

West Point Project

Campground Park Attendant Local Policies

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 Performance Specifications* and the *Local Policies* prior to submitting your bids.

Park Attendant Hours of Work: Both PAs "A" and "B" at Whitetail Ridge, R. Shaefer Heard, Amity and Holiday will generally 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 shift. Twenty-four hour shifts begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period, PAs will operate the gatehouse control station for fifteen (15) hours each day; generally from 7:00 a.m. until 10:00 p.m. On scheduled performance days, both members of the performing PA team must be present within the park at all times, and the gatehouse must be continuously staffed by at least one member of the team during open hours. During non-peak hours of scheduled days, the performing PA team must be continuously present within, or in the immediate vicinity of, their designated living quarters, and available to provide customer support as needed.

Pre-Work Conference: All PAs shall attend a pre-work conference prior to the beginning of the contract. The sessions will begin at 9:00 a.m. each day at the West Point Project Management Office, 500 Resource Management Drive, West Point, GA 31833. These meetings will conclude by 4:00 p.m. each day. PAs will be responsible for learning and operating the R1S (Recreation 1 Stop) computer program, to register campers and visitors and collect user fees. This system will be addressed in the pre-work conference; however, computer literacy is required for all team members. PAs will be paid their normal daily rate for attendance.

Park Attendant Appearance: On scheduled performance days, PAs must wear a name tag that is clearly visible to the public.

Park Inspections: PAs will conduct an inspection of the park at least once 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.

Opening and Closing Facilities, Campgrounds: PAs are required to 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 on scheduled performance days. PAs will contact law enforcement personnel or project management personnel for situations beyond PA's control from 10:00 p.m. until 7:00 a.m. PAs will raise the United States of America and the U.S. Army Corps of Engineers flags each morning and lower, remove, and fold at sunset. Without exception, PAs 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. PAs will also immediately open gates to allow emergency vehicles access to the park and customers. Gatehouse windows and doors must be locked and interior appliances, lights and computers must be turned off after performance shift ends each day.

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.

Additional Park Attendant-Furnished Equipment/Supplies:

A. All maintenance supplies and equipment needed to maintain PA's campsite in a neat, clean, and sanitary condition are to be supplied by the PA.

B. A land-line telephone for use inside camper trailer or motor home.

Additional Government-Furnished Equipment/Supplies: Local telephone service for PA use will be provided through the campground's business line. Long distance telephone calls must be authorized by the Contracting Officer's Representative (COR) and recorded as directed, except in official emergency situations.

Life Jacket Loaner Program: PAs will be required to operate a Life Jacket Loaner Program at their location. The Life Jacket Loaner Program will require the PAs, through established procedure, to issue life jackets to interested visitors, to check-in life jackets when they are returned, to maintain life jacket inventory and to notify rangers of any irregularities in life jacket inventories as they are discovered.

Additional Information: All bidders should contact Park Ranger Susan Cromer at the West Point Lake Project Management Office, at 706-645-6105 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.