

## **Okatibbee Lake Project Campground Local Policy**

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

**Hours of Work:** Both PAs “A” and “B” will generally work a four day shift, four days on and four days off and will work all the federal holidays that will fall within their normal shift. Twenty-four hour shifts begin at 6 a.m. each morning and end at 6 a.m. the following morning. During the contract period PAs will operate the gatehouse control station for sixteen (16) hours each day, generally from 6:00 a.m. to 10:00 p.m. At least one PA will be available in the park during times in which the gatehouse is not open and the PA is on duty.

**Pre-Work Conference:** PA schedule “A” & “B” will be required to attend an eight (8) hour pre-work conference session scheduled on one of the first three days of the PA’s shift. The pre-work conference will take place at the campground gate house. This pre-work conference will be considered a work day.

**Park Inspections:** PA Schedule “A” & “B” are required to furnish sufficient transportation to make inspections of the entire campground. Such inspections shall be made at a minimum of once every four hours while the campground is open. Total mileage for one inspection tour is approximately three miles. PA will be required to inspect the entire campground and inside and outside of rest room facilities during operating hours. Keep a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger. Inspections shall be performed once in the morning between 7:00 AM to 10:00 A.M., the afternoon between 12:00 noon to 3:00 P.M. and in the evening between 5:00 P.M. to 8:00 P.M. Each inspection shall be at four hour intervals from the time of first inspection. Beach rescue equipment will be placed on beaches daily and inspected on a regular basis to insure availability.

**Opening and Closing Facilities: Park Attendant Schedule “A” and “B”** Required to unlock and open gate to campground each morning at 6:00 AM and close and lock campground gate each night at 10:00 PM on duty days. Additionally, PA will be **required** to open the entrance gate for those leaving after 10:00 PM for reasons as discussed at the pre-work conference and emergencies. PA will also be required to close & lock gate and rest room facilities in day use areas around the project on scheduled work days, schedule of opening and closings will be provided upon arrival. Closing will be between 6:00 PM & 8:00PM depending on time of year as directed by the Contracting Officer’s Representative (COR). The Parks include Collinsville Day Use Area; two gates, two rest rooms, West Bank Park; one rest room, Tailrace Park; one gate; Pine Springs Park; one gate and one restroom. PA will furnish transportation to close these facilities and gates at no additional cost to the government. Round trip mileage to secure these areas is approximately twenty-five (25) miles.

**Park Attendant Living Area:** PAs are limited to erecting only one tent or gazebo at their site. The tent or gazebo should be less than 200 sq. ft. in size. PAs shall not install any permanent structures at the living area.

**Campground Wash House/Shower/Rest room Facility:** Will be required to be inspected by PA Schedule “A” & “B” on their designated duty days as per the following specifications and standards. Inspections of rest room building shall be performed once in the morning between 7:00 AM to 10:00A.M., in the afternoon between 12:00 noon to 3:00P.M., and in the evening between 5:00PM to 8:00P.M. Each inspection shall be

at four hour intervals from time of first inspection. Maintenance of facility shall include the following: replace toilet tissue when needed, remove foreign material from floor (i.e. Paper, dirt, leave, grass) by sweeping.

**Government furnished Equipment and Supplies:** Government will furnish a site for a self-contained trailer/motor home with electricity, water, sewer hook-up and telephone jack. Other items included are as follows: Gate house, log books, computer, R1S (Recreation One Stop) Field Managers Users Guide, Twitley Branch Gatehouse Park Attendant Manual, permit books, passes, an assortment of brochures and office supplies. The Government will also furnish supplies to clean gate house (paper products, trash bags and vacuum cleaner). Storage of most cleaning supplies will be at storage facilities at gatehouse.

**Additional Information: All bidders should contact Thomas Miller or Scott Payne at the Okatibbee Lake Project Management Office, at 601.626.8431 to arrange for a tour of the park(s) and an explanation of required duties and responsibilities.** Prospective PAs are strongly encouraged to visit the area they are interested in operating before submitting a bid.