

Tennessee-Tombigbee Waterway - Local Policy

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

PERFORMANCE SCHEDULE AND PARK ATTENDANT HOURS: The PA's schedule will generally consist of a rotation of four days on/four days off, with the exception of DeWayne Hayes Day Use. The schedule for the PA at DeWayne Hayes Day Use will generally consist of three days on/Mondays, Tuesdays, Wednesdays and Thursdays off. PAs will perform on all of the federal holidays that fall within their normal shift. On scheduled performance days, both members of the PA Team will be present within the park at all times, for the duration of this contract. PAs will also maintain a 24-hour presence to monitor the park during performance days, which ends at 6 a.m. the morning following a scheduled rotation (except on days that the PA goes to the bank). PAs working at the beaches on Bay Springs Lake will not be required to be on-site between the hours of 9:00 pm – 8:30 am.

The gatehouse will be continuously staffed by at least one member of the PA team on performing days. This includes the time when one PA is performing park patrols and inspections. **PAs will be required to open the park gates at 6:00 a.m. and close park gates at 10:00 p.m. This includes all associated gates within the picnic area. The only exception to this will be on the Bay Springs Lake beach contracts in which gates will open at 9:00am and will close at 8:00pm. PAs will still be on duty until 9:00pm to lock bathroom doors or gates at adjacent picnic areas as required.**

Gatehouse hours are generally from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 7:00 a.m. to 10:00 p.m. on Fridays, Saturdays, and Sundays. On Holidays and Friday, Saturday and Sundays of holiday weekends, hours are generally from 6:00 a.m. to 10:00 p.m. A minimum of one PA will be required to perform in the gatehouse a maximum of sixteen hours, depending upon visitation and use, as deemed by the Contracting Officer's Representative (COR). Gatehouse hours for the Bay Springs Lake beaches will be from 9:00am – 8:00pm every day. PAs will actually be on duty 9:00am – 9:00pm.

- a. If conditions warrant, the COR has the authority to change performance days and hours as deemed necessary. The COR will give the PA at least 24-hour notice of schedule changes.
- b. The PAs will be allowed to utilize their class-A campsite, free of charge, during the contract period. During non-performance days neither PA will be required to remain in the park unless they wish.
- c. **PAs at Bay Springs Lake beaches will be responsible for the issuance of personal flotation devices (PFD) to the public. PAs will ask individuals which size PFD they would require according to the weight of the individual. PAs will make a strong, diligent effort to loan a jacket to the public. PA will also be responsible retrieving the appropriate jacket from the drying rack and returning it to the vehicle for the visitor.**

Pre-work Conference: All PAs will be required to attend pre-work conference sessions. Pre-work conferences will be held at the Tennessee-Tombigbee Waterway Management Center in Columbus, Mississippi and/or on site in the campground. The pre-work conference for Piney Grove Campground and Whitten Park will be at Piney Grove Campground. Pre-work conference sessions will be from 9 a.m.-5 p.m. The pre-work conference session for Bay Springs Lake beach PAs will be at the Piney Grove Beach gatehouse beginning at 9:00am for two six hour days resulting in payment for one day worked. During these sessions, review of the PA's Guide, rules, policies, and PA

responsibilities will be discussed. The PA will also be instructed in User Fee Collections (User Fee Permits, Recreation One Stop (RIS)) Attendance of the pre-work conference is mandatory. Lunch will not be provided.

A campsite will be made available free of charge for the PA's use, if so desired, one week prior to the start of the pre-work conference. At time of acceptance of bids, successful PAs should be prepared to communicate their arrival date to the project to the COR. It is recommended that the PA use this time to familiarize or reacquaint themselves with the recreation areas and local communities.

APPROVED USER FEE COLLECTION & PROCESSING: User Fee Collections will be conducted according to regulations. PAs will be required to collect various fees, including day use fees, annual pass, camping fees and special use fees. Collection of fees and processing of fees shall be in accordance with RIS. The PA will be responsible for converting cash into a cashier's check or money order to deposit into the RIS system. PAs at all Day Use Areas will be using a cash register and converting cash collected to a cashier's check, money order or equivalent source of secure funds weekly. All checks and associated paperwork, receipts, etc. will be collected by the Fee Cashier or Corps personnel weekly. **PAs are responsible for security of all recreational funds/property in their possession.**

Park Inspections: A minimum of four patrols in the area of responsibility will be conducted each working day between the hours of 8:00 a.m. - 9:00 a.m.; 1:00 p.m. - 2:00 p.m.; 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 10:00 p.m. A minimum of one of these inspections will include the inspection of all campground facilities and the surrounding area for potential safety hazards. PAs working at Bay Springs Lake beaches will make a total of four inspections during each day to be determined by park usage. All findings will be promptly reported to a ranger or other Corps personnel. One PA must be in the gatehouse during these patrols and inspections.

Opening and Closing Facilities: The PA will be required to open the park gates at 6:00 a.m. and to close park gates at 10:00 p.m. on performance days. This includes any associated gates within the picnic area of the recreation area. **NOTE: Without exception, PA 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. PA will allow emergency vehicles to access the park and customers.**

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 should not install any plants that will live longer than one season.

Gatehouse Maintenance and Appearance: CLEANING AND MAINTENANCE: PAs will be required to clean and maintain the gatehouse and immediate surroundings. This would include but would not be limited to sweeping, mopping, and waxing the floor, dusting, cleaning windows and disposing of trash, and cleaning of gatehouse restroom. Cleaning supplies and tools will be supplied.

Additional Park Attendant-Furnished Equipment/Supplies:

- A. Local telephone service for PA use will be provided through the campground's business line. Long distance telephone calls must be authorized by the COR and recorded as directed, except in official emergency situations.
- B. A telephone for use inside camper trailer or motor home.
- C. PA will provide personal funds to make change. The amount of the change fund should be maintained at \$100.

Additional Information: Prospective bidders who are not familiar with the site are encouraged to visit the project or discuss the contract with project employees before submitting a bid.

For additional information for Blue Bluff Campground, DeWayne Hayes Campground, DeWayne Hayes Day Use, Pickensville Campground, and Town Creek Campground contact:

Tennessee-Tombigbee Waterway Management Center
Attn: Park Ranger Ben Williams
5000 N. Frontage Road
Columbus, Mississippi 39701-9504
(662) 245-5500

For additional information for Piney Grove Campground, please contact Chad Pearson at 662-423-1287.

For additional information on Whitten Campground, please contact Eric Holcomb at 662-423-1287.

For additional information on Piney Grove and Old Bridge Beaches, please contact Craig Koon at 662-423-1287.