b> <b>Contract Dates: 16 Mar – 12 Sep 21</b> <b>Pre-Work Conference: 16-18 Mar 21</b> <b>Total Number of Performance Days: 91</b>	<b>Schedule "B"</b> <b>Contract Dates: 16 Mar - 12 Sep 21</b> <b>Pre-Work Conference: 16-18 Mar 21</b> <b>Total Number of Performance Days: 87</b>
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Sawnee Campground is located on Lake Sidney Lanier approximately 30 miles north of Atlanta, Georgia. The campground encompasses approximately 33 acres with two miles of park roads to be surveyed. The campground contains 56 developed campsites, two washhouses, two washer and dryer facilities, one designated swim beach, one playground, one dump station, and one boat ramp. The closest post office is seven miles away.

**6. VAN PUGH SOUTH CAMPGROUND**

<b>Schedule "A"</b> <b>Contract Dates: 16 Mar - 12 Sep 21</b> <b>Pre-Work Conference: 16-18 Mar 21</b> <b>Total Number of Performance Days: 91</b>	<b>Schedule "B"</b> <b>Contract Dates: 16 Mar - 12 Sep 21</b> <b>Pre-Work Conference: 16-18 Mar 21</b> <b>Total Number of Performance Days: 87</b>
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Van Pugh South Campground is located on Lake Sidney Lanier approximately 40 miles north of Atlanta, Georgia. The campground encompasses approximately 49 acres with two miles of park roads to be surveyed. The campground contains 56 developed campsites, two washhouses, two washer and dryer facilities, one playground, one dump station, and one boat ramp. The closest post office is four miles away.

**D. LAKE SEMINOLE**

**1. EASTBANK CAMPGROUND**

<b>Schedule "A"</b> <b>Contract Dates: 01 Mar 21 - 28 Feb 22</b> <b>Pre-Work Conference: 01-02 Mar 21</b> <b>Total Number of Performance Days: 185</b>	<b>Schedule "B"</b> <b>Contract Dates: 01 Mar 21 - 28 Feb 22</b> <b>Pre-Work Conference: 01-02 Mar 21</b> <b>Total Number of Performance Days: 182</b>
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Eastbank Campground consists of approximately 65 acres of grassy and wooded areas. There are 64 sites in the campground, 62 of which have water and electrical hookups available. The campground has newly rebuilt boat ramp and fish cleaning station, two bathhouses, laundry facility, group shelter, horseshoes, shuffleboard, volleyball court, and hiking trails. The campground has two miles of paved roads and is located ½ of a mile from the Resource

Management Office; ¾ mile north of Chattahoochee, FL; 45 miles west of Tallahassee, Florida; 25 miles east of Marianna, Florida; and 23 miles southeast of Bainbridge, Georgia. Post office is 1 mile away from campground, as well as convenient stores, commercial eateries, and gas stations.

**2. HALES LANDING CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 01 Mar 21 – 28 Feb 22</b>  <b>Pre-Work Conference: 01-02 Mar 21</b>  <b>Total Number of Performance Days: 185</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 01 Mar 21 - 28 Feb 22</b>  <b>Pre-Work Conference: 01-02 Mar 21</b>  <b>Total Number of Performance Days: 182</b></p>
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Hales Landing Park is located on Lake Seminole. Hales Landing Park consists of 24 campsites, a boat ramp, picnic area, bathrooms and pavilion. Day use area is separated from overnight camping area. Hales Landing Park is located approximately 6 miles from Bainbridge, Ga. Approximate round trip mileage to the nearest bank or post office is 14 miles. This park is located in the Eastern Time Zone.

**E. OKATIBBEE LAKE**

**1. TWILTLEY BRANCH CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 01 Mar – 30 Sept 21</b>  <b>Pre-Work Conference: 01 Mar 21</b>  <b>Total Number of Performance Days: 108</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 01 Mar – 30 Sept 21</b>  <b>Pre-Work Conference: 01 Mar 21</b>  <b>Total Number of Performance Days: 107</b></p>
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Twitley Branch Campground is located on Okatibbee Lake. Twitley Branch Campground consist of 64 campsites, 52 class “A” sites w/electricity/water and 12 class “C” sites w/water only. The campground also has three large group sites. The campground is located approximately ten miles north of Meridian MS. off Hwy 19 in the small community of Collinsville Ms. Collinsville Day Use Area is located next to the Twitley Branch Campground entrance, (less than 1/8th of a mile from campground gate). The Collinsville Day Use Area consists of a beach, boat ramp, picnic shelter, rest room, and numerous picnic sites. The Gatehouse is located 3.5 miles from the Okatibbee Resource Management Office and 2.4 miles from the nearest bank and post office, located in Collinsville, MS.

**F. TENNESSEE-TOMBIGBEE WATERWAY**

**1. BLUE BLUFF CAMPGROUND**

**Schedule “A”****Contract Dates: 17 Feb – 11 Sep 21****Pre-Work Conference: 17-19 Feb 21****Total Number of Performance Days: 107****Schedule “B”****Contract Dates: 17 Feb – 12 Sep 21****Pre-Work Conference: 17-19 Feb 21****Total Number of Performance Days: 104**

Blue Bluff Campground and Picnic Area is located on the West Bank of Aberdeen Lake on the Tennessee-Tombigbee Waterway. The campground is approximately an eight-mile round trip to banking facilities in Aberdeen, MS. Blue Bluff Campground has 92 Class A campsites, 89 with water/electrical hook-ups, and three with sewer hook-ups; two restrooms with showers, one multi-use court, one pavilion and two play areas are scattered throughout the campground. Laundry facilities are available. Several fishing piers and a one-lane boat ramp with car/trailer spaces are located within the campground for camper use only. The adjacent picnic area has three picnic pavilions, as well as individual picnic sites, a play area and two restrooms. A drive through of the entire campground and adjacent picnic area is approximately five miles.

**2. DEWAYNE HAYES CAMPGROUND****Schedule “A”****Contract Dates: 17 Feb – 11 Sep 21****Pre-Work Conference: 17-19 Feb 21****Total Number of Performance Days: 107****Schedule “B”****Contract Dates: 17 Feb – 12 Sep 21****Pre-Work Conference: 17-19 Feb 21****Total Number of Performance Days: 104**

DeWayne Hayes Recreation Area is located on the East Bank of Columbus Lake on the Tennessee-Tombigbee Waterway, just north of Columbus, Mississippi. The campground is approximately 15 miles round trip from banking facilities in Columbus

DeWayne Hayes Campground contains 100 Class A Campsites with water/electrical hook-ups (25 of these sites also have sewage hook-ups) and 10 primitive campsites. There are three restrooms with showers, one picnic pavilion, two multi-use courts, and three play areas scattered throughout the campground. Laundry facilities are available in the shower buildings. One fish cleaning station and two fishing piers are available for camper use. A one-lane boat ramp with 12 car/trailer spaces is located within the campground for camper use only. Road trip tour mileage of the campground and adjacent recreation area is less than two miles.

**3. OLD BRIDGE BEACH, BAY SPRINGS****Schedule “A”****Contract Dates: 29 Apr – 06 Sep 21****Pre-Work Conference: 29-30 Apr 21****Total Number of Performance Days: 66****Schedule “B”****Contract Dates: 29 Apr – 05 Sep 21****Pre-Work Conference: 29-30 Apr 21****Total Number of Performance Days: 65**

The beach area contains one bathroom, three picnic shelters, one volleyball court, several picnic sites, 150 car parking lot, courtesy dock, handicapped fishing pier, and large white sand beach. The beach is located in Tishomingo County, Mississippi on the North end of the Tennessee-Tombigbee Waterway. The round trip mileage to the beach area and West Damsite Picnic Area is less than two miles. Banking facilities are located in Belmont, MS. Old Bridge Beach is approximately a 24 mile round trip to the banking locations.

**4. PICKENSVILLE CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 17 Feb – 11 Sep 21</b>  <b>Pre-Work Conference: 17-19 Feb 21</b>  <b>Total Number of Performance Days: 107</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 17 Feb – 12 Sep 21</b>  <b>Pre-Work Conference: 17-19 Feb 21</b>  <b>Total Number of Performance Days: 104</b></p>
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Pickensville Campground is located in West Central, AL on the Tennessee-Tombigbee Waterway, approximately 2.5 miles east of Pickensville. The campground is approximately 25 miles round trip from banking facilities in Aliceville, AL. Pickensville Campground contains 176 Class A campsites with water/ electrical hookups (33 of these sites also have sewage hookups). Facilities for campers include a fish cleaning station, a one-lane boat ramp with parking area, two pavilions, four restrooms with showers and laundry facilities, multi-use courts, playgrounds and a dump station. Round trip mileage of a drive through the park is less than three miles.

**5. PINEY GROVE BEACH, BAY SPRINGS**

<p><b>Schedule “A”</b>  <b>Contract Dates: 29 Apr – 06 Sep 21</b>  <b>Pre-Work Conference: 29-30 Apr 21</b>  <b>Total Number of Performance Days: 66</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 29 Apr – 05 Sep 21</b>  <b>Pre-Work Conference: 29-30 Apr 21</b>  <b>Total Number of Performance Days: 65</b></p>
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The beach area contains one beach house with men's and women's restrooms, showers, and changing areas, two picnic shelters, one volleyball court, several picnic sites, 100 car parking lot, and a large white sand beach. The beach area is located in Tishomingo County, Mississippi adjacent to the Piney Grove Campground. This area is located on the North end of the Tennessee-Tombigbee Waterway. The total mileage for one round trip through the beach area is approximately one fourth of a mile. Banking facilities are located in Tishomingo, MS. It is approximately a thirty mile round trip from Tishomingo, MS to Piney Grove Beach.

**6. PINEY GROVE CAMPGROUND, BAY SPRINGS**

**Schedule “A”****Contract Dates: 23 Feb – 19 Sep 21****Pre-Work Conference: 23-26 Feb 21****Total Number of Performance Days: 105****Schedule “B”****Contract Dates: 23 Feb - 16 Sep 21****Pre-Work Conference: 23-26 Feb 21****Total Number of Performance Days: 102**

The campground contains 141 class A sites with full electrical and water. Each site has gray stone impact area providing a grill, picnic table, lantern holder, and concrete food preparation table. Each site also has an asphalt spur for parking a recreational vehicle. The campground also contains three shower buildings, laundry building, fish-cleaning building, one tot-lot playground, two multi-use courts, pavilion, dump station, two fishing piers, and boat ramp. The campground is located in Tishomingo County, Mississippi on the North end of the Tennessee Tombigbee Waterway. The total mileage for one round trip tour through the campground is 2.2 miles. It is approximately 30 miles round trip to the nearest banking facility.

**7. TOWN CREEK CAMPGROUND****Schedule “A”****Contract Dates: 17 Feb – 11 Sep 21****Pre-Work Conference: 17-19 Feb 21****Total Number of Performance Days: 107****Schedule “B”****Contract Dates: 17 Feb – 12 Sep 21****Pre-Work Conference: 17-19 Feb 21****Total Number of Performance Days: 104**

Town Creek Campground is located on the West Bank of Columbus Lake on the Tennessee-Tombigbee Waterway. Access to the campground is from Highway 50 West between Columbus, Mississippi and West Point, Mississippi. The Campground is less than 20 miles round trip from a banking facility in Columbus. Town Creek Campground contains one hundred campsites with water and electric hook-ups. Each site has a picnic table, fire ring, lantern hanger, and stand-up grill. Asphalt roads are provided throughout the campground and each pad has a concrete spur or turnout for parking and recreational vehicles. There are three playgrounds, two multi-use courts, one sanitary wastewater dump station, ten primitive camp sites, one boat ramp with a courtesy boat dock, one fish-cleaning station, and one beach with outdoor shower. Laundry facilities are provided in the shower buildings. A drive through the entire park is approximately three miles.

**8. WHITTEN CAMPGROUND, BAY SPRINGS****Schedule “A”****Contract Dates: 23 Feb – 19 Sep 21****Pre-Work Conference: 23-26 Feb 21****Total Number of Performance Days: 105****Schedule “B”****Contract Dates: 23 Feb - 16 Sep 21****Pre-Work Conference: 23-26 Feb 21****Total Number of Performance Days: 102**

The campground contains 62 class A sites with full electrical and water. Each site has a gray stone impact area providing a grill, picnic table, and lantern holder. Each site also has an asphalt spur for parking a recreational vehicle. The campground also contains three shower buildings that contain a washer and dryer. The campground contains one playground, one shelter, two fishing piers, and a dump station. The campground is located in Itawamba County, Mississippi adjacent to Fulton, Mississippi on the Tennessee Tombigbee Waterway. The total mileage for one round trip tour through the campground is 1.5 miles. It is approximately four miles round trip to the nearest banking facility.

**G. WALTER F. GEORGE**

**1. BLUFF CREEK CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 23 Feb – 12 Sep 21</b>  <b>Pre-Work Conference: 23-25 Feb 21</b>  <b>Total Number of Performance Days: 102</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 23 Feb – 11 Sep 21</b>  <b>Pre-Work Conference: 23-25 Feb 21</b>  <b>Total Number of Performance Days: 103</b></p>
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Bluff Creek Campground is located on Walter F. George Lake. Bluff Creek Campground consists of 88 campsites with electric and water hookups. The campground is located approximately 25 miles south of Columbus, Georgia off Highway 165. Round trip mileage through the park is approximately two miles. Approximate round trip mileage to the nearest bank or post office from this park is 10 **miles**. This campground is located in the Eastern Time Zone.

**2. COTTON HILL CAMPGROUND**

<p><b>Schedule “A”</b>  <b>Contract Dates: 23 Feb – 12 Sep 21</b>  <b>Pre-Work Conference: 23-25 Feb 21</b>  <b>Total Number of Performance Days: 102</b></p>	<p><b>Schedule “B”</b>  <b>Contract Dates: 23 Feb – 11 Sep 21</b>  <b>Pre-Work Conference: 23-25 Feb 21</b>  <b>Total Number of Performance Days: 103</b></p>
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Cotton Hill Campground is located on Walter F. George Lake. Cotton Hill Campground consists of 94 campsites with electric/water/sewer hookups and 10 primitive tent only sites with electric. The campground is located approximately eight miles north of Ft. Gaines, Georgia off Highway 39. Round trip mileage through the park is approximately 3.5 miles. Approximate round trip mileage to the nearest bank or post office from this park is 18 miles. This campground is located in the Eastern Time Zone.

**3. HARDRIDGE CREEK CAMPGROUND**

**Schedule “A”****Contract Dates: 23 Feb – 12 Sep 21****Pre-Work Conference: 23-25 Feb 21****Total Number of Performance Days: 102****Schedule “B”****Contract Dates: 23 Feb – 11 Sep 21****Pre-Work Conference: 23-25 Feb 21****Total Number of Performance Days: 103**

Hardridge Creek Campground is located on Walter F. George Lake. Hardridge Creek Campground consists of 57 campsites with electric and water hookups, and 20 sites with electric, water, and sewer hookups. The campground is located approximately 18 miles south of Eufaula, AL off Highway 431 on Highway 97. Round trip mileage through the park is approximately 3.5 miles. Approximate round trip mileage to the nearest bank or post office from this park is 20 miles. This campground is located in the Central Time Zone.

**4. HARDRIDGE CREEK DAY USE PARK****Contract Dates: 01 Apr – 06 Sep 21****Pre-Work Conference: 01 Apr 21****Total Number of Performance Days: 50**

Hardridge Creek Day Use Park is located on Walter F. George Lake. Hardridge Day Use Park consists of a boat ramp, bathrooms, picnic area, and shelter. The campground is located approximately nine miles west of Ft. Gaines, Georgia, off Alabama Highway 97. Round trip mileage through the park is approximately one mile. Approximate round trip mileage to the nearest bank or post office from this park is 20 miles. This campground is located in the Central Time Zone.

**5. HIGHLAND PARK DAY USE****Contract Dates: 01 Apr – 06 Sep 21****Pre-Work Conference: 01 Apr 21****Total Number of Performance Days: 50**

Highland Day Use is located on Walter F. George Lake. Highland Day Use consists of a boat ramp, bathroom, picnic area, and shelter. The campground is located approximately seven miles west of Ft. Gaines, Georgia, off Alabama Highway 97. Round trip mileage through the park is approximately one mile. Approximate round trip mileage to the nearest bank or post office from this park is 18 miles. This campground is located in the Central Time Zone.

**6. WHITE OAK CREEK CAMPGROUND**



**Schedule “A”****Contract Dates: 23 Feb – 12 Sep 21****Pre-Work Conference: 23-25 Feb 21****Total Number of Performance Days: 102****Schedule “B”****Contract Dates: 23 Feb – 11 Sep 21****Pre-Work Conference: 23-25 Feb 21****Total Number of Performance Days: 103**

White Oak Creek Campground is located on Walter F. George Lake. White Oak Creek Campground consists of 130 campsites with electric and water hookups. The campground is located approximately 10 miles south of Eufaula, Alabama off Highway 431 on Highway 95. Round trip mileage through the park is approximately four miles. Approximate round trip mileage to the nearest bank or post office from this park is 22 miles. Attendants will open and close gates to White Oak Day Use Area across the road from the campground each morning and night. This campground is located in the Central Time Zone.

**H. WEST POINT LAKE****1. AMITY CAMPGROUND****Schedule “A”****Contract Dates: 15 Mar –07 Sep 2021****Pre-Work Conference: 15-18 Mar 2021****Total Number of Performance Days: 84****Schedule “B”****Contract Dates: 15 Mar-07 Sep 2021****Pre-Work Conference: 15-18 Mar 2021****Total Number of Performance Days: 83**

Amity Campground is located approximately seven miles north of the city of West Point, Georgia, off Stateline Road, (Chambers County Road 212) on the west side of West Point Lake. The campground contains 75 campsites of which 72 have water and electrical hookups. The park has two shower houses each with a coin operated washer and dryer, two boat ramps, a sanitary disposal station, seven restrooms, basketball and tennis courts, softball field, nature trail, and a playground. Total distance for one complete tour of the park is approximately 7.5 miles.

**2. HOLIDAY CAMPGROUND****Schedule “A”****Contract Dates: 15 Mar –07 Sep 2021****Pre-Work Conference: 15-18 Mar 2021****Total Number of Performance Days: 92****Schedule “B”****Contract Dates: 15 Mar –07 Sep 2021****Pre-Work Conference: 15-18 Mar 2021****Total Number of Performance Days: 89**

Holiday Campground is located approximately 12 miles west of LaGrange, Georgia, off Highway 109 in Troup County, Georgia. The campground provides 112 campsites and two group camping areas. Amenities include three shower houses, each with a coin operated washer and dryer, two boat ramps, a sanitary disposal station, eleven restrooms, tennis court, basketball

court, softball field, and a playground. Total distance for one tour of the park is approximately 13 miles. Attendants will work a rotational four day on/four day off schedule which includes holidays and weekends.

### 3. R. SHAEFER HEARD CAMPGROUND

<b>Schedule “A”</b> <b>Contract Dates: 01 Mar-30 Nov 2021</b> <b>Pre-Work Conference: 01-04 Mar 2021</b> <b>Total Number of Performance Days: 136</b>	<b>Schedule “B”</b> <b>Contract Dates: 01 Mar-30 Nov 2021</b> <b>Pre-Work Conference: 01-04 Mar 2021</b> <b>Total Number of Performance Days: 136</b>
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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 in Troup County, Georgia. The campground has 117 campsites, all with water and electrical hookups. Amenities include an amphitheater, a boat ramp, two shower houses, each with a coin operated washer and dryer, a sanitary disposal station, a playground, and five 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.

### 4. WHITETAIL RIDGE CAMPGROUND

<b>Schedule “A”</b> <b>Contract Dates: 01 Mar-31 Oct 2021</b> <b>Pre-Work Conference: 01-04 Mar 2021</b> <b>Total Number of Performance Days: 125</b>	<b>Schedule “B”</b> <b>Contract Dates: 01 Mar-31 Oct 2021</b> <b>Pre-Work Conference: 01-04 Mar 2021</b> <b>Total Number of Performance Days: 124</b>
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Whitetail Ridge Campground is located approximately 10 miles west of LaGrange, Georgia, off Highway 109 in Troup County, Georgia. The campground provides 58 campsites, all with water and electrical hookups. Park facilities include two shower houses, each with a coin operated washer and dryer, boat ramp, nature trail, one restroom and a sanitary disposal station. Total distance for one complete tour of the park is approximately 2.5 miles. Park Attendant Contractors will be required to collect credit card fees.

## II. GENERAL INFORMATION

The Contractor must provide a two (2) person team, at least the legal age of majority in the state where the work will be performed, and who are **both** physically and mentally capable of performing the contractual responsibilities specified here and in Local Policies provided at the project, for the duration of the contract.

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.

At locations utilizing the reservation system, Recreation 1 Stop (R1S)™, potential **contractors must possess basic computer skills** (ability to operate preinstalled programs on a government-furnished computer, through the use of a keyboard and/or mouse). R1S™ is an internet-based computer program used for registering campers, tracking fees and processing reservations. All contractors will be oriented to the applicable programs and associated equipment.

Contractors are prohibited from unilaterally terminating, abandoning or prematurely ending any government contract. If a Contractor unilaterally terminates a government contract, the Government reserves the right, in its sole discretion, 1) to terminate the contract for cause and seek reprocurement costs, 2) in lieu of termination, to not consider the contractor for any other gate attendant contract within Mobile District for a full season, or 3) in lieu of termination, to modify and closeout the contract due to extenuating circumstances. An example of a full season is, if a contractor unilaterally terminates a contract in Spring-Summer 2020, then they may not be considered for any another gate attendant contract until Fall 2021-Winter 2022.

Prior to award of a contract, if a bidder refuses an acceptance by the Government, they shall not be considered for any other gate attendant contract within Mobile District for a full season. For example, if a bidder refuses an acceptance by the Government in Spring-Summer 2020, then they shall not be considered for any another gate attendant contract until Fall 2021-Winter 2022.

Award will be made to the responsible bidder whose proposal is found to be most advantageous to the Government, price and other factors considered. The Government reserves the right to award to other than the low bid.

#### **A. CONTRACTING OFFICER & CONTRACTING OFFICER'S REPRESENTATIVE**

The term "Contracting Officer" (KO) 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.

The term "Contracting Officer's Representative (COR)" shall be a person or persons at the field locations designated by the Contracting Officer. The COR represents and reports to the Contracting Officer.

#### **B. PERFORMANCE SCHEDULE & CONTRACTOR HOURS**

1. Contractors shall work according to the performance schedule and hours specified in the Local Policies provided by the project for which they bid and are awarded. The

COR has the authority to change scheduled performance days and hours as deemed necessary; however, only the Contracting Officer may amend the contract for permanent schedule changes.

2. The COR will give the Contractor at least a 24-hour notice of schedule changes initiated by his/her office.

3. On scheduled performance days, **both** members of the performing contractor team must be present within the park **at all times except as noted herein**, and the park attendant station (also referred to as a gatehouse) must be continuously staffed by at least one member of the team during hours outlined in Local Policies provided by the project. **One member of the performing contractor team may leave the park during non-peak performance hours to make the required bank deposit.**

4. During non-peak performance hours of scheduled days, the performing contractor team must 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. PRE-WORK CONFERENCE**

All successful bidders shall attend a pre-work conference prior to the beginning of the contract. The conference will provide guidance on R1S™ computer use, issuing user permits and receipts, collecting and accounting for user fees, operating applicable equipment and computer programs, processing credit card transactions, reserving facilities (if applicable), recording pertinent data, and customers care issues. An overview of contractor responsibilities and policies outlined in the contract and the Project's Park Attendant Guide will be presented.

**NOTE:** Contractors shall be required to demonstrate their ability to proficiently operate required computer programs and equipment, as applicable.

### **D. PETS**

For park in which pets are permitted, contractors shall comply with Title 36, Code of Federal Regulations, Part 327.11 (Control of Animals) which includes:

1. Contractors shall keep pets restricted to the interior of the living quarters or otherwise physically restrained by a leash not longer than six (6) foot at all times. The Operations Project Manager will have the option of approving portable cages or containers for temporary (daytime) outdoor confinement of pets.

2. Contractor shall restrain pets to prevent contact with visitors. Except for service animals, pets are prohibited in or near the gatehouse (NO EXCEPTIONS).

3. Contractors shall be responsible for daily cleanup and proper disposal of pet waste.
4. The COR may require the removal of pets that are disruptive and impact park operations (barking dogs, aggressive behavior, etc.)
5. Contractors shall keep pets clean, free of foul odors and have all vaccinations current and shall maintain current records.
6. Contractors shall be liable for any damage to government facilities, damage to park visitors' property, or personal injuries caused by their pets.
7. Failure to comply with these provisions could result in termination of the contract.

### III. GENERAL RESPONSIBILITIES

Contractor general responsibilities include, but are not limited to: providing information and assistance to the public, conducting inspection tours of the park and its facilities, controlling access to the park; opening and closing gates, monitoring visitor compliance with visitation and quiet hours, issuing user permits, reserving sites and facilities, posting reservation signs, registration of campers and visitors if applicable, and fee collection and remittance reporting according to prescribed procedures. All contractual provisions shall be performed to the satisfaction of the Contracting Officer or COR. Time and duties vary by Project.

#### A. CUSTOMER ASSISTANCE & PUBLIC INTERACTION

The primary role of a Park Attendant Contractor is first and foremost to courteously assist visitors, and secondly to tactfully and respectfully inform customers of the rules and regulations in an attempt to gain compliance. Contractors are **NOT** rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors. Contractors shall not attempt to detain, apprehend, or search any visitor or personal property. Contractors shall not use profanity in the presence of the public, project personnel, or other contractors. Contractor shall notify and inform Ranger on Duty of all problems encountered.

1. Contractor must be able to interpret and comply 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. Contractor shall act as point of contact for the visiting public for reporting emergencies and/or violations of law. Attendants shall assist public with information by answering telephones and questions at the gate house. Contractor shall report to Ranger on Duty all accidents, violations of law, disturbances, and situations that could affect the health and/or safety of the visiting public. **Serious or life threatening incidents and/or emergencies shall be reported *first* to 9-1-1 and *then* to the Ranger on Duty.** In the event 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. **Rangers will handle each case on its own merit, in accordance with Corps Visitor Assistance Regulations and training. Contractors shall not attempt to direct, manipulate, undermine, oppose, impede or “second-guess” decisions made by Rangers.**

2. 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 Project Manager. Contractors shall assist visitors courteously and professionally, as necessary, by locating facilities, sites, park features and local attractions.

3. Contractor shall inform customers of park quiet hours and visitor hours as they enter the park. Contractors shall courteously ask visitors to depart at closing time and report violations immediately to Ranger on Duty.

4. Contractors shall deliver emergency and non-emergency messages to park users in accordance with Project policy. Contractors shall 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.

5. Without exception, Contractors shall immediately open park 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. Contractors shall also open gates to allow emergency vehicles access to the park and customers. Contractors shall open and close campground and day-use area gates as required by the applicable Local Policies. They shall 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.

6. Contractors shall maintain a daily log of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Contractors shall 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.). Contractors shall report complaints and incidents to Ranger on Duty. Records shall be turned into project management personnel as instructed.

7. Contractors shall at all times present a courteous and helpful attitude toward all visitors, and shall refrain from any conduct which reflects unfavorably on the Corps of Engineers. Contractors shall not discriminate against customers on the basis of race, color, religion, sex, national origin, marital status, or disabilities.

8. During performance dates and hours, Contractors shall 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 shall be locked whenever unattended.

9. Contractors may seek permission for concealed carry of firearms from the Commander; however, the Commander's letter of permission only applies during off duty hours, with restrictions as set forth in the letter of permission. While on duty, Contractors shall not carry firearms in their vehicles or on their persons at any time, nor shall firearms be allowed in gatehouses.

## **B. FEE COLLECTION, ACCOUNTING & PROCESSING**

Contractors shall maintain all records necessary for the administration of the user fee program including, but not limited to: computerized registration and reservation program such as R1S™, 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. **IT IS ILLEGAL TO DUPLICATE GOVERNMENT KEYS AND FORMS (REGISTRATION CARDS, CAMPER PASSES, ETC.).** Guidance is provided at the pre-work conference.

1. Contractors shall collect a variety of user fees as specified in the applicable Local Policies for campers, visitors, and day users. Fees collected shall be properly secured. Cash on hand must at all times correspond with permit and related records. There shall not be co-mingling of personal cash with fees collected by Contractors except where Local Policies require Contractors to provide a change fund. Contractors must comply with the Corps' audit procedures.

2. Contractors, where applicable, shall administer and collect fees for picnic pavilion reservations and campsite reservations. This may include coordinating with the local Project Office, utilizing R1S™, managing reservations, collecting user fees and issuing receipts to the customers.

3. Contractors shall operate the R1S™ computerized reservation system at participating locations. 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.

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

5. Contractors operating in recreation areas that accept cash shall convert cash collected to cashier's check or money order (made payable to R1S™; Finance & Accounting Officer, Mobile District Corp of Engineers; or as otherwise officially specified) and mail converted fees and specified documentation to a Corps authorized account via certified mail. Alternately, 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. Contractors are responsible for the cost of converting fees into a money order or cashier's check. Contractors shall process all required documentation, such as cash collection vouchers, deposit slips and

remittance registers (either R1S™ or generated or manually completed) in accordance with Corps policies. **Contractors shall be responsible for the cost of certified postage, as well as, preparation time, travel 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 Section I “Available Positions & Park Descriptions.” Compensation for these items must be included as a part of the potential Contractor’s bid price.**

6. Contractors shall take precautions to ensure personal safety and security of fees according to prescribed procedures. Where provided, an approved safe shall be used by the 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 shall 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 Project Manager.

7. At authorized locations, Contractors shall issue Annual Day Use and/or America the Beautiful passes to eligible individuals and complete documentation according to prescribed procedures.

#### **C. CLEANING & MAINTENANCE**

Contractors shall 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 shall be part of this contract.

Other more specific cleaning duties are found in the park description and Local Policies.

#### **D. LIVING AREA**

Contractors shall 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 Project Manager.

#### **E. SECURITY OF PERSONAL PROPERTY**

Security of 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, contractor’s property.

#### **F. LOST & FOUND**



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

#### **G. COOPERATION WITH OTHERS**

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

#### **IV. CONTRACTOR-FURNISHED EQUIPMENT & PROVISIONS**

*Items specified in this section should be included in the bid price.*

##### **A. TEMPORARY LIVING QUARTERS**

1. 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.

2. The unit shall be equipped with electrical hookup not to exceed 110 volts, and shall be at least 18 feet in length. Maximum size of the trailer or motor home shall be determined by physical limitations of the site furnished. However, contents of the trailer must remain in the trailer and restrooms/showers must be usable.

3. 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 Project Manager or his/her representative, will not be acceptable.

4. **The contractor team shall be the sole occupants of their site. Other family members and friends shall not reside with the contractor.**

5. Overnight visitors of the contractor may stay in the contractor’s living quarters. Visitors, including family and friends, shall not enter the gatehouse at any time. Visitors having their own camping equipment shall occupy a regular campsite and receive no preferential treatment by the contractor in regards to fees, site assignments or Corps and Project policies. Visitors shall not utilize attendant site hook-ups. Operations Project Managers and their authorized representatives may limit the number of visitors and length of stays.

##### **B. CONTRACTOR TRANSPORTATION**

Contractors shall provide and maintain a fully operational vehicle, which can be utilized independently of their RV, for purposes of personal or contract-related duties.

1. All motor vehicles, including motor bikes and similar vehicles used contractors, shall be properly licensed, “street legal”, comply with all applicable state laws, and shall be operated in a safe and legal manner.
2. Vehicles used for park patrols shall be in good condition, free from slogans, advertising, and offensive materials.
3. 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.
4. Contract shall provide fuel necessary to perform tasks in the General Duties and those specified by Local Policies.

### C. CONTRACTOR APPEARANCE

Contractors shall promote a professional image through their personal appearance and actions. While on duty, 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. Only caps/hats provided by the Operations Project Manager’s Office may be worn while on duty. **Some projects may require contractors wear uniforms purchased at their own expense in accordance with prescribed policy. DO NOT purchase uniforms prior to the pre-work conference.**

### D. INSURANCE

The contractor, contractor’s employees, and all associated sub-contractors’ employees shall procure and maintain during the entire period of his performance under this contract the following minimum insurance in accordance with the Additional Contract Requirements.

Comprehensive Automobile Liability Insurance:

Bodily injury coverage with minimum limits of \$250,000 per person and \$500,000 per occurrence.

Property Damage Coverage with a minimum limit of \$25,000 per occurrence.

At all times during performance, the contractor, contractor’s employees, and all associated sub-contractors’ employees shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing 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 no later than 30 days prior to contract award.

## E. CHANGE FUND

Some Projects may require Contractors to provide a \$150 change fund prior to the start of the contract. In these instances, Contractors must adhere to local audit policies to identify these funds.

## F. OTHER REQUIRED EQUIPMENT/SUPPLIES

In addition to the aforementioned, Contractors shall furnish any other equipment and/or supplies as specified by Local Policies.

## V. GOVERNMENT-FURNISHED EQUIPMENT & PROVISIONS

### A. 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 contractor's camping unit and personal vehicles only. Contractors may be required to obtain an off-premise postal box, at their own expense.

### B. GATEHOUSE/ENTRANCE STATION

1. Unless otherwise specified, gatehouse entrance stations shall be shared between two sets of contractor teams on alternate performance schedules.

2. Only those persons under contract as contractors (on scheduled performance days), and properly identified and authorized Corps employees, shall be permitted inside the non-public portion of the gatehouse.

3. Customers, visitors and contractor's guests (including family members) shall only be allowed in the public area of gatehouses. Some gatehouses do not have indoor public areas.

4. Only certified service animals are permitted in/or adjacent to gatehouses.

5. **No tobacco or tobacco substitute products (e.g. electronic cigarettes) are permitted inside gatehouses/entrance stations.** At the Operations Project Manager's option, contractors on duty may be allowed to smoke in designated areas adjacent to the gatehouse provided cigarettes/cigar ashes and butts are properly disposed.

6. Contractor shall 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. COMMUNICATIONS EQUIPMENT

The Government, as appropriate, will provide sufficient communications equipment, including portable radios and telephone equipment. Government provided radios/telephones shall

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 Project Manager or their authorized representative.

#### **E. CONTRACTOR IDENTIFICATION**

The Government will furnish contractor identification tags, patches and ball caps that clearly identify contractors as non-government employees.

#### **F. KEYS**

The COR will provide keys for park operation. 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**

Cleaning supplies will be provided by the Government as stated in the applicable Local Policy.

### **VI. PAYMENT FOR PERFORMANCE**

Payment is processed once monthly for each day worked at the quoted contract unit price. Per FAR 52.232-33(b) Payment by Electronic Funds Transfer--System for Award Management, “[t]he Government shall make payment to the Contractor using the EFT information contained in the System for Award Management (SAM) database.”

#### **A. INVOICES**

Contractor shall submit on a monthly basis a bill for the number of days worked. Payment will be made within the timeframe allowed by federal regulation (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 borne by the contractor. **NOTE: Contractor may perform approximately 60 days before receiving first contractual payment.** See Exhibit 1 for a sample invoice.

#### **B. NON-PERFORMANCE**

No payment shall be made for days of non-performance, including those due to contractor illness or personal matters. The Operations Project 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.

### **C. FINAL CONTRACT PAYMENTS**

Final payment voucher shall not be presented to the contractor until all funds and permits are reconciled. Proper handling of and accounting for funds is a condition of performance of this contract. The Contractor may be held liable for any losses, including any equipment issued by the Government lost or damaged due to negligence.

## **VII. CONTRACTOR PERFORMANCE**

### **A. CONTRACTOR DEFICIENCIES**

1. Contractors shall be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or COR. Notification shall be documented in a memorandum for record and forwarded to the Contracting Officer.

2. Written notifications and memoranda for record shall be prepared by the COR. The original will become part of the contractor's permanent file at the Operations Project Manager's Office, a copy will be issued to the contractor, and a copy forwarded to the Contracting Officer.

3. Upon receipt of notification of deficiency in service, contractors must immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency.

4. Deficiencies may be cause for termination of contract.

### **B. TERMINATION**

1. Failure of the contractor to provide items in full and to provide complete services listed in the General Scope of Work and specific project Local Policy 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.

2. Contractors may be terminated if the Government determines 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.

3. Inappropriate conduct or unacceptable actions of contractors may be grounds for termination. Examples of actions meriting termination include, but are not limited to:

- a. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies;
- b. Consumption of alcoholic beverages and/or intoxication while on duty, and/or possession or use of illicit drugs at any time;
- c. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against, or in the presence of, customers, Corps personnel, or other contractors;
- d. Recurring written or verbal complaints from visitors or project personnel concerning contractor's attitude or lack of cooperation in performance of contractual responsibilities;
- e. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) area of gatehouses/entrance stations;
- f. Inability to perform contractual responsibilities in accordance with the General Scope of Work and Local Policies;
- g. Violations of public health and safety, including smoking in the gatehouse; and,
- h. Failure to maintain a clean and well-groomed personal appearance.

## **VIII. ADDITIONAL REQUIREMENTS & INFORMATION**

### **A. SYSTEM FOR AWARD MANAGEMENT (SAM)**

The Contractor is required to have an active Commercial and Government Entity (CAGE) code prior to award. Refer to contract clause **52.204-7 System for Award Management** for further instruction. The following information relative to this contract is required for successful registration:

1. All business types should be marked "For-Profit Organization".
2. North American Industry Classification System (NAICS) Code **721211 RV (Recreational Vehicle) Parks**
3. Select "Yes" for small business.

### **B. REPRESENTATIONS & CERTIFICATIONS**

Contractors must certify that they are a small business by completing provision 52.212-3 "Offeror Representations and Certifications—Commercial Items" Alternate I. You may also complete this document through the On-line Representations and Certifications Application (ORCA) located at <https://www.sam.gov/SAM/>.

## C. BONDS

Army regulations require contractors, contractor's employees, and all associated sub-contractors' employees 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 minimum amount of \$5,000.00 with the U.S. Army Corps of Engineers, Mobile District, listed as the Obligee. The term of the bond must be effective a minimum of 60 days past the end date of the contract period of performance. The Contractor shall not begin performance until proof of such a bond is furnished.

**NOTE:** If you obtain one bond, all persons must be listed on the single bond.

## D. BACKGROUND CHECKS

Each contractor, contractor's employees, and all associated sub-contractors' employees must submit a completed Questionnaire for Non-Sensitive Positions (SAM Form 36), a completed SF-87 Fingerprint Card (Version DEC 2017 only; or electronically), and a completed Declaration for Federal Employment (OF306 Form) for a background check. All associated costs shall be incurred by the contractor.

a. The "Subject Information" block must be completely filled out on the SAM Form 36 (Attachment 1 SAM Form 36). The "Authorization" block must be completed, dated and signed.

b. Contractors may go to the local Police Department or Sheriff's Department to have fingerprints collected on an SF-87 Fingerprint Card (**Version DEC 2017 only**) or electronically (preferred method).

i. The blocks highlighted in yellow must be completely filled out on the Fingerprint Card (Attachment 2 Sample Fingerprint Card).

ii. The following information must be included on the Fingerprint Card:

SON: A343

SOI: A343

IPAC: 00005570

**NOTE:** Fingerprints submitted on 8.5 x 11 paper WILL NOT BE ACCEPTED. All fingerprints must be submitted on an SF-87 Fingerprint Card (**Version DEC 2017 only**) or electronically.

c. The Declaration for Federal Employment (Attachment 3 OF306 Form) must be completely filled out.

i. Spell out entire given name.

ii. For "Place of Birth", input the city and state ONLY.

iii. Input all dates in the format (MM/DD/YYYY).

iv. Do not abbreviate or use acronyms for Branch of Military Service.

v. Be sure to input and number accordingly additional information as required for answers to Blocks 7-15 in Block 16.

- vi. Sign and date Block 17a as the Applicant. Do not fill out Blocks 18a-c.
- vii. If the form is handwritten and a mistake is made, cross out the mistake with a single line through the incorrect information, initial and date.
- viii. Do not use whiteout on the form.

**NOTE:** For an example of a completed OF306 Form, see Attachment 4 Sample OF306 Form.

d. Background checks will be initiated once a completed SAM Form 36 and OF306 Form have been received. Contractors will receive an initial email from the Personnel Security Investigation Center of Excellence (PSICoE) with instructions pertaining to the completion of the online e-QIP form. Within 24 to 48 hours after the initial email, Contractors will receive another email with instructions on how to access the e-QIP form online.

**NOTE 1: The e-QIP form must be completed within 5 days of receiving the email from PSI-CoE to complete the background check process. If a contractor receives the initial email but no registration code, contact the PSICoE Customer Service Center at 410-278-4194 to request a registration code.**

**NOTE 2: If a contractor has had a background check processed in this manner, then the contractor is not required to submit the documents again unless it has been more than 24 months since the contractor has worked in federal service. The contractor will only need to provide a Social Security number so that an updated background check can be processed.**

## **IX. ANTITERRORISM AND OPERATIONS SECURITY (AT/OPSEC) REQUIREMENTS**

The following paragraphs apply to this requirement:

### **A. ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES**

All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). If necessary, the contractor shall also provide all information required for background checks to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

### **B. PRE-SCREEN CANDIDATES USING E-VERIFY PROGRAM**

The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government



issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award.

\*When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, with the designated Government representative. This Form will be provided to the Contracting Officer and shall become part of the official contract file.

**EXHIBIT 1**

**SMALL BUSINESS INVOICE**

**NAME:**

**DATE OF INVOICE:**

**ADDRESS:**

**PURCHASE ORDER:**

Park attendant services at \_\_\_\_\_ for the period \_\_\_\_\_ through \_\_\_\_\_ for a total of \_\_\_\_\_ days at  
per day = \_\_\_\_\_ .

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Contractor Signature