

Park Attendant Checklist

Did you remember to:

- Complete the Standard Form 1449 (SF1449)
 - Block 17a: Include your Name, Address, Cage Code, and Phone Number
 - NOTE: A Cage Code is the 5-character alphanumeric code given by Central Contractor Registration (www.ccr.gov) when you register. If you have not registered, you may still send in your quote without the Cage Code; however, if your quote is low, no award can be made until this registration is completed. Registration can be done at the website above or by calling 1-888-227-2423.
 - Blocks 30a, 30b, & 30c: Sign, Print Name, and Date your offer

- Bid Schedule
 - Ensure that you have bid on the Base Period and all Option Periods for each park you're considering

- Supplemental Information Sheet (Work History Form)
 - Ensure you have filled out the required supplemental information sheet

- Complete 52.212-3 Offeror Representations and Certifications
You must do one of the following:
 - If you have completed the annual representations and certifications electronically at <http://orca.bpn.gov>, complete paragraph (j) of 52.212-3
 - OR**
 - If you have not completed the annual representations and certifications electronically, complete paragraphs (b) through (i) of 52.212-3
 - Please be sure include your Tax ID (or SSN if individual) under paragraph (b)(3) – this information is required prior to awarding a contract.

- Ensure your quote package returned prior to the time/date specified in Block 8 to the address indicated in Block 9 of the SF1442.

NOTE: Late offers will not be accepted. Electronic and/or Faxed offers are not authorized. You need only return the pages you have filled out.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 97	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W9127S-07-T-0002	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JERROD T WHITTINGTON				b. TELEPHONE NUMBER (No Collect Calls) (501) 324-5720 EXT 1162	
8. OFFER DUE DATE/LOCAL TIME 02:00 PM 17 Nov 2006		9. ISSUED BY CONTRACTING DIVISION USACE, LITTLE ROCK (W9127S) 700 W. CAPITOL AVE, RM 7315 LITTLE ROCK AR 72201-3225 TEL: (501)324-5720 FAX: (501) 324-5196		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 721211 SIZE STANDARD: \$6.5 Million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
12. DISCOUNT TERMS		15. DELIVER TO CODE		16. ADMINISTERED BY CODE			
SEE SCHEDULE							
17a. CONTRACTOR/OFFEROR CODE		18a. PAYMENT WILL BE MADE BY CODE					
TEL.		FACILITY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)	
				TEL:		EMAIL:	

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (<i>Location</i>)	
42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

INSTRUCTIONS TO OFFERORS

Complete the solicitation “Standard Form 1449 Solicitation/Contract/Order for Commercial Items” (SF 1449). Insert your name, address, cage code, and phone number in block 17a. Fill in blocks 30a, 30b, and 30c. A quote must be given for each position you are interested in; fill in the unit price and the total price. You must bid on the base period and all option periods for your quote to be considered. Leave the unit price blank for any parks you do not wish to bid on. You are also required to complete and return contract provision “52.212-3 Offeror Representations and Certifications – Commercial Items” and the work history form. Return your quote package to the address in Block 9 by the date and time specified in block 8. Late offers will not be accepted. You need only to return the pages you have filled out.

It is important that you read the entire solicitation package and fully understand the requirements stated herein.

Due to budget constraints for the operation of Government parks, it is requested that your “best possible price” be quoted.

Please bid only on the parks you are willing to accept. If you are offered a position, but refuse to accept it, you will not be considered for another position within the Little Rock District this year.

U.S. ARMY CORPS OF ENGINEERS, LITTLE ROCK DISTRICT GENERAL SPECIFICATIONS FOR PARK ATTENDANT SERVICES 2007

1. GENERAL INFORMATION

1.1 Requirements - This General Specification (GS) pertains to all U.S. Army Corps of Engineers, Little Rock District Park Attendant contracts. Unique requirements for individual positions are included in the Specific Park Sheets (SPS). If there is a conflict between the information in the GS and the SPS, the SPS will govern. Park Attendant services to be accomplished under this contract shall be in accordance with the provisions of the GS and the SPS, which include, but are not limited to, furnishing all labor, equipment, fuel, transportation, tools and supplies necessary to provide the specified services for the entire contract period (except as otherwise noted).

1.2 Park Attendant Team - Most positions under this contract require a two-person (both adults) contractor team. Both members must be identified on the (SF 1449). All work shall be performed by the identified two-person team and shall not be subcontracted. In the contract, the term "contractor" refers to both members of the identified two-person team. Both members shall be physically capable to perform all of the requirements specified. Any position that does not require two people will be indicated as so in the SPS. **None of the services required by this contract shall be subcontracted.**

1.3 Park Attendant Types - Park Attendants are categorized as one of four types: (I) Fee Attendant, (II) Cleaning Attendant, (III) Combination Attendant, or (IV) Relief Attendant. Please reference the Appendices for the specific requirements applicable to each attendant type.

1.4 Work Schedule and Park Hours - Park Attendants shall work according to the schedule and hours specified in the SPS for which they are awarded. The Operations Project Manager (OPM) or his/her representative has the authority to change days off or times worked if deemed necessary. However, the total number of days per week worked and the number of "on duty" hours per day may not be changed except by the Contracting Officer. The OPM will give the Park Attendant at least a 24-hour notice of schedule changes initiated by his/her office; the Contracting Officer will amend the contract for permanent schedule changes.

1.5 Pre-work Conference - All successful bidders shall attend a pre-work conference prior to the beginning of their contract. Details are given in the SPS and in the Appendices for each attendant type. Days required for pre-work conference will be paid at the daily rate quoted unless otherwise noted in the SPS.

1.6 Pets - Any pets allowed shall be confined or restrained in a manner that will prevent physical contact with visitors that may come to the Park Attendants' living area or quarters for assistance. All pets shall be kept on a leash 6 feet in length or under physical restraint at all times. **Pets will not be allowed in or near the gatehouse (NO EXCEPTIONS).** Park Attendants shall be liable

for any damage to government facilities, and/or damage to park visitors' property or person caused by their pets. Park Attendants are responsible for daily cleanup of their pet's waste and disposing of the same in an approved sanitary manner. Pets will be kept clean, free of foul odors, and have all vaccinations as required by state laws in effect at the park's location. The Operations Project Manager may require the removal of any animal deemed a nuisance or a danger, or causes physical damage to Government property.

1.7 Safety - All work shall be performed in accordance with applicable safety requirements set forth in Corps of Engineers Manual, EM 385-1-1, "Safety and Health Requirements Manual". Copies are available at each Project Office.

1.8 Background Check - Contractors may be required to undergo a criminal background check prior to being awarded a contract.

2. GENERAL DUTIES

2.1 Duties - In addition to the general duties stated herein, other specific duties and responsibilities to be performed are included in the applicable Appendix and in the SPS.

2.2 Visitor Assistance and Public Relations - The primary role of the Park Attendant is to courteously assist visitors, and their secondary role is to tactfully and respectfully inform customers of the rules and regulations. Park Attendants cannot enforce Title 36 regulations. The Park Attendant shall not argue with, threaten, harass or badger visitors or attempt to detain or apprehend violators or conduct searches of people or personal property. Park Attendants shall perform their duties with professionalism befitting a public servant and the Corps of Engineers. Park Attendants shall not use profanity in dealing with the public, project personnel, or other contractors. Within the context of Corps policies and regulations, Park Attendants shall provide for the needs of our visiting public and act as public relations representatives for the Corps of Engineers.

2.2.1 Park Attendants shall become familiar with Title 36, CFR, Chapter III, Part 327, "Rules and Regulations Governing Public Use of Corps of Engineers Water Resource Projects", campground and/or park rules, policies and requirements. Promptly report to any Park Ranger all accidents, violations of law, disturbances, and situations that could affect the health and safety of visitors. **Serious or life-threatening incidents and emergencies shall immediately be reported to project personnel and/or local law enforcement.** Other situations and incidents shall be reported to Park Rangers as instructed. Park Attendants will not attempt to direct, manipulate, undermine, oppose or "second-guess" decisions made by Rangers or other Corps employees.

2.2.2 Park Attendants shall greet customers in a friendly manner as they arrive at the park. Park Attendants shall assist visitors as necessary in locating facilities, sites, park features, other project locations, and local attractions in a helpful and professional manner.

2.2.3 Park Attendants may be required to open and close campground and day-use area gates as required by the SPS. They may also assist Park Rangers with management and control of picnic pavilions and multi-use courts, including turning power on or off, raising or lowering flags, and

posting reservations for both pavilions and individual campsites. Park Attendants may be required to maintain a logbook of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Records will be turned into project management personnel as instructed.

2.2.4 Park Attendants shall not discriminate against persons on the basis of race, color, religion, sex, national origin, age, or disabilities.

2.2.5 Park Attendants shall not carry or display firearms, pepper spray, mace, clubs, or any item or piece of equipment that may be construed as a weapon. This policy shall be followed despite any “conceal and carry” permit the contractor may possess. Park Attendants shall not display any type of emergency lights or emergency/law enforcement decals on vehicles used during the performance of this contract.

2.3 Living Area - Park Attendants shall maintain their assigned motor home/trailer site and adjacent living areas in a clean, free of clutter, and sanitary condition at all times. No dog pens, horse corrals, poultry cages, or similar facilities for pets or rearing of animals will be allowed, except as provided for in the subsection titled “Pets”. No washers, dryers, or excessive personal items will be permitted in the outside living area. Landscaping (garden and flowering plants) by the Attendants around their trailer site may be allowed after prior approval of the OPM. The Contractor shall not construct or place any structure on Government property without written permission from the OPM or his representative.

2.4 Security of Personal Property - Security of Park Attendant’s living quarters and all personal property shall remain the Attendant’s responsibility throughout the contract period. The Government accepts no responsibility for, nor will it be liable for, damage or theft occurring to the Attendant’s property. In addition to automobile liability insurance required in Section III.B, the Contractor is responsible for obtaining and paying for any other insurance desired, including but not limited to, general liability, comprehensive property, etc.

2.5 Cooperation with Others - Park Attendants shall cooperate with other Park Attendants, Park Volunteers, Corps of Engineers employees, Government Contractors and law enforcement personnel. Park Attendants shall allow Corps employees to utilize Government-furnished communication equipment for official business. **Park Attendants shall not direct the work performance of another contractor.**

3. CONTRACTOR-FURNISHED EQUIPMENT AND PROVISIONS

3.1 Temporary Living Quarters - The Park Attendant 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 entire contract period. The unit shall be equipped with electrical hookup not to exceed 110 volts. Maximum size of the trailer or motor home will be determined by physical limitations of the furnished park attendant pad. The trailer or motor home shall be parked at a location designated by the OPM. Pickup shell-type campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, or other RV’s which do not meet size requirements or

the “self-contained” classification as determined by inspection of the OPM will not be acceptable.

NOTE: The Park Attendants shall be the sole occupants of their site. Family members and friends (with the exception of dependant minor children) shall not live with the contractor.

3.2 Park Attendant Transportation - Park Attendants shall provide and maintain a fully operational vehicle, which can be utilized independently of their RV, for the purposes of personal or contract-related transportation. All motor vehicles, including motor bikes and similar vehicles used by attendants, shall be properly licensed, “street legal”, comply with all applicable state laws, and shall be operated in a safe and legal manner on approved roads and/or surfaces. This does not include sidewalks or similar surfaced areas. **Minimum liability insurance must be carried, as required by the state law where the contract is performed.**

3.3 Visitors of Park Attendants - Overnight visitors of Park Attendants must stay in the Park Attendant’s living quarters. If visitors have their own camping equipment, they are required to pay the regular camping fee and place their equipment at a campsite for which they are registered. No visitors will be allowed to access Park Attendants hook-ups at any time. **Visitors shall be required to pay all applicable park use fees.**

3.4 Dress Code and Personal Appearance - While on duty, Park Attendants shall dress in a neat fashion in properly fitting, clean clothing, that is in an acceptable condition **See EM 385-1-1 for allowable attire to be worn.** Park Attendants shall promote a favorable image of the Corps of Engineers through their personal appearance and actions. Any required vests, caps or nametags will be provided by the Project Office.

3.5 Other Required Equipment and Supplies - In addition to the aforementioned, contractors shall furnish any other equipment and/or supplies indicated in the applicable Appendix and in the SPS.

4. GOVERNMENT-FURNISHED EQUIPMENT AND SUPPLIES

4.1 Government Property/Check Out - Park Attendants shall be required to sign for accountable Government property and equipment at the beginning of the contract period. Contractors shall be responsible for maintaining the property and return Government property at the end of the contract period unless other arrangements have been made.

4.2 Park Attendant Pad - An improved site for a self-contained trailer or motor home with electrical (110 volts), water and sewage hookups will be provided; any exceptions will be specified in the SPS. Occupancy of this site is limited to Park Attendant’s camping unit and personal vehicles only. **The Park Attendant pad, turnout and associated facilities shall not be modified for convenience of the Park Attendant without prior approval from the OPM.**

4.3 Communication Equipment - Communication equipment will be provided by the Government, including portable radios and telephone equipment, as appropriate. 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.

4.4 Identification - Identification tags, vests and ball caps, if applicable, will be provided by the Government.

4.5 Keys – The Contractor will be furnished a set of keys to those buildings and areas where access is necessary to perform the work described herein or determined to be necessary by the OPM. No duplicates of the keys may be obtained in any manner by the Contractor. Security of the keys shall be the responsibility of the Contractor. The failure of the Contractor to provide adequate key security will result in a deduction from payment due the Contractor in the amount required to replace lost or damaged key and a deduction for replacement of any locks, lock tumblers, or lock sets for any affected locks at the rate charged by a commercial locksmith.

4.6 Other – Applicable forms, copies of Title 36 CFR, park rules and regulations and other informational materials and documents will be provided as deemed necessary by the OPM.

5. PAYMENT FOR SERVICES

5.1 Monthly Payment of Invoices - Contract invoices will be processed once monthly for each day actually worked at the applicable contract unit price. Payment invoices/vouchers will be submitted by the Contractor to the Project Office for review and monthly payment (as instructed at the pre-work conference); and if invoices are complete and accurate, payment will be made within the timeframe allowed by federal law (currently 30 days after receipt, in Disbursing Office, of a properly completed invoice). **NOTE: Contractor may work approximately 60 days before receiving first paycheck.**

5.2 Absenteeism - No payment will be made for time not worked. The OPM should be contacted and given as much advance notice as possible about anticipated absences. Short periods of absence may be approved on an individual basis, based on need and workload.

5.3 Final Payment - Final payment will not be paid to the Contractor until all funds, permits, and Government property are reconciled and facilities are inspected for cleanliness by Corps personnel. Any shortage of funds may be deducted from the Contractor's final payment. Proper handling of and accounting for funds is a condition of performance of this contract. The contractor is responsible for user fee permits, collected monies, property, and equipment issued by the Government. The contractor shall be held liable for any loss, including any equipment issued by the Government that is lost or damaged due to negligence.

6. PARK ATTENDANT PERFORMANCE AND EVALUATION

6.1 Inspection of Services – The Government will monitor the Contractor's performance under this contract as deemed appropriate. Unscheduled inspections may be performed at any time.

6.2 Deficiencies of Service – Serious or repeated contract deficiencies may be grounds for contract termination.

6.2.1 Park Attendants will be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or his/her authorized representative. Verbal notification will be recorded in a memorandum for record.

6.2.2 Upon receipt of notification of a deficiency in service, Park Attendants will immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency. Any deficiency that is not corrected within two hours may result in a payment deduction equal to the Government's cost to correct the deficiency.

6.3 Evaluation of Performance - All Park Attendants will have their performance evaluated no less than one time per season. Performance criteria will be presented at the pre-work conference. A "Park Attendant Final Contract Performance Evaluation" will be completed for each Contractor at the end of each contract period. This evaluation and related documentation will be furnished to the Little Rock District Contracting Division and kept on file for performance information requests from other projects or districts.

7. TERMINATION

7.1 Terminating the Contract - Failure of the Park Attendants to complete services listed in the GS and SPS may be grounds for termination in accordance with Federal Acquisition Regulation 52.212-4 (m), Contract Terms and Conditions-Commercial Items (May 1999). 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. Park Attendants shall vacate their Government-provided campsite within 48 hours of contract termination, whether voluntary, involuntary or end of contract.

7.2 Grounds for Immediate Termination - Park Attendant Contracts may be terminated immediately for any of the following reasons.

1. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies.
2. Consumption of alcoholic beverages, intoxication while on duty, and possession or use of illicit drugs at any time.
3. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against customers, Corps personnel, or other contractors.
4. Recurring written and/or verbal complaints from visitors and/or project personnel on Park Attendant's attitude, lack of cooperation and/or resistance to implementation of policies and programs as directed by the OPM.
5. Any incidents of smoking in the gatehouse or allowing unauthorized personnel in the gatehouse or the contractor work area of gatehouses having a customer lobby. Some parks may prohibit smoking except in designated smoking areas.
6. Inability to perform duties and job responsibilities in accordance with the General Specifications, SPS and project Park Attendant Handbook
7. Failure to maintain a neat and clean well-groomed personal appearance.
8. Failure to obtain and provide proof of bonding no later than the pre-work conference.
9. Any other offence or incident the Contracting Officer warrants grounds for termination.

8. ADDITIONAL REQUIREMENTS & INFORMATION

8.1 Bonds - Regulations require Park Attendants who collect fees to be fully bonded or insured to protect the Government against theft, misappropriation, loss of Government funds and/or property, under control of the Contractors. The Contractor is required to furnish to the Project Office proof of a fidelity bond in the amount of \$10,000. Bonds shall remain in effect for 30 days after the last day of the contract. Park Attendants shall not begin work until proof of such a bond is furnished.

8.1.1 Instead of furnishing a fidelity bond, the Contractor has the following options:

- (a) Depositing certain United States bonds or notes in an amount equal at their par value to the penal sum of the bond or:
- (b) Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond. **NOTE:** Return of these items may take up to 60 days to process after the Project Office has been notified. Therefore, it is essential that notification be provided immediately after final payment is authorized.
- (c) Furnishing an irrevocable, unconditional letter of credit in lieu of bond or guarantee.

8.1.2 Deposits, cashier's checks, money orders, and bank drafts submitted in lieu of bonds shall be made payable to the Corps of Engineers Finance and Accounting Officer and submitted to the Project Office.

8.2 Questions and Answers - All interested quoters should contact the prospective Project Office, at the numbers listed on the SPS for any questions pertaining to that SPS. Potential contractors are urged to inspect the areas they are interested in before they submit a quote in order to become familiar with the size and scope of the area and the required duties.

APPENDIX I FEE ATTENDANTS

1. PRE-WORK CONFERENCE

All Fee Attendants shall attend a pre-work conference as stated in the SPS. The session(s) will cover policies and procedures for Fee Collectors. Training will focus on the correct way to issue user permits and receipts, collect and account for user fees, operate applicable computer equipment and programs, process credit card transactions, reserve facilities (if applicable), record pertinent data, and effectively deal with customers.

2. FEE COLLECTION, ACCOUNTING, AND PROCESSING

2.1 Fee Collection - Fee Attendants shall maintain all records necessary for the administration of the user fee program. Depending on the specific recreation area, this may involve the utilization of a computerized registration and reservation program (NRRS), credit card scanners, 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. Detailed procedures and policies, as specified in the SPS, will be provided at pre-work conference.

2.1.1 Fee Attendants shall collect a variety of user fees. Examples of user fees include those for campers, visitors, and day users. User fees collected will be properly secured. Cash on hand must at all times correspond with permits and related records. **Park Attendants are responsible for furnishing money for change; and there will be no co-mingling of personal cash with government monies.**

2.2 Reservations - Fee Attendants may be responsible for administering picnic pavilion reservations and campsite reservations. This may include taking reservations over the phone and/or electronically through the use of the NRRS, posting reservations on site posts on a daily basis, collecting fees from those users making reservations and issuing receipts to customers.

2.2.1 Fee collectors at locations utilizing the National Recreation Reservation Service (NRRS) shall possess basic computer skills (ability to operate a personal computer with a keyboard and/or a mouse-operated, and Windows based program). Training for the NRRS software will be provided to contractors by project personnel during the pre-work conference prior to the start of the contract, and by on the job training. **Fee Attendants shall be capable of understanding and operating software programs and computers within 14 days of training. Failure to do so may result in termination of the contract.**

2.3 Audits - User fees and records will be subject to audit by Government personnel at all times. Monies and credit card charges on hand must agree with permits sold. The responsible Fee Attendant shall reconcile any discrepancies. **Unjustifiable differences may result in contract termination.**

2.4 Transmittals - Fee Attendants shall convert fees to a cashiers check or money order and mail converted fees and specified documentation to a Corps authorized account via certified mail. Alternately, Fee Attendants may be required to deposit user fees directly into an approved Treasury Department account or submit funds to project staff for remittance. Fee Attendants shall process all required documentation, such as cash collection vouchers, deposit slips and remittance registers (NRRS generated or manually completed) in accordance with project policies as stated in the Park Attendant Handbook. Fee Attendants are responsible for the cost of fees associated with converting cash into cashiers check or money order, envelopes, and certified postage, as well as, preparation time, reproduction expenses, and transportation costs. Fee Attendants are responsible for the fee collection until it reaches the collection agency. Compensation for these items must be included as a part of the Contractor's bid price.

2.5 Security - Fee Attendants will take precautions to assure personal safety and security of fees, according to instructions provided at the pre-work orientation, and in the Park Attendant Handbook. When provided, the vault or safe located in the gate house shall be used by the Attendants to secure all user fees until removed for deposit in the bank, conversion to cashier's check or money order, transfer to authorized project personnel or remittance to Corps authorized accounts. The only exception will be change funds in the cash drawer during working hours. Cash drawer funds should not exceed \$250 at any time. Transfer of fees to a bank or lockbox account, by authorized project personnel (as stated on the applicable SPS) will be required no less than once a week or at any time cash on hand exceeds \$5,000.00, or at a threshold specified by the OPM.

2.6. Passes - At areas where Fee Attendants are authorized to do so, they shall issue Annual Day User Passes, Golden Access Passports, and Golden Age Passports to eligible individuals, and maintain documentation in accordance with Project policies, as stated in the Park Attendant Handbook.

2.7 Park Information – The Fee Attendant shall distribute information to park visitors such as pamphlets, brochures, maps, park rules and regulations, and related material as needed or as directed by the OPM.

3. CLEANING AND MAINTENANCE

Fee Attendants shall maintain the park booth and immediate surroundings in a clean, orderly and sanitary condition at all times. The booth and immediate surroundings shall be thoroughly cleaned at the end of the Contractor's shift. Additional cleaning and maintenance responsibilities will be included in the SPS.

4. SUPPLIES AND MATERIALS

The Contractor shall provide all office supplies necessary to perform fee collection duties, including but not limited to: pens, pencils, paper, envelopes, paper clips, etc. Additional office supplies may be indicated in the SPS. The Contractor shall provide all necessary supplies to clean the park booth, including but not limited to broom, mop, trash bags, floor cleaner, glass

cleaner, etc. Additional cleaning and maintenance supplies and materials may be indicated in the SPS.

5. GOVERNMENT-FURNISHED EQUIPMENT AND SUPPLIES

5.1 Park Booth - A booth or gatehouse workstation will be provided and may be shared between two or more Fee Attendant contractors on alternate work schedules.

5.1.1 Only those persons under contract and Corps employees identified in the initial training session are permitted inside the booth or Fee Attendant work area. Family members including dependant children and visitors of park attendants are not permitted inside the booth, or within the contractor work/fee collection area of gatehouses with interior registration lobbies. Campers/guests in the process of registration will be allowed in the registration lobby of the booths with lobbies. Smoking is not permitted inside the booth.

5.1.2 At the OPM's discretion, Fee Attendants on duty may be allowed to smoke in designated areas adjacent to the booth provided cigarettes/cigar ashes and butts are properly disposed of.

5.1.3 Fee Attendant's crafts and other personal activities/hobbies shall be restricted to Contractor's trailer/motor home area and out of public view, and will be kept out of the booth unless prior approval has been given by OPM. Fee Attendants shall not sell or offer to sell any type of item to campers or visitors on public property (CFR Title 36, Section 327.18).

5.2 Computer Hardware and Software - Where applicable Computers/Workstations will be provided.

5.2.1 Use of Government owned computers will be limited to official business only. The sending of inappropriate messages, internet "surfing" or viewing explicit or dangerous materials will be grounds for contract termination. The installation of any unapproved software may also result in contract termination.

5.2.2 Contractor may be required to sign a Computer User's Agreement prior to use of Government owned equipment. Users may be held financially responsible for damages caused to systems by unauthorized use.

5.3 Other Equipment and Supplies - User fee permits, documentation forms, rosters, cash registers, and handout materials such as maps, brochures, information pamphlets, copies of Title 36 CFR, park rules and regulations and other informational materials as deemed necessary by the OPM.

APPENDIX II CLEANING ATTENDANTS

1. PRE-WORK CONFERENCE

All Cleaning Attendants shall attend a pre-work conference as stated in the SPS. The session(s) will cover policies and procedures for Cleaning Attendants.

2. CLEANING

2.1 Definitions -

2.1.1 Clean Facilities - The Contractor shall sweep, wash, wipe or brush facilities and park signs to insure that dirt, dust, rocks, debris, trash, soap scum, hard water spots, rust, garbage, ashes, foreign matter left by the public, insects, insect nests, spider webs, and bird droppings are removed.

2.1.2 Sanitary Facilities - The Contractor shall wash the facilities using disinfectants each time the facilities are cleaned to prevent mold, mildew and any other bacteria from forming.

2.1.3 Odor Free Facilities – The Contractor shall use a chemical agent in a manner that will eliminate odor from all facilities and reduce or eliminate odors in vault toilets.

2.1.4 Policing – Pick up and removal of all trash and refuse, including but not limited to animal carcasses, tires, bags of trash, etc. from the developed (mowed and maintained) areas of the park grounds to include playgrounds, nature trails, roadways, boat ramps, parking lots, camping areas, dump stations, shorelines, picnic areas, and along drainage ditches.

3. SPECIFIC TASKS

3.1 Bathrooms - The Contractor will clean all toilets, showers, well houses and change houses, inside and outside; including windows, fixtures, walls, partitions, ceilings, doors, eaves, louvers, vents, screens, shower curtains and floors to provide "clean, sanitary and odor free" facilities. The Contractor will also maintain deodorant cakes in all urinals to control odor. Standing water will be removed from floors after each cleaning. Toilet tissue will be distributed at each toilet when it is cleaned and/or checked to provide an adequate supply at all times. Marks of vandalism and graffiti will be removed without damaging the paint surface. Shower stalls, interior walls, floors and partitions will be kept clean and sanitary. In association with cleaning duties, the attendant will remove all obstructions from drains, fixtures, including toilets, urinals, and valves that are easily removable using a plunger or plumber's snake.

3.2 Trailer Dump Station - The contractor will clean daily all slabs, flush bowls, intakes, hydrants, hoses, wheel stops and other appurtenances at trailer dump stations to provide "clean and sanitary" facilities.

3.3 Group Picnic Shelters - The Contractor will clean, after each use and/or once a day, the following; floor slab, table seats and tops, fireplace, light fixtures, eaves, ceilings and columns to provide "clean" facilities.

3.4 Well and Table Canopies - The Contractor will clean weekly, or as needed, the ceilings, eaves, columns, and walls to provide "clean and sanitary" facilities.

3.5 Fireplace Rings and Grills - The Contractor will clean all fire rings and grills of ashes, including cigarette butts and assorted refuse after each use or once per week if the campsite is not occupied during the previous week. Remove all foil or food left on the grill surface. Remove all trash from ashes and dispose of trash in a dumpster. Ashes will be disposed of in an area approved by the Operations Project Manager. All rock fire rings, including ashes and associated debris will be removed from camping and day use areas. Fire rings and grills will be left in the down position after cleaning.

3.6 Campsites - All unoccupied campsites will be checked daily to assure campsites, fire rings/grills, grounds and tables are clean. The Contractor will rake campsite screening to assure rocks, sticks are picked up, and holes are filled in. The Contractor will be responsible for site cleanup in emergency situations such as when a site is left in an unusable condition due to trash left on the site. In such cases, the Contractor will notify a ranger prior to cleaning the site so the ranger can make proper documentation.

3.7 Drinking Fountains - The Contractor will clean daily all surfaces of drinking fountains and adjacent slabs to provide "clean and sanitary" facilities.

3.8 Sidewalks - All sidewalks and steps will be cleaned daily, and area policed to remove all debris and refuse.

3.9 Swim Beach and Day Use Sites - The Contractor will "police" daily the swim beach and day use picnic table sites.

3.10 Vault Toilets - The Contractor will use odor control chemicals to reduce or eliminate odors in vault toilets. Chemicals for this must be approved by the Operations Project Manager and must be septic system compatible. Material safety data sheets are required and copies must be furnished to the Operations Project Manager. Facilities must be "clean, sanitary, and odor free."

3.11 Refuse - Contractor shall empty all waste containers, replace liners and deposit all refuse in centralized dumpsters provided by the Government. Contractor will monitor all dumpsters to insure maximum utilization. Contractor will "police" area around refuse containers, waste baskets and dumpsters.

3.12 Leaves - The Contractor will rake and remove leaves and other debris from the campsite living areas and within 3 feet of park structures and facilities. These leaves may be deposited in the woods out of the mowing limits.

3.13 Sand and Graveled Areas - The Contractor will rake sand and graveled areas and clean debris from sand volleyball pits, playgrounds, and horseshoe pits.

3.14 Policing - The contractor shall police all developed park areas.

3.15 Hazards - Report all safety hazards and repairs as directed by the Operations Project Manager.

3.16 Inventory - Maintain monthly inventory of cleaning supplies used during each month and submit as required by the Operations Project Manager.

3.17 Park Signs - The Contractor will remove all foreign matter from the park signs.

4. SUPPLIES AND MATERIALS

The Contractor shall provide all necessary supplies and equipment to perform the duties indicated herein. Supplies and materials include but are not limited to brooms, mops, trash bags, cleaning agents, scrub brushes, etc. Additional required cleaning supplies and materials are indicated in the SPS.

5. GOVERNMENT-FURNISHED EQUIPMENT AND SUPPLIES

5.1 Storage Shed - A storage shed will be provided for the Cleaning Attendant to store cleaning supplies and materials.

5.2 Forms - The Government will provide any forms required for use by the Cleaning Attendants

**APPENDIX III
COMBINATION ATTENDANT**

Combination Attendants are required to perform duties of a Fee Attendant and Cleaning Attendant. Reference Appendices I and II.

**APPENDIX IV
RELIEF ATTENDANT**

Relief Attendants may be required to perform the duties of a Fee Attendant, Cleaning Attendant, or Combination Attendant. Relief Attendants work on an “as needed” basis and shall remain on call throughout the camping season. Relief Attendants may be required to work at any park within a project to fill in for another Park Attendant as directed by the OPM. Relief Attendants are paid only for days worked. Reference Appendices I, II, and III. See the SPS for specific details.

COMPLETE THE FOLLOWING AND RETURN WITH YOUR QUOTE

**SUPPLEMENTAL INFORMATION REQUIRED IF BIDDING ON A POSITION THAT HAS
PARK BOOTH REQUIREMENTS**

Name (1)_____

Name (2)_____

- Booth Attendants require two (2) people to perform the contract

1. Have you ever performed the services as a park/gate attendant or campground host for a minimum of one (1) complete recreation season?

Yes_____ No_____ If yes, please describe your experience, including the agency, dates, location, and your supervisor's name and phone number:

2. Have you ever quit a contract or had a contract terminated by the government prior to the end of the season/year?

Yes_____ No_____ If yes, please explain:

3. Do you have any computer experience with a Windows operating system?

Yes_____ No_____ If yes, please describe your experience:

4. Have you ever operated a computer using the National recreation Reservation System?

Yes_____ No_____ If yes, please describe your experience:

SPECIAL CONTRACT REQUIREMENTS

TELEPHONE REQUIREMENT:

Any successful bidder will be required to have a telephone in his or her home or place of business during the entire contract period, and the number of this telephone must be furnished to the Field Office/Park Ranger. If an answering service is used, it must be checked daily and incoming calls returned within 24 hours.

MULTIPLE SCHEDULES

This solicitation contains multiple schedules. Offers may be submitted for one or any combination of schedules. However, each offer must show a unit price and a total amount for each item within each bid schedule on which an offer is made. Failure to bid on the Basic Period plus options for each schedule on which an offer is made will render your bid non-responsive and will not be considered for award.

ESTIMATED QUANTITIES

The quantities of each item shown in the bidding schedule are estimated amounts only and are not guaranteed. The Contracting Officer may require more or less than the estimated number of services appearing in the bidding schedule. (Quantities are estimated based on historical data for each line item).

CLAUSES INCORPORATED BY REFERENCE

52.204-6	Data Universal Numbering System (DUNS) Number	OCT 2003
52.212-1	Instructions to Offerors--Commercial Items	JAN 2006
52.212-4	Contract Terms and Conditions--Commercial Items	SEP 2005
52.217-5	Evaluation Of Options	JUL 1990
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.232-18	Availability Of Funds	APR 1984
52.237-1	Site Visit	APR 1984
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.246-4	Inspection Of Services--Fixed Price	AUG 1996

52.217-9 Fill In: **30 days** (extend term of contract); **60 days** (written notice); **36 months** (total contract duration).

CLAUSES INCORPORATED BY FULL TEXT

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Past performance is considered slightly more important when compared to price in accordance with FAR 15.304.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of clause)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (MAR 2005)

An offeror shall complete only paragraph (j) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (b) through (i) of this provision.

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment

reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN:-----

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other-----

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

___ 50 or fewer ___ \$1 million or less

___ 51 - 100 ___ \$1,000,001 - \$2 million

___ 101 - 250 ___ \$2,000,001 - \$3.5 million

___ 251 - 500 ___ \$3,500,001 - \$5 million

___ 501 - 750 ___ \$5,000,001 - \$10 million

___ 751 - 1,000 ___ \$10,000,001 - \$17 million

___ Over 1,000 ___ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

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

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

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate*. (Applies only if the clause at FAR 52.225-3, Buy American Act-Free Trade Agreements-Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act."

(ii) The offeror certifies that the following supplies are end products of Australia, Canada, Chile, Mexico, or Singapore, or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

End Products of Australia, Canada, Chile, Mexico, or Singapore or Israeli End Products:

Line Item No.	Country of Origin
---------------	-------------------

_____	_____
_____	_____
_____	_____

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. (2) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate I (Jan 2004)*. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian End Products:

Line Item No.

[List as necessary]

(3) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate II (Jan 2004)*. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3) () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
•	•
•	•
•	•

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

() (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that is has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j)(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (j) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications--Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs ____

(Offeror to identify the applicable paragraphs at (b) through (i) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.)

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (APR 2006)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

(1) – (15) NOT USED

X (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

X (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

X (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

(21) – (30) NOT USED

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

(32) – (35)(ii) NOT USED

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: **NONE.**

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes

clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

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

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

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

(v) **52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).**

(vi) **52.222-41, Service Contract Act of 1965, as Amended (Jul 2005)**, flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) **52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).** Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

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

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>
<http://www.arnet.gov/far>
<http://www.dtic.mil/dfars>

(End of provision)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>
<http://www.arnet.gov/far>
<http://www.dtic.mil/dfars>

(End of clause)

252.204-7004 CENTRAL CONTRACTOR REGISTRATION (52.204-7) ALTERNATE A (NOV 2003)

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

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

“Commercial and Government Entity (CAGE) code” means--

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

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

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

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

“Registered in the CCR database” means that--

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

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

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

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

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

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

(1) An offeror may obtain a DUNS number-

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

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

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

(i) Company legal business.

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

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

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

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

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

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

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

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

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

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor

indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

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

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

(End of clause)

BID SCHEDULE

BEAVER PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0001 – 0003	HORSESHOE BEND WEST PARK				
<p>Horseshoe Bend West Park is a heavily visited park having 185 campsites with electricity, 3 campsites without electricity, 2 flush and 7 vault toilets, 3 showers, trailer dump station, 1 group shelter (app. 24 X 36), 1 playground, and (1 lane) launch ramp. It is located approximately seven (7) miles east of the town of Rogers, Arkansas on State Highway “94”. Contractor campsite will be available starting March 22nd.</p>					
ITEM NO	SUPPLIES/SERVICES				
0001	HORSESHOE BEND WEST – FEE ATTENDANT “A”				
Last contract average daily bid price: \$59.50 (Previous contract didn't include 62 campsites, beach, 1 flush toiled/shower, and 2 vault toilets.					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0001AA	Base Period: 01-Apr-2007 through 31-Oct-2007	111	Days		
0001AB	First Option: 01-Apr-2008 through 31-Oct-2008	111	Days		
0001AC	Second Option: 01-Apr-2009 through 31-Oct-2009	111	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0002	HORSESHOE BEND WEST – FEE ATTENDANT “B”				
Last contract average daily bid price: \$59.50 (Previous contract didn't include 62 campsites, beach, 1 flush toiled/shower, and 2 vault toilets.					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0002AA	Base Period: 01-Apr-2007 through 31-Oct-2007	109	Days		
0002AB	First Option: 01-Apr-2008 through 31-Oct-2008	109	Days		
0002AC	Second Option: 01-Apr-2009 through 31-Oct-2009	109	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0003	HORSESHOE BEND WEST PARK – CLEANING ATTENDANT Last contract average daily bid price: \$71.00				
<u>Note: This contractor will be responsible for cleaning all facilities and lands listed in the General Specifications and SPS that encompass campsites one (1) through one-hundred twenty-five (125). Facilities in this area include, 125 campsites with electric, 4 vault toilets, 1 flush toilet/shower, 1 group shelter (app. 24 X 36), trailer dump station, 1 playground, and (1 lane) launch ramp. The Cleaning Contractor at Horseshoe Bend East will be responsible for cleaning all facilities and lands listed in the General Specifications and SPS that encompass campsites one-hundred twenty-six (126) through one-hundred eighty-eight (188).</u>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0003AA	Base Period: 01-Apr-2007 through 31-Oct-2007	111	Days		
0003AB	First Option: 01-Apr-2008 through 31-Oct-2008	111	Days		
0003AC	Second Option: 01-Apr-2009 through 31-Oct-2009	111	Days		
NET AMOUNT:					

Supplies Required to be Furnished by Park Attendant-Quantities are Estimated:

Horseshoe Bend West Fee Attendant “A” & “B”

ITEM	QUANTITY
Scotch Type Tape	20 rolls
Envelopes Manila	as needed
Copier Paper	3 reams
Stapler and Staples	as needed
Pens and pencils	as needed
Large Permanent Markers	as needed
Citizen Receipt Printer Paper, Model: IDP3551	25 rolls
Citizen Printer Ribbons, Model: IDP3551	3
Ink Cartridges for HP All-in-one Model: HP4315	3
American Flags 3 x 5 (durable)	As needed

Horseshoe Bend West Cleaning Attendant

ITEM	QUANTITY
33 Gallon Trash Bags	550
Urinal Cakes	180
Shower Curtains (white, 72" X48")	12
Toilet Paper (1 ply minimum)	20 cases (96 rolls per case)
Bleach (1%)	14 Gallons
All Purpose Cleaner	15 Gallons
Deodorant (equivalent to Zep D03)	6 Gallons
Power Washer and Cleaners	1
Leaf Blower	1

NOTE: Equipment models are subject to change. Contractor should check with the Beaver Project Office prior to purchasing the required supplies.

0001 & 0002 Horseshoe Bend West Fee Attendants Duties and Responsibilities: In addition to all duties and responsibilities listed in the General Specifications, Attendants will be required to perform the following duties and responsibilities: Post campsite and shelter reservations on a daily basis to show current reservations, collect user fees and issue user permits for both camping and area day use. Attendants will check vehicles within the park and day use areas for payment of user fees and place notices on vehicles that have not paid or displayed an annual pass. Attendants will monitor camping and area day use fee compliance and notify visitors of fee requirements. Fees will be collected using credit card, cash, or check. Contractor will provide American Flags and raise and lower the American flag on a daily basis, flags will be replaced when they become torn, faded or tattered. Attendants will check and read traffic counters once per month. Contractor will complete a minimum of three full park checks either by foot or vehicle per daily shift including all day use and camping areas. This park operates within the NRRS (National Recreation Reservation Service) and park attendants will take reservations for all reservable facilities. Contractor may be required to collect user fees using ENG 4457 permits. Contractor will prepare and remit fees collected once per shift, once per week or once per each \$5,000 collected or as requested via U. S. Mail to the appropriate address lockbox. Both Park Attendant Contractors will be required to learn and sufficiently operate a Personal Computer using Park Office software. Contractor shall maintain the planter beds adjacent to the fee booth in a weed free condition, and place and maintain plants supplied by the Government in the beds. **Work Schedule:** Fee Attendant "A" will work in a rotation with Fee Attendant "B". The rotation will consist of 4 days on duty and 4 days off duty. Fee Attendant "A" will work beginning the first day of the contract period and Fee Attendant "B" the fifth day. The Contractor will follow this rotation for the remainder of the contract period. Park attendant will be on duty to open and operate the fee booth/gatehouse from 10:00 a.m. to 7:00 p.m. Sunday through Thursday, and from 10:00 a.m. to 8:00 p.m. on Friday and Saturday. There must be two park attendants in the park at all times when the fee booth/gatehouse is open. **Orientation and Computer Training for Horseshoe Bend West Park will be held at the Beaver Lake Project Office on March 27 - 29, 2007.** Contractors will be notified at a later date the schedule for orientation in 2008 and 2009.

0003 Horseshoe Bend West Cleaning Attendant Duties and Responsibilities: In addition to all duties and responsibilities listed in the General Specifications the Contractor will complete one full park cleaning each work day prior to 10:00 a.m. and will perform a minimum of three park cleaning and facility checks per daily shift. Park Attendant contractor will perform one power washing of all facilities weekly or as needed or requested by the Chief Ranger. Contractor will power wash all shelters after each use. Contractor will maintain all areas of the park including the roads, facilities and areas within ten feet of all campsites, roads and parking areas per the General Park Sheets. Contractor will remove all litter or debris that is visible from a road, campsite or parking area in addition to the ten feet area. Contractor will report all repairs needed and vandalism incidents. Contractor shall maintain the planter beds adjacent to the showers, toilets and shelters in a weed free condition, and place and maintain plants supplied by the Government in the beds. Contractor will be required to water any newly planted grass, shrubs or trees. **Work Schedule:** Contractor will work Thursday through Tuesday. **In addition to regular contract responsibilities at Horseshoe Bend West Park, contractor may be required to do an emergency cleaning of any facility in Horseshoe Bend East Park on Tuesdays.** There will be no separate or additional payment made for these emergency cleanings. There must be two cleaning park attendants in the park at all times when the fee booth/gatehouse is open.

This Park Attendant Contractor will take on all cleaning responsibilities for Horseshoe Bend East Park beginning on the second Tuesday following Labor Day until October 31st. NO ADDITIONAL MONIES WILL BE PAID FOR THIS WORK. Horseshoe Bend East Park, which is located less than ¼ mile from the Horseshoe Bend West park booth, consists of 1 flush and 3 vault toilets, 1 shower, trailer dump station, 2 group shelters (app. 24 X 36), 1 swim beach, 15 picnic sites, 1 playground, (1 lane) launch ramp, 1 sand volleyball, and marina. Other areas of responsibility for the Horseshoe Bend East Contractor include cleaning all facilities that encompass sites 126 through 188 at Horseshoe Bend West Park, including 60 campsites with electric, 3 campsites without electric, 1 flush toilet/shower, 2 vault toilets, 1 beach. **Orientation for Horseshoe Bend West Park will be held at the Beaver Lake Project Office on March 28 & 29, 2007.** Contractors will be notified at a later date the schedule for orientation in 2008 and 2009.

ITEM NO	SUPPLIES/SERVICES				
0004	HORSESHOE BEND EAST PARK – CLEANING ATTENDANT Last contract average daily bid price: \$70.00				
<p>Horseshoe Bend East Park is a moderately visited day-use park having a trailer dump station, 1 vault toilet, 2 group shelters (app. 24 X 36), 1 swim beach, 15 picnic sites, 1 playground, (1 lane) launch ramp, 1 sand volleyball, and marina. Note: <u>In addition to the facilities at Horseshoe Bend East, contractor is responsible for cleaning all facilities and lands listed in the General Specifications and SPS that encompass campsites one-hundred twenty-six (126) through one-hundred eighty-eight (188) at Horseshoe Bend West Park. Facilities in this area include, 60 campsites with electric, 3 campsites without electric, 1 flush toilet/shower, 2 vault toilets, 1 beach.</u> It is located approximately seven (7) miles east of the town of Rogers, Arkansas on State Highway “94”. Contractor campsite will be available starting March 22.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0004AA	Base Period: 01-Apr-2007 through 07-Sep-2007	140	Days		
0004AB	First Option: 01-Apr-2008 through 05-Sep-2008	140	Days		
0004AC	Second Option: 01-Apr-2009 through 11-Sep-2009	140	Days		
NET AMOUNT:					

Supplies Required to be Furnished by Park Attendant-Quantities are Estimated:

Horseshoe Bend East Cleaning Attendant

ITEM	QUANTITY
33 Gallon Trash Bags	550
Urinal Cakes	24
Shower Curtains (white, 72” X48”)	6
Toilet Paper (minimum 1 ply)	14 cases (96 rolls per case)
Bleach (1%)	10 Gallons
All Purpose Cleaner	9 Gallons
Deodorant (equivalent to Zep D03)	3 Gallons
Power Washer and Cleaners	1
Leaf Blower	1

NOTE: Equipment models are subject to change. Contractor should check with the Beaver Project Office prior to purchasing the required supplies.

0004 Horseshoe Bend East Cleaning Attendant Duties and Responsibilities: In addition to all duties and responsibilities listed in the General Specification Cleaning and Combination attendants will need to provide all tools, supplies, transportation and material required to meet the requirements of the GS and SPS, including but not limited to: brooms, dust pans, mops,

buckets, rakes, yard tools including wheel barrow, water hoses, eight (8) foot ladder, shovel, plunger, plumber's snake, squeegee, scrub brushes, power washer, sponges, and gloves. Contractor will be responsible for opening restroom and shower house facilities at the beginning of the season and closing the facilities at the end of the season, unless otherwise instructed by a Beaver Lake Project Office employee. Contractor will complete one full park cleaning each work day prior to 10:00 a.m. and will perform a minimum of three park cleaning and facility checks per daily shift. Park Attendant contractor will perform one power washing of all facilities weekly or as needed or requested by the Chief Park Ranger. Contractor will power-wash all shelters after each use. Contractor will maintain all areas of the park including the roads, facilities and areas within ten feet of all campsites, roads and parking areas per the General Park Sheets. Contractor will remove all litter or debris that is visible from a road, campsite or parking area in addition to the ten feet area. Contractor will report all repairs needed and vandalism incidents. Contractor shall maintain the planter beds adjacent to the showers, toilets and shelters in a weed free condition, and place and maintain plants supplied by the Government in the beds. Contractor may be required to water any newly planted grass, shrubs or trees. **Work Schedule:** Contract period 01 April through the first Friday following Labor Day. Contractor will work Thursday through Tuesday. In addition to regular contract responsibilities at Horseshoe Bend East Park, contractor may be required to do an emergency cleaning of any facility in Horseshoe Bend West Park on Wednesdays. There must be two park attendants in the park at all times when the fee booth/gatehouse is open. **Orientation for Horseshoe Bend East Park will be held at the Beaver Lake Project Office on March 28 & 29, 2007.** Contractors will be notified at a later date the schedule for orientation in 2008 and 2009.

ITEM NO	SUPPLIES/SERVICES				
0005	LOST BRIDGE SOUTH PARK – COMBINATION ATTENDANT Last contract average daily bid price: \$70.00				
Lost Bridge South Park is a moderately visited park with 36 campsites with electricity and water hookups, 5 picnic sites, 1 flush toilet/shower, trailer dump station, playground, swim beach and launch ramp. It is located approximately twelve (12) miles east of Rogers, Arkansas off State Highway 62 to Garfield, Arkansas then four (4) miles north on State Highway 127. This park is in close proximity to the Lost Bridge North Park. Contractor campsite will be available starting April 22nd.					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0005AA	Base Period: 01-May-2007 through 30-Sep-2007	136	Days		
0005AB	First Option: 01-May-2008 through 30-Sep-2008	136	Days		
0005AC	Second Option: 01-May-2009 through 30-Sep-2009	136	Days		
NET AMOUNT:					

Supplies Required to be Furnished by Combination Attendant-Quantities are Estimated:

Lost Bridge South Combination Attendant

ITEM	QUANTITY
Scotch Type Tape	20 rolls
Envelopes Manilla	as needed
Copier Paper	3 reams
Stapler and Staples	as needed
Pens and pencils	as needed
Large Permanent Markers	as needed
Citizen Receipt Printer Paper, Model: IDP3551	25 rolls
Citizen Printer Ribbons, Model: IDP3551	2
Ink Cartridges for HP All-in-one Model: HP4315	2
American Flags 3 x 5 (durable)	As needed
33 Gallon Trash Bags	500
Urinal Cakes	20
Shower Curtains (white, 72" X48")	6
Toilet Paper (minimum 1 ply)	14 cases (96 rolls per case)
Bleach (1%)	7 Gallons
All Purpose Cleaner	7 Gallons
Deodorant (equivalent to Zep D03)	2 Gallons
Power Washer and Cleaners	1
Leaf Blower	1

NOTE: Equipment models are subject to change. Contractor should check with the Beaver Project Office prior to purchasing the required supplies.

0005 Lost Bridge South Combination Attendant Duties and Responsibilities: This position requires both Fee Attendant and Cleaning Attendant Responsibilities. In addition to all duties and responsibilities listed in the General Specification, Attendants will be required to post campsite reservations on a daily basis to show current reservations, collect user fees and issue user permits for both camping and area day use. Attendants will check vehicles within the park and day use areas for payment of user fees and place notices on vehicles that have not paid or displayed an annual pass. Attendants will monitor camping and area day use fee compliance and notify visitors of fee requirements. Fees will be collected using credit card, cash, or check. Contractor will provide American Flags and raise and lower the American flag on a daily basis, flags will be replaced when they become torn, faded or tattered. Attendants will check and read traffic counters once per month. Contractor will complete a minimum of three full park checks either by foot or vehicle per daily shift. This park operates within the NRRS (National Recreation Reservation Service) and park attendants will take reservations for all reservable facilities. Contractor may be required to collect user fees using ENG 4457 permits. Contractor will prepare and remit fees collected once per shift, once per week or once per each \$5,000 collected or as requested by the Chief Ranger, via U. S. Mail to the appropriate address lockbox. Both Park Attendant Contractors will be required to learn and sufficiently operate a Personal Computer using Park Office software. Contractor shall maintain the planter beds adjacent to the fee booth in a weed free condition, and place and maintain plants supplied by the Government in the beds. Contractor will maintain all areas of the park including the roads, facilities and areas

within ten feet of all campsites, roads and parking areas per the General Park Sheets. Cleaning and Combination attendants will need to provide all tools, supplies, transportation and material required to meet the requirements of the GS and SPS, including but not limited to: brooms, dust pans, mops, buckets, rakes, yard tools including wheel barrow, water hoses, eight (8) foot ladder, shovel, plunger, plumber's snake, squeegee, scrub brushes, sponges, and gloves. Contractor will be responsible for opening restroom and shower house facilities at the beginning of the season and closing the facilities at the end of the season, unless otherwise instructed by a Beaver Lake Project Office employee. Contractor will complete one full park cleaning each work day prior to 10:00 a.m. and will perform a minimum of three park cleaning and facility checks per daily shift. Park Attendant contractor will perform one power washing of all facilities weekly or as needed or requested by the Chief Park Ranger. Contractor will maintain all areas of the park including the roads, facilities and areas within ten feet of all campsites, roads and parking areas per the General Park Sheets. Contractor will remove all litter or debris that is visible from a road, campsite or parking area in addition to the ten feet area. **Note: The road begins at the point where the Arkansas State Highway #127 ends.** Contractor will report all repairs needed and vandalism incidents. Contractor shall maintain the planter beds adjacent to the showers, toilets and shelters in a weed free condition, and place and maintain plants supplied by the Government in the beds. Contractor will be required to water any newly planted grass, shrubs or trees.

Work Schedule: Contractor will work Wednesday through Monday. **Note:** If the first day of the contract falls on a scheduled day off, park attendant will be required to work that day. Park attendant will be on duty to open and operate the fee booth/gatehouse from 10:00 a.m. to 7:00 p.m. Sunday through Thursday, and from 10:00 a.m. to 8:00 p.m. on Friday and Saturday. There must be two park attendants in the park at all times when the fee booth/gatehouse is open.

Orientation and Computer Training for Lost Bridge South Park will be held at the Beaver Lake Project Office on April 25 - 27, 2007. Contractors will be notified at a later date the schedule for orientation in 2008 and 2009.

ITEM NO	SUPPLIES/SERVICES				
0006 & 0007	LOST BRIDGE NORTH PARK				
<p>Lost Bridge North Park is a moderately visited park with 48 campsites with electricity, 1 flush and 2 vault toilets, showers, trailer dump station, group camping area & shelter, playground, swim beach, marina and launch ramp. It is located approximately twelve (12) miles east of Rogers, Arkansas off State Highway 62 then four (4) miles north on State Highway 127. Contractor campsite will be available starting March 22nd.</p>					
0006	LOST BRIDGE NORTH PARK – FEE ATTENDANT “A”				
Last contract average daily bid price: \$52.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0006AA	Base Period: 01-Apr-2007 through 30-Sep-2007	92	Days		
0006AB	First Option: 01-Apr-2008 through 30-Sep-2008	92	Days		
0006AC	Second Option: 01-Apr-2009 through 30-Sep-2009	92	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0007	LOST BRIDGE NORTH PARK – FEE ATTENDANT “B” Last contract average daily bid price: \$52.00				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0007AA	Base Period: 01-Apr-2007 through 30-Sep-2007	92	Days		
0007AB	First Option: 01-Apr-2008 through 30-Sep-2008	92	Days		
0007AC	Second Option: 01-Apr-2009 through 30-Sep-2009	92	Days		
NET AMOUNT:					

Supplies & Equipment Required to be Furnished by Fee Attendants-Quantities are Estimated:

Lost Bridge North Fee Attendant “A” & “B”

ITEM	QUANTITY
Scotch Type Tape	20 rolls
Envelopes Manila	as needed
Copier Paper	3 reams
Stapler and Staples	as needed
Pens and pencils	as needed
Large Permanent Markers	as needed
Citizen Receipt Printer Paper, Model: IDP3551	25 rolls
Citizen Printer Ribbons, Model: IDP3551	3
Ink Cartridges for HP All-in-one Model: HP4315	3
American Flags 3 x 5 (durable)	As needed

NOTE: Equipment models are subject to change. Contractor should check with the Beaver Project Office prior to purchasing the required supplies.

0006 & 0007 Lost Bridge North Fee Attendants Duties and Responsibilities: In addition to all of the duties and requirements listed in the General Specifications Park Attendants will be required to: Post campsite and shelter reservations on a daily basis to show current reservations, collect user fees and issue user permits for both camping and area day use. Attendants will check vehicles within the park and day use areas for payment of user fees and place notices on vehicles that have not paid or displayed an annual pass. Attendants will monitor camping and area day use fee compliance and notify visitors of fee requirements. Fees will be collected using credit card, cash, or check. Contractor will provide American Flags and raise and lower the American flag on a daily basis, flags will be replaced when they become torn, faded or tattered. Attendants will check and read traffic counters once per month. Contractor will complete a minimum of three full park checks either by foot or vehicle per daily shift

including all day use and camping areas. This park operates within the NRRS (National Recreation Reservation Service) and park attendants will take reservations for all reservable facilities. Contractor may be required to collect user fees using ENG 4457 permits. Contractor will prepare and remit fees collected once per shift, once per week or once per each \$5,000 collected or as requested via U. S. Mail to the appropriate address lockbox. Both Park Attendant Contractors will be required to learn and sufficiently operate a Personal Computer using Park Office software. Contractor shall maintain the planter beds adjacent to the fee booth in a weed free condition, and place and maintain plants supplied by the Government in the beds. Contractor will be required to water any newly planted grass, trees or shrubs **Work Schedule:** Fee Attendant "A" will work in a rotation with Fee Attendant "B". The rotation will consist of 4 days on duty and 4 days off duty. Fee Attendant "A" will work beginning the first day of the contract period and Fee Attendant "B" the fifth day. The Contractor will follow this rotation for the remainder of the contract period. Park attendant will be on duty to open and operate the fee booth/gatehouse from 10:00 a.m. to 7:00 p.m. Sunday through Thursday, and from 10:00 a.m. to 8:00 p.m. on Friday and Saturday. There must be two park attendants in the park at all times when the fee booth/gatehouse is open. **Orientation and Computer Training for Lost Bridge North Park will be held at the Beaver Lake Project Office on March 27 - 29, 2007.** Contractors will be notified at a later date the schedule for orientation in 2008 and 2009.

2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS) BEAVER PROJECT OFFICE

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request for Quotation (SF1449). Job duties and responsibilities and other terms and conditions listed in this SPS are the same for each contract except for the work schedule.

I. NUMBER OF CONTRACT POSITIONS: This SPS is for three (3) contracts at **Horseshoe Bend West Park**, one (1) at **Horseshoe Bend East Park**, two (2) contracts at **Lost Bridge North Park** and one (1) contract at **Lost Bridge South Park**.

II. HOURS OF WORK: Contractor must be available to work holiday weekends. All park gatehouses will be open regular hours on the following and cleaning attendants will have normal duty on observed Federal holidays: Memorial Day, Fourth of July, Labor Day, and Columbus Day. Regardless of scheduled days off, all park attendants will work the Fourth of July and the day following or preceding the Fourth of July. Duty and call time include all hours from 6:00 a.m. the first day of each work period through 6:00 a.m. of the day following the last workday this includes the park attendants who are on a four day on and a four day off rotation. The contractor must have at least one person available in the park during these hours and two persons are required to work in the gatehouse during peak times. Tours of duty may be changed with one week's advance notice to the contractor.

III. TRAINING AND ORIENTATION: All contractors/park attendants are required to attend a 2-day orientation session at the Beaver Lake Project Office. This will be the first regular workdays and will be paid at the daily price submitted. This orientation will discuss the park

attendant procedures and policies, National Recreation Reservation Service, credit card collection, and provide training for the operation of the computerized registration and reservation system. Fee and Combination attendants will be required to attend an additional day of computer/Park Office training. Contractor will be required to transport supplies and equipment to their Park immediately after the conclusion of the training. Contractor will be responsible for care and safeguarding of all equipment.

IV. AREA SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.

A. PARK INSPECTIONS: Make a minimum of three (3) tours per day through the park or parks to update campsite vacancy lists, notify newly arriving campers of registration and fee requirements, note any damaged or vandalized facilities, or potential problems in the park or parks unless otherwise specified or instructed. When a complaint, emergency or repair problem is reported, contractor will gather information and make an initial physical inspection to provide additional information to the Ranger staff.

B. CLOSING/OPENING GATES AND FACILITIES: Where gates exist nightly closure at 10:00 p.m. and morning open at 6:00 a.m. by the contractor. No early closing or late opening of gates shall be conducted by the contractor unless otherwise instructed by the Chief Ranger.

C. CLEANING AND MAINTENANCE: Cleaning will be inspected on a random basis and the findings will be discussed with the contractor.

D. OTHER SPECIAL CONDITION/REQUIREMENTS: **Checkout** will be required the first weekday following the conclusion of the annual contract. The contractor will bring all accountable property, supplies and equipment to the project office and checkout. Contractor shall leave the gatehouse in a neat and clean condition. **No separate or additional payment** for time or travel will be made for this cleaning or checkout day.

V. ADDITIONAL CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES: Personal telephone number during the contract period. See the specific park bid items.

VI. ADDITIONAL GOVERNMENT FURNISHED REQUIREMENTS/SUPPLIES: Storage building.

VII. ADDITIONAL INFORMATION: All bidders should contact Park Ranger Michael Hurley, Landon Thurman, Rhonda Terry or Michael Richards at 479-636-1210 ext. 0 for any clarification or questions related to this solicitation. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

CLEARWATER PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0008	WEBB CREEK PARK				
<p>Webb Creek Park is a moderately visited park with a total of 35 sites, 1 trailer dump station, 1 shower house/restroom, 1 compost restroom, 1 playground, 1 marina, 1 swim beach, and 1 day-use group shelter. It is approximately 12 miles from Ellington, Missouri and 18 miles from Piedmont, Missouri. Schedule: The Combination attendant typically performs cleaning duties (5) days per a week (Sun./Mon/Tue/Fri/Sat) hours are 6am-2pm; with a secondary spot clean between 430pm-530pm. Fee duties will be performed (2) days per week (Friday/Saturday). Hours are 10am-10pm on Friday and 10am-6pm on Saturday. (see Additional Schedule Information, Section II, for further guidance, including holiday hours). Additional Info: Webb Creek Park is not an NRRS park. All collections and transmittals will be handwritten. There is no computer hardware in the gatehouse. There are no reservations other than the group picnic shelter.</p>					
ITEM NO	SUPPLIES/SERVICES				
0008	WEBB CREEK PARK – COMBINATION ATTENDANT				
Last contract average daily bid price: \$48.00 (Fee Duties), \$53.00 (Cleaning)					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0008AA	Base Period – <i>Fee Duties</i> : 15-May-2007 through 15-Sep-2007	46	Days		
0008BA	Base Period – <i>Cleaning</i> : 15-May-2007 through 15-Sep-2007	91	Days		
0008AB	First Option – <i>Fee Duties</i> : 15-May-2008 through 15-Sep-2008	45	Days		
0008BB	First Option – <i>Cleaning</i> : 15-May-2008 through 15-Sep-2008	93	Days		
0008AC	Second Option – <i>Fee Duties</i> : 15-May-2008 through 15-Sep-2008	45	Days		
0008BC	Second Option – <i>Cleaning</i> : 15-May-2008 through 15-Sep-2008	93	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0009	RIVER ROAD PARK – FEE ATTENDANT Last contract average daily bid price: \$71.00				
<p>River Road Park is a highly visited park with a total of 110 public campsites, of which 98 have electric, and 6 of those have water hookups. There are 2 day use shelters, 1 gazebo, 1 boat ramp, 1 Hike & Bike Trail, 1 Nature Trail, 3 Waterborne restrooms of which 2 have shower houses, 2 vault restrooms, 2 playgrounds, 1 basketball/tennis court. It is approximately 4.6 miles to the town of Piedmont, Missouri. It is set on the scenic lower Black River. It is located near Clearwater Dam and only 1.2 miles to the Project Office. This is an NRRS Computer Park. Fee attendants work days are typically (5) days a week, Friday – Tuesday. Hours are as follows:</p> <p>15 March - 14 May.....Friday – Tuesday...10 am - 6 pm 15 May – 15 September.....Friday...10 am - 10 pm...Saturday – Tuesday...10 am - 6 pm 16 September – 31 October.. Friday – Tuesday...10 am - 6 pm</p> <p>See Additional Schedule Information, Section II , for further information including Holiday Hours.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0009AA	Base Period: 15-Mar-2007 through 31-Oct-2007	171	Days		
0009AB	First Option: 15-Mar-2008 through 31-Oct-2008	168	Days		
0009AC	Second Option: 15-Mar-2008 through 31-Oct-2008	168	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0010	PIEDMONT PARK – CLEANING ATTENDANT Last contract average daily bid price: \$90.00				
<p>Piedmont Park is a highly visited park with a total of 97 campsites of which 79 have electric and 8 of those have water hookups. The park hosts a large swim beach, 4 boat ramps, 2 playgrounds, 2 day use group shelters, 1 group camping shelter, 1 trailer dump station, 1 shower house/restroom, 1 compost restroom, 3 vault restrooms, and 1 privately-owned marina. It is approximately 7 miles from the town of Piedmont, Missouri. It is located on the main portion of Clearwater Lake adjacent to Clearwater Dam. The Clearwater Project Office is also nearby (about 1.2 miles). Cleanup attendant typically works (5) days per a week (Sun./Mon/Wed/Fri/Sat) hours are 6am-2pm; with a secondary spot clean between 430pm-530pm. (See Additional Schedule Information, Sec. II for further guidance, incl. holiday hours).</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0010AA	Base Period: 15-Apr-2007 through 30-Sep-2007	125	Days		
0010AB	First Option: 15-Apr-2008 through 30-Sep-2008	125	Days		
0010AC	Second Option: 15-Apr-2009 through 30-Sep-2009	124	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0011	BLUFF VIEW PARK – CLEANING ATTENDANT Last contract average daily bid price: \$80.00				
<p>Bluff View Park is a moderately visited park with a total of 60 campsites of which 44 have electric and 20 have water hookups. 1 trailer dump station, 1 shower house/restroom, 2 vault toilets, 2 playgrounds, 1 marina, 1 swim beach, 1 day use group picnic shelter, 1 nature trail. The Park is approximately 7 miles from Piedmont Missouri. Cleanup attendant typically works (5) days per a week (Sun./Mon/Wed/Fri/Sat) hours are 6am-2pm; with a secondary spot clean between 430pm-530pm. (See Additional Schedule Information, Section II, for further guidance, including holiday hours).</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0011AA	Base Period: 15-May-2007 through 15-Sep-2007	93	Days		
0011AB	First Option: 15-May-2008 through 15-Sep-2008	93	Days		
0011AC	Second Option: 15-May-2009 through 15-Sep-2009	93	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0012	HIGHWAY K PARK – CLEANING ATTENDANT Last contract average daily bid price: \$94.00				
<p>Highway K Park is a highly visited park with a total of 83 campsites, 2 trailer dump stations, 2 restroom/shower houses, 1 vault toilet, 1 compost restroom, 1 playground, 1 day use group shelter. The Park is divided into 3 sections by the Black River and Highway. It is approximately 6 miles from Annapolis, Missouri. The Park is approximately 6 miles from Annapolis, Missouri, near the Black River. Cleanup attendant typically works (5) days per a week (Sun./Mon/Wed/Fri/Sat) hours are 6am-2pm; with a secondary spot clean between 430pm-530pm. (See Additional Schedule Information, Section II, for further guidance, including holiday hours).</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0012AA	Base Period: 15-May-2007 through 15-Sep-2007	93	Days		
0012AB	First Option: 15-May-2008 through 15-Sep-2008	93	Days		
0012AC	Second Option: 15-May-2009 through 15-Sep-2009	93	Days		
NET AMOUNT:					

2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS) CLEARWATER PROJECT OFFICE

All items listed on SPS are area specific provisions and are requirements that supersede any requirements of the Little Rock District Specs.

I. NUMBER OF CONTRACT POSITIONS: This SPS is for (1) **Combination** attendant at WEBB CREEK PARK; (1) **fee** attendant contract at RIVER ROAD PARK; (1) **cleanup** attendant contract at PIEDMONT PARK; (1) **cleanup** attendant contract at BLUFF VIEW PARK; and (1) **cleanup** attendant contract at HIGHWAY K PARK.

Information about specifications: You will note below that some information applies only to fee attendants, some applies only to cleanup attendants, and some information applies to both. Combination attendants have both types of information applicable to them. If not noted differently in the specification, then it applies to both types of contracts.

Note: A specific bid must be submitted for each contract you are interested in by entering a bid on the corresponding line item number.

TERMS:

“All attendants” refers to fee attendants, cleanup attendants, and combination attendants.

“Combination Attendants” refers to one single contract which has the duties for one park of both cleanup attendant and park attendant. Therefore, any information that specifies fee attendant or cleanup attendant will also refer to combination attendant unless otherwise noted.

II. ADDITIONAL SCHEDULE INFORMATION: All attendants work the first and last day of the contract period, regardless if it falls on their regularly scheduled day off. In this schedule information, the term ‘holidays’ refers to: Memorial Day, 4th of July, and Labor Day. All attendants (cleanup, fee, combination) typically work the Thursday prior to the Holiday Weekends as well as the Holiday day itself, even if those are normally scheduled days off. On the Thursday prior to the holiday the scheduled hours are 10am-10pm for **Fee Attendants**. **Cleanup Attendants** work their normal hours as they do on other workdays, with the exception that an additional evening cleaning (8pm-9pm) will be required on each Friday, Saturday, and Sunday of the Holiday Weekend. The contractor must have at least one person available in the park during these hours and two persons should work the gatehouse during peak hours.

Cleanup Attendants – all restrooms, showers and group shelters must be cleaned, (See details for restroom cleaning) prior to 9am each workday. Each will be subject to inspection by Corps’ personnel after this time. Restrooms not adequately cleaned to Corps’ standards by this time will be considered deficient. Repeated deficiencies will be noted, contractor will be advised, and if deficiency continues, termination may be considered.

III. TRAINING, ORIENTATION, AND COORDINATION MEETINGS: All attendants are required to attend a prework conference prior to the start of work. In addition there may be

at least one project coordination meeting during the season. NO SEPEARTE PAYMENT WILL BE MADE FOR THESE METETINGS. After the end of season, contractors will need to arrange, on their own time, to meet at the project office with project personnel to return all government owned equipment and permits. This should be scheduled no less than 24 hours prior to the last day of contract. Check out, at the earliest, will be the next business day after the last park work day, so that arrangements can be made to have money orders and all paperwork accomplished.

IV. ADDITIONAL CLEANING REQUIREMENTS (FOR CLEANUP/COMBINATION ATTENDANTS ONLY). These are additional cleaning requirements that are not included in the General Specs but are applicable.

- A. Rocks on beaches and launch ramps are to be removed to an inconspicuous area off paved roadways.
- B. All aluminum shall be recycled.
- C. Launch ramps shall be checked for algae growth. Sand will be applied to ramps (instructions to be provided at prework.)
- D. Electrical systems shall be cleaned and light bulbs shall be changed as needed (provided by contractor).
- E. Limb removal: limbs/trees less than 4" to be removed by contractor; larger than 4" contractor is to notify government for removal. Contractor must notify government immediately about hazardous trees.
- F. Some parks contain compost restrooms. In addition to cleaning it, directions shall be given in prework on how to maintain it and they shall be followed precisely. It involves daily removal of trash and adding wood shaving as directed.
- G. Power Spraying Facilities. Detention tanks, interiors of restrooms and showers, group shelter floor and tables, shall be power sprayed at least twice monthly plus the first/last week of contract period. Extreme care must be taken to prevent damage to painted surfaces, wooden surfaces, electric switches, light fixtures, and fans. All standing water on horizontal surfaces to be immediately removed. Depending on usage of park, some facilities may need to be sprayed weekly.
- H. While cleaning fire rings at campsites, ashes must be allowed to cool, and then dumped into an inconspicuous location, away from campsites and public use areas. Ashes shall be scattered.
- I. Water Systems-Check for proper water temperature of showers and proper operation of showers, commodes and sinks. Check total and free chlorine levels for each well and notify government of any adjustments needed (instructions to be provided at prework). Chlorination between 1.1-1.5 ppm. Chlorination test to be done each workday and logged. All supplies for chlorination test, to be provided by the Government. Contractor to provide chlorine, to keep chlorine solution tank in well house maintained at 50% capacity.

V. Other Area Specific Provisions include

FEE ATTENDANTS:

- A. Make at least two tours per day through the park to check on campsite vacancies and to notify newly arriving campers of registration.

B. Report traffic counter readings, electric meter readings, and perform surveys as requested by the project office (during normal duty hours). Attendant shall provide a written critique of park at end of season. Log contract law enforcement patrols.

ALL ATTENDANTS:

A. All lost and found must be logged and turned into the Project Office. Exact details provided at prework.

B. Mailboxes and satellite dishes require OPM approval before placing on Corps property. The OPM shall designate the area where they are placed.

C. Golf carts used in the performance of duty must meet all requirements as required by local permit and must have an approved permit from the OPM

VI. Contract Supplied Materials and Equipment – Cleanup Attendant and Combination Attendants Only:

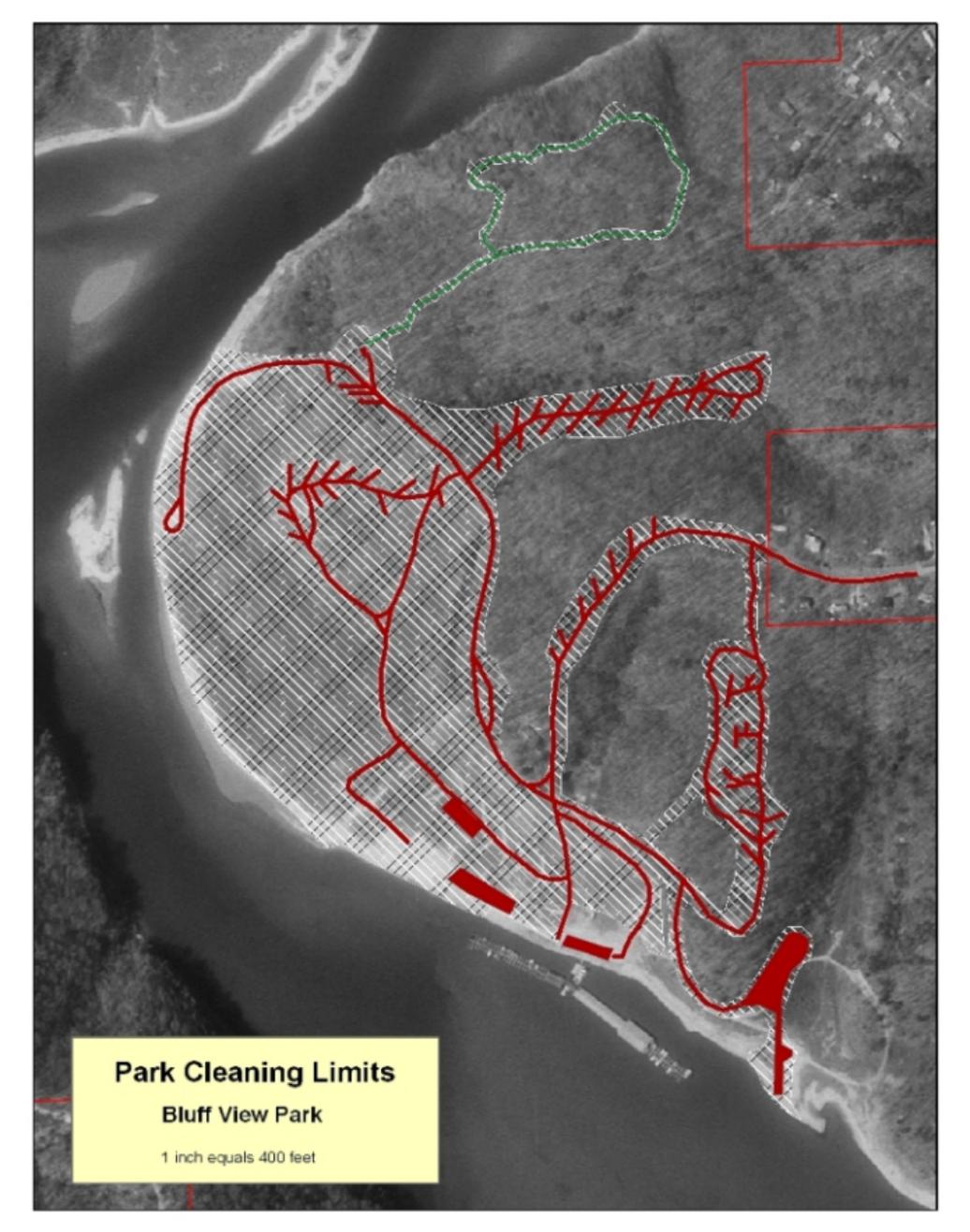
Contractor is required to provide all supplies, equipment, labor to clean the park to government specifications and government approval. Interested bidders are encouraged to visit park so they can determine the full scope of supplies they might require. There is no separate payment for supplies; it must be included in the contractor's bid price. The quantity of supplies needed varies from park to park and from year to year dependant on visitation. The following is a list of supplies the contractor will be required to furnish at a minimum. Additional cleaning supplies may be required by contractor.

1. Plastic trashcans for each restroom and trash bags to fit trashcans.
2. Light bulbs; 48" fluorescent and 60 watt incandescent bulbs. Screwdriver required to remove light bulb lenses.
3. Cleaning supplies, including: detergents, disinfectants, deodorants, floor cleaner, window/glass cleaner, lime remover, misc. bathroom cleaner, urinal cakes.
4. Toilet paper for each restroom. Toilet tissue shall be 500 sheet minimum rolls. All restroom shall maintain in each stall, at a minimum 2 full and 2 partial rolls of toilet paper.
5. Cleaning equipment and tools needed to keep facilities clean, including, but not limited to: hoses, electric cords, blower, ladder, mops, brooms, buckets.
6. Chlorine bleach for chlorinators for each well house.
7. Misc. supplies: Rubber gloves, gasoline and oil for small equipment.
8. Power Sprayer capable of delivering a minimum 1200 p.s.i. and shall be capable to incorporate detergent into the spray. Must be able to be used in restrooms where no electricity is available.

VII. Government furnished equipment/supplies: Contractor shall be given equipment or supplies at beginning of contract. Damage or theft of items shall be immediately reported to the Operations Project Manager. All unused or unexpended items shall be returned at end of season. Items such as annual passes (fee attendants) shall be accounted for when sold and the remainder returned. After contractor is issued equipment they become reasonable for any losses and will be responsible to reimburse government for loss.

VIII. ADDITIONAL INFORMATION. Interested bidders are encouraged to contact Randy Devenport at 573-223-7777 ext 225 OR Melannie Gracey at 573-223-7777 ext 228 for any

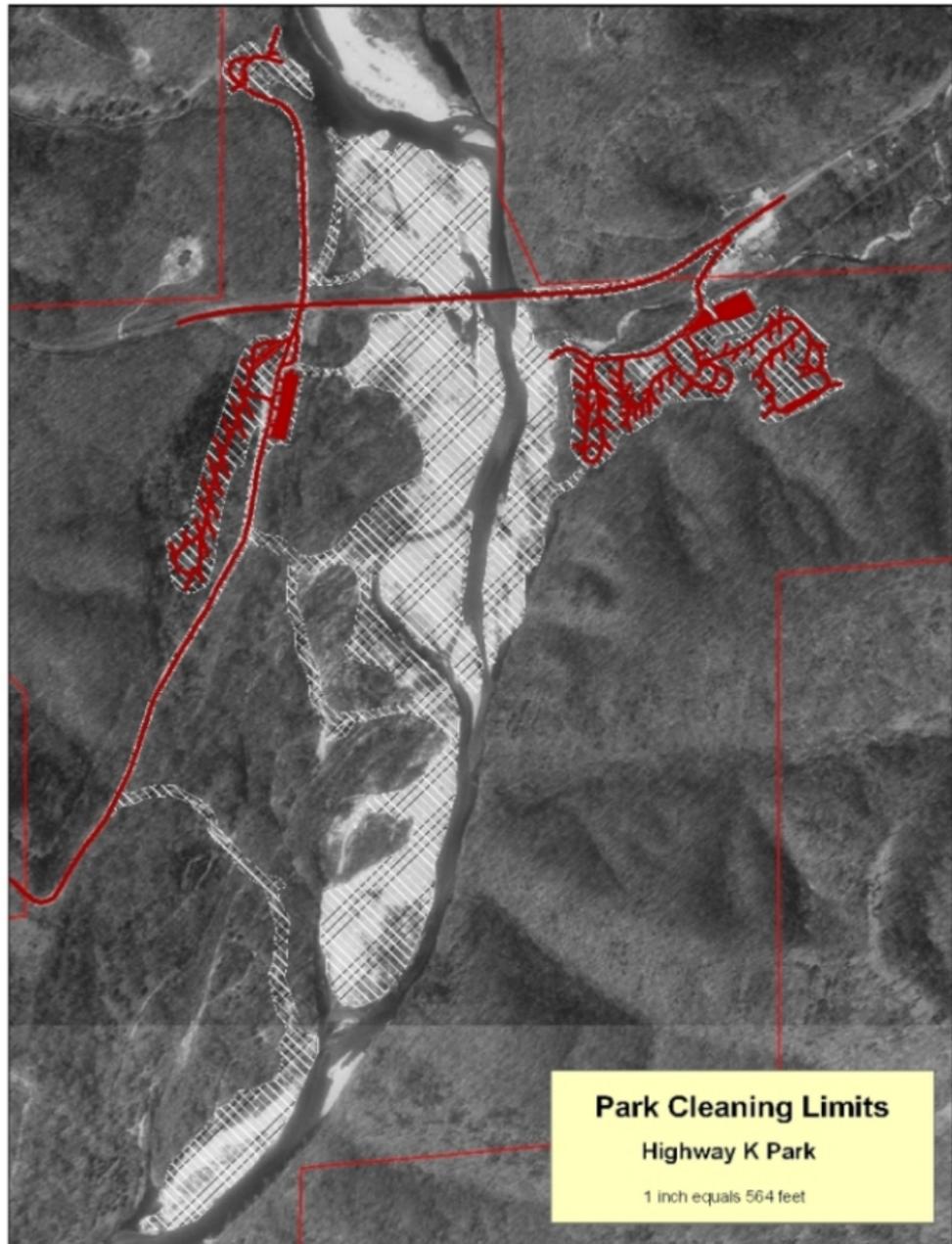
questions about the solicitations, about how to submit quotes, or register with CCR. Prospective bidders are urged to inspect the parks they are interested in bidding on before submitting a bid in order to be familiar with size/scope of required duties.



Park Cleaning Limits

Bluff View Park

1 inch equals 400 feet



Park Cleaning Limits

Highway K Park

1 inch equals 564 feet



Park Cleaning Limits

Piedmont Park

1 inch equals 375 feet



Park Cleaning Limits

Webb Creek Park

1 inch equals 250 feet

GREERS FERRY PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0013 & 0014	DAM SITE PARK (CAMPGROUND)				
<p>Dam Site Park (Campground), Greers Ferry Lake is a highly visited park with 252 campsites (148 with electricity) with paved turnouts, flush and vault toilets, showers, trailer dump station, 3 group shelters, one 12-lane launch area, and marina. It is located on the east side of Heber Springs, Arkansas on State Highway 25-B. One tour of the park is approximately seven (7) miles.</p>					
ITEM NO	SUPPLIES/SERVICES				
0013	DAM SITE PARK – FEE ATTENDANT “C”				
Last contract average daily bid price: \$78.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0013AA	Base Period: 28-Mar-2007 through 01-Nov-2007	159	Days		
0013AB	First Option: 26-Mar-2008 through 01-Nov-2008	159	Days		
0013AC	Second Option: 25-Mar-2009 through 01-Nov-2009	159	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0014	DAM SITE PARK – FEE ATTENDANT “D”				
Last contract average daily bid price: \$65.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0014AA	Base Period: 07-May-2007 through 10-Sep-2007	93	Days		
0014AB	First Option: 05-May-2008 through 09-Sep-2008	93	Days		
0014AC	Second Option: 04-May-2009 through 15-Sep-2009	97	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0015	DEVILS FORK PARK – FEE ATTENDANT “B” Last contract average daily bid price: \$68.00				
<p>Devils Fork Park, Greers Ferry Lake is a highly visited park having 55 campsites with electricity and paved turnouts, flush and vault toilets, showers, trailer dump station, group shelter, playground, and 12 launching lanes. It is located in the town of Greers Ferry, Arkansas on State Highway 16 North. One tour of the park is approximately 1.8 miles.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0015AA	Base Period: 07-May-2007 through 10-Sep-2007	93	Days		
0015AB	First Option: 05-May-2008 through 09-Sep-2008	93	Days		
0015AC	Second Option: 04-May-2009 through 15-Sep-2009	97	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0016 & 0017	HEBER SPRINGS PARK				
<p>Heber Springs Park, Greers Ferry Lake is a highly visited park with 139 campsites (106 with electricity) with paved turnouts, flush and vault toilets, showers, trailer dump station, group shelter, playgrounds, swim beach, a four lane launch area with high water launch ramp, and marina. It is located just west of the city of Heber Springs, Arkansas off State Highway 110. One tour of the park is approximately three (3) miles.</p>					
ITEM NO	SUPPLIES/SERVICES				
0016	HEBER SPRINGS PARK – FEE ATTENDANT “A” Last contract average daily bid price: \$65.00				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0016AA	Base Period: 28-Mar-2007 through 01-Nov-2007	159	Days		
0016AB	First Option: 26-Mar-2008 through 01-Nov-2008	159	Days		
0016AC	Second Option: 25-Mar-2009 through 01-Nov-2009	159	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0017	HEBER SPRINGS PARK – FEE ATTENDANT “B” Last contract average daily bid price: \$72.00				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0017AA	Base Period: 07-May-2007 through 10-Sep-2007	93	Days		
0017AB	First Option: 05-May-2008 through 09-Sep-2008	93	Days		
0017AC	Second Option: 04-May-2009 through 15-Sep-2009	97	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0018	HILL CREEK PARK – FEE ATTENDANT “A” Last contract average daily bid price: \$65.00				
<p>Hill Creek Park, Greers Ferry Lake is a moderately visited park with 41 campsites (30 with electricity) with paved turnouts, flush and vault toilets, showers, trailer dump station, group shelter, playgrounds, swim beach, a ten lane launch area with high water launch ramp, and marina. It is located nine (9) miles east of the city of Greers Ferry, Arkansas off State Highway 225. One tour of the park is approximately 1.6 miles.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0018AA	Base Period: 28-Mar-2007 through 14-Sep-2007	124	Days		
0018AB	First Option: 26-Mar-2008 through 15-Sep-2008	127	Days		
0018AC	Second Option: 25-Mar-2009 through 15-Sep-2009	127	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0019 & 0020	JOHN F. KENNEDY PARK				
<p>John F. Kennedy Park, Greers Ferry Lake is a highly visited park with 74 campsites with electricity (13 have individual water hookups) with paved turnouts, flush and vault toilets, showers, trailer dump station, group shelter, playgrounds, swim beach, and a one lane launch area. It is located just three (3) miles east of the city of Heber Springs, Arkansas off State Highway 25. One tour of the park is approximately 1.8 miles.</p>					
ITEM NO	SUPPLIES/SERVICES				
0019	JOHN F. KENNEDY PARK – FEE ATTENDANT “A”				
Last contract average daily bid price: \$70.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0019AA	Base Period: 27-Feb-2007 through 30-Nov-2007	200	Days		
0019AB	First Option: 28-Feb-2008 through 01-Dec-2008	202	Days		
0019AC	Second Option: 26-Feb-2009 through 01-Dec-2009	201	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0020	JOHN F. KENNEDY PARK – FEE ATTENDANT “B”				
Last contract average daily bid price: \$68.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0020AA	Base Period: 07-May-2007 through 10-Sep-2007	93	Days		
0020AB	First Option: 05-May-2008 through 09-Sep-2008	93	Days		
0020AC	Second Option: 04-May-2009 through 15-Sep-2009	97	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0021 & 0022	OLD HIGHWAY 25 PARK				
<p>Old Highway 25 Park, Greers Ferry Lake is a highly visited park with 124 campsites (88 with electricity) with paved turnouts, flush and vault toilets, showers, trailer dump station, group shelter, group camp area, playgrounds, swim beach, and a one lane launch area. It is located seven (7) miles east of the city of Heber Springs, Arkansas off State Highway 25. One tour of the park is approximately 4.1 miles.</p>					
ITEM NO	SUPPLIES/SERVICES				
0021	OLD HIGHWAY 25 PARK – FEE ATTENDANT “A”				
Last contract average daily bid price: \$71.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0021AA	Base Period: 28-Mar-2007 through 01-Nov-2007	159	Days		
0021AB	First Option: 26-Mar-2008 through 01-Nov-2008	159	Days		
0021AC	Second Option: 25-Mar-2009 through 01-Nov-2009	159	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0022	OLD HIGHWAY 25 PARK – FEE ATTENDANT “B”				
Last contract average daily bid price: \$82.00					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Base Period: 07-May-2007 through 10-Sep-2007	93	Days		
0022AB	First Option: 05-May-2008 through 09-Sep-2008	93	Days		
0022AC	Second Option: 04-May-2009 through 15-Sep-2009	97	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0023	SUGAR LOAF PARK – FEE ATTENDANT “A” Last contract average daily bid price: \$75.00				
<p>Sugar Loaf Park, Greers Ferry Lake is a moderately visited park with 94 campsites (57 with electricity) with paved turnouts, flush and vault toilets, showers, trailer dump station, group shelter, swim beach, 8 launching lanes, and marina. It is located approximately 5.7 miles east of Greers Ferry, Arkansas off State Highway 337. One tour of the park is approximately 1.6 miles.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0023AA	Base Period: 28-Mar-2007 through 01-Nov-2007	159	Days		
0023AB	First Option: 26-Mar-2008 through 01-Nov-2008	159	Days		
0023AC	Second Option: 25-Mar-2009 through 01-Nov-2009	159	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0024	CHOCTAW PARK – CLEANING ATTENDANT “C” Last contract average daily bid price: N/A				
<p>Choctaw Park (campground), Greers Ferry Lake is a highly visited park with 146 campsites (91 with electricity) with paved turnouts and electrical outlets, one sanitary dump station, two waterborne toilets with showers, two vault toilets, one swim beach, 2 launching lanes, one picnic shelter and one playground. Additional facilities may be added at no increase in contractor bid price. One complete tour of the park is approximately 1.8 miles. <u>Note: The Cleaning Contractor will be responsible for cleaning all facilities and lands listed in the General Specifications and SPS that encompass all 146 campsites.</u></p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0024AA	Base Period: 30-Mar-2007 through 2-Nov-2007	174	Days		
0024AB	First Option: 28-Mar-2008 through 2-Nov-2008	176	Days		
0024AC	Second Option: 30-Mar-2009 through 2-Nov-2009	174	Days		
NET AMOUNT:					

2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
GREERS FERRY PROJECT OFFICE

NOTE: Job duties and responsibilities and other terms and conditions listed in this SPS are the same for each position except for the work schedule.

I. HOURS OF WORK: Shifts are 8 to 12 hours in length and will be worked at predetermined times between the hours of 6 a.m. and 2 a.m. An exact schedule will be furnished at orientation. All park gatehouses will be open regular hours and cleaning attendants will have normal duty on weekends and all observed Federal holidays including: Memorial Day, Fourth of July, Labor Day, and Columbus Day. On-call time for all park attendants include all hours from 6:00 a.m. the first day of each work period through 6:00 a.m. of the day following the last workday. When on-call hours extend beyond Duty hours, the contractor is required to have at least one person who can be reached via phone to respond within 30 minutes of a Corps staff call. Phone number will have to be provided to the Greers Ferry Lake Project Office staff during orientation. Tours of duty may be changed with 48 hour's advance notice to the contractor.

II. TRAINING AND ORIENTATION: All contractors are required to attend a prework orientation at the Project Office, or where otherwise specified, before the beginning of the work period. In addition there may be at least one project coordination meeting during the season. **Orientation and government furnished training will occur at the beginning of the contract period and will be conducted at the Greers Ferry Lake Project Office. You will be contacted with specific times and dates.**

III. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS).

A. PARK INSPECTIONS: Contractor will perform park surveillance a minimum of 3 times per shift. Surveillance rounds should begin just prior to or in conjunction with the opening booth hours. The last round should be completed prior to closing the booth allowing time for users to come to the booth and pay any fees owed. Surveillance rounds include but are not limited to checking condition of restrooms, performing campsite checks to make contact with unregistered campers, noting any damaged or vandalized facilities, noting potential problems, and to make contact with the park users while promoting visitor assistance. This may require use of the contractor's vehicle, moped, or bicycle (golf carts or ATVs are not allowed). Contractor shall record all surveillance round times and information gathered in the Corps provided patrol log book. The contractor will also perform light maintenance cleaning during surveillance rounds as defined in section "D" OTHER SPECIAL CONDITIONS/REQUIREMENTS. Reservable campsite status sign(s) will be updated within one hour of the beginning of each shift and one (1) hour prior to end of shift.

B. LAWN, LIVING AREA AND GATEHOUSE MAINTENANCE: Park Attendant will be responsible for maintaining the lawn and living area in neat, clean appearance. Lawn will be mowed to maintain grass heights at 4-inch maximum, 2-inch minimum. If rainfall is less than 1 inch per week, lawn and plants will be watered to provide adequate moisture. All grounds will be policed daily and all litter placed in appropriate receptacles. Areas to be mowed and maintained do not exceed one half acre. The Project Office will determine exact limits. Contractor will place trash generated at living area in dumpsters provided in the park. The gatehouse, both interior and exterior, shall be kept clean and orderly at all times as determined by the Operations Project Manager or his authorized representative. The

Operations Project Manager or his authorized representative shall determine the determination of what is “clean and orderly”.

C. DRESS CODE: Attendants will wear clothes that are suitable for meeting the public. While on Duty, Park Attendants shall dress in a neat fashion in properly fitting, clean clothing, that is in an acceptable condition (no holes, patches, or signs of “wear” such as fading, missing buttons, broken zippers, stains, and/or fraying). See EM 385-1-1 for allowable attire to be worn. Park Attendants shall promote a favorable image of the Corps of Engineers through their personal appearance and actions. Any required vests, caps or nametags will be provided by the Project Office. A Corps of Engineers-supplied identification nametag will be worn at all times while on duty.

D. OTHER SPECIAL CONDITIONS/REQUIREMENTS: Park Attendants will be required to perform spot cleaning duties in addition to fee collection services. The spot cleaning duties include non-routine cleaning of restrooms on an as needed basis as noted during park surveillance rounds or as reported by visitors/campers. Supplies for the spot-cleaning of restrooms will be government furnished. The fee attendant shall ensure the ceiling fans, air conditioner filters, and all computer equipment is maintained in a clean manner. Fee attendants will maintain clean interior and exterior of park booth. The fee attendant will supply items needed to accomplish this light cleaning.

No television antennas or satellite receivers will be allowed installed on the booth or any project structure.

E. PET POLICY: Dog pens, horse corrals, poultry cages, or similar facilities for pets or raising of animals are prohibited. Pets are allowed, if kept on a leash 6 feet or less in length or otherwise under physical restraint at all times. Additional conditions are found in the General Specification under “PETS”. Contact the Greers Ferry Project Office for more information.

IV. CLEANING ATTENDANT AREA SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.)
Cleaning Attendants (with no booth duties) only require one person.

A. HOURS OF WORK

On-duty hours for cleaning contractors are 6:00 a.m. – 8:00 p.m., each workday. On-call hours are 6:00 a.m. the first day of each work period through 6:00 a.m. of the day following the last workday. Cleaning contractor may, during the specific range of on-duty hours from 9:00 a.m. and 4:00 p.m., leave the park for short periods of time to acquire tools and supplies or attend to personal business. However, cleanup attendant must be available via provided phone number and respond within 15 minutes of receiving a request from a Corps employee.

Work Days will be scheduled as noted below (schedule provided at orientation):

March 28 – May 15: Work Sunday, Monday, Thursday, Friday & Saturday

Off Tuesday & Wednesday

May 16 – September 15: Work Sunday, Monday, Wednesday, Thursday, Friday & Saturday

Off Tuesday

September 16 – Nov 2: Work Sunday, Monday, Thursday, Friday & Saturday

Off Tuesday & Wednesday

B. CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES

1. All tools, including but not limited to, brooms, dust pans, mops, buckets, rakes, yard tools, water hoses, minimum eight (8) foot ladder, shovel, plunger, minimum 25' plumbers snake, squeegee, and minimum 2-gallon sprayer.

2. Power Washer- Recommended features:

- minimum 1,000 psi tip pressure rating
- gasoline powered
- portable model
- accept hot or cold water supply
- hose length of at least 100' or more
- standard hose rating to give required pressure
- water supply may not be available at all locations a portable tank may be necessary.

3. Contractor will supply all cleaning agents and supplies necessary to accomplish the cleanup work. These cleaning supplies include, but are not limited to; scouring powder, window cleaner, floor and tile cleaner, bleach or other disinfectant, gloves, brushes, toilet paper, trash bags, urinal cakes, urinal screens, deodorant toilet cakes, toilet deodorizer, rust remover, etc. Contractor will provide a list of supplies at the orientation meeting, or shortly after, including brand names of chemicals and cleaning agents to be approved by the Operations Project Manager. Based on past annual usage, the following is an estimate of the quantity of supplies which will be necessary to complete the required work.

Deodorant (Block for Urinals)	60 blocks
Toilet Tissue (500 sheets per roll minimum)	3,300 rolls
Disinfectant "Lysol" (or equal)	45 gallons
Cleaning Compound (Bowl) "Barrage" (or equal)	45 gallons
Lime and Scale Remover "Crust Buster" (or equal)	35 gallons
Light Bulbs (assorted sizes and types)	95 each
Waste Baskets (restrooms)	8 each

C. CLEANING REQUIREMENTS

1. Clean Facilities-Clean is defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, foreign material, or other residue. The Contractor will sweep, wash, wipe, brush or power spray facilities to insure that dirt, dust, rocks, limbs, debris, trash, soap scum, hard water spots, rust, garbage, ashes, foreign matter left by the public, animals, scattered by wind or animals, insects, insect nests, spider webs, and bird droppings are removed. Facilities include but are not limited to campsite furniture, buildings (interior and exterior), dump station equipment, fountains and hydrants, playground equipment, signs, bulletin boards, roadways, roadsides, parking lots, swim beaches, picnic equipment, shoreline areas, and lesser developed areas utilized by the public. Upon Request, a Park map will be provided indicating the approximate park area to be cleaned and shows approximate locations of park facilities.

2. Sanitary Facilities-The Contractor will wash the facilities using disinfectants each time the facilities are cleaned to prevent mold, mildew and any other bacteria from forming.

3. Odor Free Facilities-The Contractor will use a chemical agent in a manner that will eliminate odor from all facilities and reduce or eliminate odors in vault toilets.

4. The Contractor will perform a complete cleaning a minimum of two times per day. One cleaning will be performed between the hours of 6:00 a.m. and 9:00 a.m., and the second cleaning will be performed between the hours of 4:00 p.m. and 6:00 p.m. Contractor is required to conduct a facility check between 12:00 noon and 2:00 p.m.; and again one time between 6:00 p.m. and 8:00 p.m. Facility checks are performed to insure that there is sufficient supply of toilet paper, clean up accidents that occurred after last cleaning, sweep floors, and other miscellaneous duties. The Contractor will be responsible for emergency cleaning throughout the work period including on-duty and on-call time.

5. Specific Tasks

a. The Contractor will clean all toilets, showers, inside and outside; including windows, fixtures, walls, partitions, ceilings, doors, eaves, louvers, vents, screens, shower curtains and floors to provide "clean, sanitary and odor free" facilities. The Contractor will also maintain deodorant cakes in all urinals to control odor. Maintain floors disinfected, cleaned and free of dirt, dust, smears, and stains. Standing water will be removed from floors after each cleaning. Toilet tissue will be distributed at each toilet when it is cleaned and/or checked to provide an adequate supply at all times. Marks of vandalism and graffiti will be removed by normal washing or chemical agent, without damaging the paint surface. Shower stalls and other interior walls and partitions subject to wet or damp conditions will be kept free of mildew, fungi, lime deposits, scale, soap scum, rust and biological formations by application of appropriate chemical means, power washing, and/or scrubbing if necessary. Signs stating, "Closed for Cleaning" will be posted prior to cleaning any enclosed facility (sign provided by contractor). Contractors are required to power wash all toilets, showers, picnic shelters, and change houses at the beginning of the season and as needed or directed during the rest of the season. In association with cleaning duties, the attendant will remove all obstructions

from drains and fixtures including toilets, urinals, and valves that are easily accessed using a plunger or plumber's snake, or that does not require special tools or training.

b. Trailer Dump Station-The contractor will clean daily all slabs, flush bowls, intakes, hydrants, hoses, wheel stops and other appurtenances at trailer dump stations to provide "clean and sanitary" facilities.

c. Group Picnic Shelters-The Contractor will clean, after each use and/or once a day, the following; floor slab, table seats and tops, fireplace, light fixtures, eaves, ceilings and columns to provide "clean" facilities. Remove graffiti as necessary.

d. Fireplace Rings and Grills-Maintain fire rings and grills so that enclosures are no more than half full of ashes or coals. Remove trash, litter, rocks, and debris from fire rings and grills (including grates) daily. Remove all foil or food left on the grill surface. Burning of any material by the contractor is prohibited. Ashes will be disposed of in an area approved by the Operations Project Manager. All rock fire rings will be removed from camping and day use areas. Fire rings and grills will be left in the down position after cleaning.

e. Campsites-All unoccupied campsites will be checked daily to assure campsite living area, fire rings/grills, tables, and adjacent grounds are clean. Table and seat surfaces will be free of dirt, smears, tape, stains, mildew, insects, nests, webs, etc. The Contractor will rake campsite screening to assure rocks and sticks are picked up and holes are filled. The Contractor will be responsible for site cleanup in emergency situations such as when a site is left unusable due to trash left on the site. In such cases, the Contractor will notify a ranger prior to cleaning the site so the ranger can make proper documentation.

f. Drinking Fountains-The Contractor will clean daily all surfaces of drinking fountains and adjacent slabs to provide "clean and sanitary" facilities. In addition, the bowl and fountain will be cleaned and disinfected to provide "sanitary" facilities.

g. Sidewalks-All sidewalks and steps will be cleaned daily.

h. Swim Beach-The Contractor will remove daily all refuse including broken glass, small driftwood, cigarette butts, fish remains, or any foreign material from swim beach.

i. Vault Toilets-The Contractor will use odor control chemicals to reduce or eliminate odors in vault toilets. Chemicals for this must be approved by the Operations Project Manager and must be septic system compatible. Material safety data sheets are required and copies must be furnished to the Operations Project Manager.

j. Refuse-The Contractor will deposit all refuse in centralized dumpsters provided by the Corps of Engineers. Contractor will monitor all dumpsters to insure maximum utilization. This may include shifting of solid waste within and on top of the container and picking up trash on the ground adjacent to the dumpster. Contractor will replace bags in Corps provided trash cans at picnic shelters, swim beaches, launch ramps, etc. when emptying cans. Solid waste will be removed from cans and in the immediate area within a 15-foot radius of

the trashcan. Trash cans will be emptied frequently enough to prevent container overflow or the presence of foul odors. Trash cans may require disinfectant or insecticide to combat odors or pests. Vehicles used for transporting refuse to the dumpsters shall be equipped to prevent liquid from leaking while in transit. Collection vehicle will be maintained free of obnoxious odors through cleaning and disinfecting as necessary. Special wastes such as oil filters, batteries, tires, paint, etc. will not be placed in dumpsters. Proper disposal off-site will be the responsibility of the Contractor.

k. Leaves-The Contractor will rake and remove leaves and other debris from the campsite living areas and within 3 feet of park structures and facilities. These leaves may be deposited in the woods out of the mowing limits.

l. Sand and Graveled Areas-The Contractor will rake gravel area around playground equipment and remove non-gravel debris.

m. Report all safety hazards and repairs as directed by the Program Manager.

n. Inventory-Maintain a monthly inventory of all cleaning supplies used during each month and submit as required by the Program Manager. A complete list of supplies including the total amounts used will be given to the Program Manager at the end of the season.

o. Park Signs-The Contractor will remove all foreign matter from the park signs, including dirt, mud, stains, bird droppings, etc.

p. Lights-The Contractor shall replace all light bulbs that are burned out or broken in the restrooms, picnic shelters, and any other facility equipped with lighting within the park. **The government will not furnish light bulbs.** It may be necessary for the contractor to supply and use an eight (8) foot or taller ladder. Note: Some light bulbs are at a height of ten (10) feet or higher. Types of bulbs used include, but is not limited to, the following:

25 watt, high brightness, transparent yellow, medium base. No. 25A19/GR/TY.
60 watt, insect repellent (yellow), incandescent, medium base. No. 60AY-130.
425 milliamp, 40 watt, 48-inch fluorescent, insect repellent (yellow) No. F40G0.
Fluorescent type, PL7, Fits fixture Lithonia Hi-TekVR1.
7-watt fluorescent, Kenall Type 3714.

Bulb types may vary from restroom to restroom. Replacement bulbs must match bulb being removed and be suitable for existing fixture. Care should be taken when replacing bulbs. Bulb holders that are broken during bulb removal or install will be repaired or replaced at contractor's expense.

q. Incidental areas-Provide incidental cleanup services to maintain all areas of the park free and clear of ground litter and animal waste and/or carcasses. Maintain clean and litter free within 50 feet of park roadways or to tree or brush lines. Maintain areas clean and free of litter, trash, debris, and rubbish to the water's edge in all maintained areas of the park. Also, remove litter, trash and rubbish visible within 100 feet of maintained park areas.

r. Playground-Maintain equipment free of soiled areas, insects, nests, and webs. Maintain area free and clear of broken glass, cans, cigarette butts, leaves, trash, debris and any other foreign materials. Rake and level playground surface materials and contain within borders. Report all unsafe or broken playground equipment to program manager.

D. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES

The Government will furnish trash bags for the public. Contract Fee attendants will hand out these bags upon request to day users and campers. Cleanup attendants will provide their own trash bags for cleaning of park.

The Government will furnish a storage shed for supplies. The primary purpose is for storage of supplies, but personal items may be stored in the shed if room is available.

V. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: Contractor will furnish the following:

- A. A presentable self-contained recreational vehicle (RV) to be parked at a location designated by the Project Office.
- B. All hoses cables and fittings necessary to connect the RV to any desired utilities.
- C. Lawnmower and related tools and equipment such as gasoline, oil, water sprinklers and water hoses to accomplish maintenance and mowing of the contractor living area.
- D. All equipment and supplies needed to accomplish direct fee transmittal.
- E. Gatehouse administrative supplies, including but not limited to: ink pens; pencils; writing tablet; letter and legal size clipboards; paper towels; thumbtacks; paper clips; staples and stapler; ruler; rubber bands; envelopes; trash can and bags for personal use; broom; detergents for windows, walls, shelves and floors; mop and bucket; fly swatter; flashlight; fan; wasp and hornet spray and ant and roach powder (all chemicals used by the contractor must receive prior approval from the Project Office).

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Cleaning supplies for spot cleaning of restrooms.

VIII. ADDITIONAL INFORMATION: All bidders should contact Chief Park Ranger Jim Marple or Park Ranger Joe Harper at 501-362-2416 to arrange for a tour of the park(s) and explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid in order to become familiar with the size and scope of the area and required duties.

APPENDIX A GREERS FERRY LAKE

PARK ATTENDANT SUPPLY LIST

These items are required to be furnished by the contractor on an as needed basis to perform required duties.

CLEANING SUPPLIES

SUGGESTED QUANTITY NEEDED

Window Cleaner	2 quarts
General Purpose Cleaner	2 quarts
Floor Cleaner	2 quarts
Broom	1 each
Mop	1 each
Paper Towels	6 rolls
Toilet Bowl Cleaner (Dam Site "A" & "B" only)	2 bottles

MISCELLANEOUS

Pencils	12 each
Calculator	1 each
Ball Point Pens (dry erase black only)	24 each
Stapler	1 each
Staples	1 box
Ink, Black	1 bottle
Scotch Tape, 1/2 in.	5 each
Trash Bags, 6 gal. 125/case	1 case
Rubber Bands, 250/box	1 box
Thumb Tacks, 50/box	1 box
Paper Clips, 250/box	1 box
Note Pads, (Post-it-Notes) are recommended	6 pads
Flash Light & batteries	1 each
Wasp Spray	2 can
Fly Swatter	2 each

MILLWOOD TRI-LAKES PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0025	OAK GROVE PARK – FEE ATTENDANT “A” Last contract average daily bid price: \$50.50				
<p>Oak Grove and Pine Ridge Parks are located on De Queen Lake in Southwest Arkansas. Oak Grove has 36 campsites with electricity and water. Pine Ridge Park has 37 campsites of which 17 have electricity. The approximate mileage for a tour through both parks is 12 miles. 2006 Visitation: 54,000 visits.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0025AA	Base Period: 01-Mar-2007 through 31-Oct-2007	126	Days		
0025AB	First Option: 01-Mar-2008 through 31-Oct-2008	126	Days		
0025AC	Second Option: 01-Mar-2009 through 31-Oct-2009	126	Days		
NET AMOUNT:					

2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
MILLWOOD TRI-LAKES PROJECT OFFICE

- I. **NUMBER OF CONTRACT POSITIONS:** This SPS is for one Park Attendant contract at Oak Grove Park, DeQueen Lake, Fee Attendant “A”.
- II. **PARK DESCRIPTION:** Oak Grove and Pine Ridge Parks are located on De Queen Lake in Southwest Arkansas. Oak Grove has 36 campsites with electricity and water. Pine Ridge Park has 37 campsites of which 17 have electricity. The approximate mileage for a tour through both parks is 12 miles.
- III. **HOURS OF WORK:** The duty hours are from 8:00am – 11:00am and 1:00pm – 10:00pm each day. The Park Attendant is to be available to render assistance at their living area during the hours of 10:00pm – 8:00 am. During duty hours at least one Attendant must occupy the Gatehouse.
- IV. **TRAINING AND ORIENTATION:** The orientation and training will be held at the De Queen Lake Office. Successful bidders will be notified of the exact date and time.
- V. **AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.**
 - A. **APPROVED USER FEE COLLECTION & PROCESSING:**

1. Attendants shall collect a variety of user fees. This is to include fees for camping, day use, reservations, Golden Age Passport sales and etc. User fees collected will be secured properly and cash on hand must correspond with permits and related records. Park Attendants are responsible for furnishing money for change and there will be no co-mingling of personal cash with government monies.
2. Park Attendants shall be responsible for administering picnic shelter reservations and campsites reservations. This may include taking reservations over the phone and/or computer through the use of DARS, NRRS, AUPS computer systems and ENG FORM 4457 User Fee Permits, posting reservations, collecting user fees from those users making reservation and issuing receipts to customers.
3. Park Attendants shall be responsible for issuing Annual Day Use Passes and Golden Age Passports to eligible individuals and maintain proper documentation.
4. Park Attendants will be required to convert fees to a cashiers check or money order the day after their last workday for the week. The park attendants shall be responsible for preparation and duplication of all documentation required for preparing submittals; and for forwarding by regular certified mail, all documentation and fee remittals to the National Recreation Reservation Service at the following address:

National Recreation Reservation Service
Nations Bank Box 281470
Atlanta,GA 30384

Park Attendants shall also furnish copies of the documentation to the contracting officer's representative. The Park Attendants shall be responsible for all fee monies collected until they are received by the Disbursing Officer. Day use fees will be collected by uniformed personnel and submitted to the Gate Attendant at the gatehouse for remittance.

Transmittal of fees shall include, but is not limited to, the following items:

- a. Preparation of forms.
- b. Tabulation of all fees collected.
- c. Provision of necessary postage and envelopes.
- d. Purchase of money orders or cashier's checks to transmit collected funds.
- e. Use of his/her personal vehicle to conduct post office and banking business.

No separate payment will be made for the costs associated with the direct fee transmittal. Compensation for these items should be included as part of the Gate Attendants bid price.

5. If the Park Office System is not available for use at the park assigned to the Contractor or for some reason the system becomes disabled, the Contractor will be issued and held accountable for user fee permit books. User fee permits shall be issued in sequence beginning with the lowest number. New user fee books shall likewise be used in the same sequence. These forms (ENG Form 4457) will be issued to the Contractor in quantities determined by the Contracting Officers Representative on an as-needed basis. Each form bears a serial number, and the Contractor shall be required to acknowledge receipt thereof in writing to the Contracting Officers Representative from that time until either:
 - a. The time of collection of the white and yellow copies of each form by the COR which are the results of the issuance of user permits or,
 - b. The time of the Contractor's return of those unused forms to the COR.

B. PARK INSPECTIONS

Park Attendants shall be required to inspect the park areas a minimum of three (3) times each day during regular duty hours. A complete tour of the park will be made before 10:00a.m. to locate campers who may have arrived after Gatehouse hours the previous day. They should be notified to register and to include the previous night's stay. Inspections shall be scheduled at least 2 ½ hours apart.

C. PET POLICY

Park Attendants will be allowed to have pets. The Park Attendants must comply with the pets policies listed in the General Specifications of this contract.

D. DRESS CODE OR UNIFORM POLICY

While on Duty, Park Attendants shall dress in a neat fashion in properly fitting, clean clothing, that is in an acceptable condition (no holes, patches, or signs of "wear" such as fading, missing buttons, broken zippers, stains, and/or fraying). See EM 385-1-1 for allowable attire to be worn. Park Attendants shall promote a favorable image of the Corps of Engineers through their personal appearance and actions. Any required vests, caps or nametags will be provided by the Project Office.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES

In addition to the items listed in the General Specifications the Park Attendant shall provide the following items:

- A. Brooms, dustpans, mops and all cleaning supplies (such as window cleaner, floor cleaner, paper towels, trash bags, deodorizer, etc.) for cleaning of the Park Attendant booth.

B. Pens, pencils, tape, rubber bands, paper clips, tacks, scratch pads, stapler and staples, etc. that are necessary for proper completion and organization of paperwork.

C. Flashlight and Batteries, if desired.

VII. ADDITIONAL INFORMATION

VIII. All bidders should contact Park Ranger Scott Corbitt at (870)-584-4161 to arrange for a tour of the park(s) and explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

IX. WORK SCHEDULE – FEE ATTENDANT “A”

1. 1 March – 5 March
2. 11 March – 15 March
3. 21 March – 25 March
4. 31 March – 4 April
5. 10 April – 14 April
6. 20 April – 24 April
7. 30 April – 4 May
8. 10 May – 14 May
9. 20 May – 24 May
10. 30 May – 3 June
11. 9 June – 13 June
12. 19 June – 23 June
13. 29 June – 3 July
14. 9 July – 13 July
15. 19 July – 23 July
16. 29 July – 2 August
17. 8 August – 12 August
18. 18 August – 22 August
19. 28 August – 1 September
20. 7 September – 11 September
21. 17 September – 21 September
22. 27 September – 1 October
23. 7 October – 11 October
24. 17 October – 21 October
25. 27 October – 31 October

MOUNTAIN HOME PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0026	LAKEVIEW PARK, BULL SHOALS LAKE – FEE ATTENDANT Last contract daily bid price: \$42.50				
<p>Lakeview Park is a highly visited park having 89 campsites with electricity, flush and vault toilets, showers, trailer dump station, group shelter, playground, hiking trail, swim beach, launch ramp, and marina. It is located in the town of Lakeview, Arkansas on State Highway 178. One tour of the park is approximately three (3) miles. Two-way distance to nearest post office is approximately 2 miles. Work schedule from April 01 to May 31, five (5) days per week, eight (8) hours per day (10:00 a.m. to 6:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days. From 01 June to 31 July, six (6) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) with Tuesday as the non-work day. From 01 August to 31 October, (5) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0026AA	Base Period: 01-Apr-2007 through 31-Oct-2007	175	Days		
0026AB	First Option: 01-Apr-2008 through 31-Oct-2008	175	Days		
0026AC	Second Option: 01-Apr-2009 through 31-Oct-2009	175	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0027	OAKLAND PARK, BULL SHOALS LAKE – FEE ATTENDANT Last contract daily bid price: \$50.00				
<p>Oakland Park is a moderately visited park having 32 sites with electricity, flush and vault toilets, showers, trailer dump station, group shelter, playground, swim beach, launch ramp, and marina. The park is located seven (7) miles west of the town of Oakland, Arkansas on State Highway 202. One tour of both parks is approximately four (4) miles. Two-way distance to nearest post office is fourteen (14) miles. Work schedule from April 01 to May 31, five (5) days per week, eight (8) hours per day (10:00 a.m. to 6:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days. From 01 June to 31 July, six (6) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) with Tuesday as the non-work day. From 01 August to 31 October, (5) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0027AA	Base Period: 01-Apr-2007 through 31-Oct-2007	175	Days		
0027AB	First Option: 01-Apr-2008 through 31-Oct-2008	175	Days		
0027AC	Second Option: 01-Apr-2009 through 31-Oct-2009	175	Days		

0027 OAKLAND PARK – BID SCHEDULE CONT. ON NEXT PAGE

0027 OAKLAND PARK (CONT. FROM PREVIOUS PAGE)

NET AMOUNT:	
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ITEM NO	SUPPLIES/SERVICES
0028	PONTIAC PARK, BULL SHOALS LAKE – FEE ATTENDANT Last contract daily bid price: \$47.50

Pontiac Park is a moderately visited park having 39 campsites with electricity, flush and vault toilets, showers, trailer dump station, group shelter, playground, swim beach, launch ramp, and marina. It is located approximately two (2) miles south of the town of Pontiac, Missouri on State Highway “W”. One tour of the park is approximately one (1) mile. Two-way distance to nearest post office is approximately four (4) miles. Contract period 01 April through 30 September. From 01 April to 31 May, five (5) days per week, eight (8) hours per day (10:00 a.m. to 6:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days. From 01 June to 31 July, six (6) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) with Tuesday as the non-work day. From 01 August to 30 September, (5) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time, with Tuesday and Wednesday as non-work days.

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0028AA	Base Period: 01-Apr-2007 through 30-Sep-2007	150	Days		
0028AB	First Option: 01-Apr-2008 through 30-Sep-2008	150	Days		
0028AC	Second Option: 01-Apr-2009 through 30-Sep-2009	150	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES
0029	CRANFIELD PARK, NORFORK LAKE – FEE ATTENDANT Last contract daily bid price: \$53.90

Cranfield Park is a highly visited park with 68 campsites with electricity, flush and vault toilets, showers, trailer dump station, group shelters, playgrounds, swim beach, marina, and launch ramp. It is located approximately seven (7) miles east of Mountain Home, Arkansas off U.S. Highway 62. One tour of the park is approximately three (3) miles. Round trip distance to the nearest post office is approximately ten (10) miles. From 01 April to 31 May, five (5) days per week, eight (8) hours per day (10:00 a.m. to 6:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days. From 01 June to 31 July, six (6) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) with Tuesday as the non-work day. From 01 August to 31 October, (5) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days.

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0029AA	Base Period: 01-Apr-2007 through 31-Oct-2007	175	Days		
0029AB	First Option: 01-Apr-2008 through 31-Oct-2008	175	Days		

0029 CRANFIELD PARK – BID SCHEDULE CONT. ON NEXT PAGE

0029 CRANFIELD PARK (CONT. FROM PREVIOUS PAGE)

0029AC	Second Option: 01-Apr-2009 through 31-Oct-2009	175	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0030	QUARRY PARK, NORFORK LAKE – FEE ATTENDANT Last contract daily bid price: \$52.50				
<p>Quarry Park is a highly visited park with 69 campsites with electricity, flush and vault toilets, showers, trailer dump station, group shelters, group camp area, playgrounds, and launch ramps. It is located approximately two (2) miles east of Salesville Arkansas on State Highway 177. One tour of the park is approximately four (4) miles. Round trip distance to the nearest post office is approximately ten (10) miles. Contract period 01 April through 31 October. From 01 April to 31 May, five (5) days per week, eight (8) hours per day (10:00 a.m. to 6:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days. From 01 June to 31 July, six (6) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) with Tuesday as the non-work day. From 01 August to 31 October, (5) days per week, eight (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0030AA	Base Period: 01-Apr-2007 through 31-Oct-2007	175	Days		
0030AB	First Option: 01-Apr-2008 through 31-Oct-2008	175	Days		
0030AC	Second Option: 01-Apr-2009 through 31-Oct-2009	175	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0031	JORDAN PARK, NORFORK LAKE – FEE ATTENDANT Last contract daily bid price: \$45.00				
<p>Jordan Park is a moderately visited park with 38 campsites with electricity, flush and vault toilets, showers, trailer dump station, group shelters, launch ramp, and marina. It is located four (4) miles north of the town of Jordan, Arkansas on County Road 64. One tour of the park is approximately two (2) miles. Round trip distance to the nearest post office is approximately eight (8) miles. <i>Jordan Park is not an NRRS park. All collections and transmittals will be hand written. There is no computer hardware in this park gatehouse. There are no reservations other than the group shelter accepted in this park.</i> Beginning 01 April to 31 May, five (5) days per week, eight (8) hours per day (10:00 a.m. to 6:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days. Beginning 01 June to 31 July, six (6) days per week, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time with Tuesday as the non-work day. Beginning 01 August to 30 September, ten (10) hours per day (10:00 a.m. to 8:00 p.m.) actual on-duty time with Tuesday and Wednesday as non-work days.</p>					

0031 JORDAN PARK – BID SCHEDULE CONT. ON NEXT PAGE

0031 JORDAN PARK (CONT. FROM PREVIOUS PAGE)

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0031AA	Base Period: 01-Apr-2007 through 30-Sep-2007	150	Days		
0031AB	First Option: 01-Apr-2008 through 30-Sep-2008	150	Days		
0031AC	Second Option: 01-Apr-2009 through 30-Sep-2009	150	Days		
NET AMOUNT:					

**2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
MOUNTAIN HOME PROJECT OFFICE**

I. NUMBER OF CONTRACT POSITIONS: This SPS is for one (1) contract at **Lakeview Park**, one (1) contract at **Oakland Park**, one (1) contract at **Pontiac Park**, one (1) contract at **Cranfield Park**, one (1) contract at **Quarry Park** and one (1) contract at **Jordan Park**.

Note: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request for Quotation (SF1449). Job duties and responsibilities and other terms and conditions listed in this SPS are the same for each contract except for the work schedule.

II. HOURS OF WORK: All park gatehouses will be open for twelve (12) hours on the following observed Federal holidays: Memorial Day, Fourth of July, and Labor Day. Hours of operation on Federal Holidays will be 10:00 a.m. to 10:00 p.m.

Duty and call time include all hours from 6:00 a.m. the first day of each work period through 6:00 a.m. of the day following the last workday. The contractor must have at least one person available in the park during these hours and two persons are required to work in the gatehouse during peak times. Tours of duty may be changed with one week's advance notice to the contractor.

III. TRAINING AND ORIENTATION: All contractors/park attendants are required to attend an orientation session at the Mountain Home Project Office. Orientation shall be 8:00 a.m. - 5:00 p.m., 27 March through 29 March 2007. These will be the first regular workdays and will be paid at the daily price submitted. This orientation will discuss the park attendant procedures and policies, National Recreation Reservation Service, credit card collection, and provide training for the operation of the computerized registration and reservation system.

IV. AREA SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.)

A. APPROVED USER FEE COLLECTION AND PROCESSING: Collect and transmit all user fees such as camping, day use, golden age passports, and special use. Attendant will work with all aspects of the National Recreation Reservation Service. Responsibilities include receiving telephone calls, recording data, and updating campsite and shelter information daily. The computer will be used for all aspects of the park program. The contractor shall transmit all fees as directed and includes, but is not limited to the following items:

- a. Prepare transmittal forms
- b. Tabulate fees collected
- c. Provide postage and envelopes to mail transmittal forms
- d. Use postal money orders or cashier's checks only to transmit collected cash. Postal money orders are available from post offices at a charge of \$.95 per money order for up to \$700.00. Additional money orders must be purchased for any amounts over \$700.00. Corporate or personal checks from the contractor will not be accepted in lieu of postal money orders or cashiers checks.
- e. Fees will be transmitted once per week or when collections total \$1,000.00. Minimum out-of-pocket expenses will be \$2.50 per mailing. Separate payment will not be made for postage, time spent banking, expenses, transportation costs associated with fee transmittal, making copies of transmittals, or time spent preparing, transporting, and mailing transmittal forms. **Compensation for these items must be included as part of the contractor's bid price.**

B. PARK INSPECTIONS: Make a minimum of two (2) tours per day through the park or parks to update campsite vacancy lists, notify newly arriving campers of registration and fee requirements, note any damaged or vandalized facilities, or potential problems in the park or parks unless otherwise specified or instructed.

C. CLOSING/OPENING GATES AND FACILITIES: From 01 May through 31 October, Cranfield Park requires the opening (6:00 a.m.) of the day use area gate (will be closed by rangers).

D. CLEANING AND MAINTENANCE: None beyond the General Specifications.

E. PET POLICY: Pets are permitted in accordance with the General Specifications.

F. DRESS CODE: Contractor shall wear an identification tag while on duty.

G. OTHER SPECIAL CONDITION/REQUIREMENTS: No personal electronic devices other than a small portable radio are allowed in project gatehouses without written approval from Lake Manager.

V. ADDITIONAL CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES: See Appendix A, attached.

VI. ADDITIONAL GOVERNMENT FURNISHED REQUIREMENTS/SUPPLIES: An 8' X 8' storage building.

VII. ADDITIONAL INFORMATION: All bidders should contact Park Ranger Michael Love at 870-425-2700 ext. 131 to arrange for a tour of the park(s) and explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

APPENDIX A
BULL SHOALS & NORFORK LAKES
PARK ATTENDANT SUPPLY LIST

These items are required to be furnished by the contractor on an as needed basis to perform required duties.

CLEANING SUPPLIES

SUGGESTED QUANTITY NEEDED

Window Cleaner	2 quarts
General Purpose Cleaner	2 quarts
Floor Cleaner	2 quarts
Broom	1 each
Mop	1 each
Paper Towels	6 rolls

MISCELLANEOUS

Pencils	12 each
Ball Point Pens (black only)	24 each
Tube Marker, felt tip (red)	12 each
Stapler	1 each
Staples	1 box
Scotch Tape 1/2 in.	5 each
Trash Bags, 6 gal. 125/case	1 case
*Trash Bags, 32 gal. 125/case	2 case
Rubber Bands 250/box	1 box
Thumb Tacks 50/box	1 box
Paper Clips 250/box	1 box
Note Pads, (Post-it-Notes) are recommended	6 pads
Fee Envelopes, Legal	1 box
Fee Envelopes, 9" X 12"	40 each
Flash Light	1 each
Wasp Spray	2 can
Master Lock (Case Hardened Steel)	2 each

*Optional and only required if contractor request a 32 gallon trash can from the Corps of Engineers.

NIMROD AND BLUE MOUNTAIN PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0032	COUNTY LINE PARK – COMBINATION ATTENDANT Last contract daily price: \$57.00				
<p>County Line Park is located west of Nimrod Dam, approximately 3 miles west of Fourche Junction, AR on HWY 60. The park has 20 picnic table/campsites, 1 waterborne restroom with showers, 1 playground, 1 trailer dump station, 1 swim beach, 1 fish cleaning station, and 2 boat ramps. Approximate mileage for one park tour is 1.0 mile. Carden Point Park is located approximately .7 miles west of County Line Park on HWY 60. The park has 4 picnic sites, 1 group picnic shelter, 1 playground, 1 swim beach, 1 boat ramp, 1 waterborne restroom. Approximate mileage for one park tour is 2.5 miles.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0032AA	Base Period: 01-Mar-2007 through 31-Oct-2007	210	Days		
0032AB	First Option: 01-Mar-2008 through 31-Oct-2008	210	Days		
0032AC	Second Option: 01-Mar-2009 through 31-Oct-2009	210	Days		
NET AMOUNT:					

2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
NIMROD AND BLUE MOUNTAIN PROJECT OFFICE

I. Number of Contract Position(s): This SPS is for one (1) Combination Park Attendant contract at County Line Park (Includes cleanup of Carden Point Park), contract at Nimrod Lake.

II. HOURS OF WORK: “On-Duty” hours will be 8AM-8PM. “On Call” hours will be from 8PM-8AM each night, except the night proceeding non-work days. Schedule of work will be six (6) days per week. Non-work day will be determined by the Operations Project Manager (OPM) or his/her designated representative.

III. TRAINING AND ORIENTATION: Park Attendants will attend an orientation meeting at the Nimrod Lake Project Office on their first day of work. Additional training in the National Recreation Reservation System (NRRS) will be provided at the Nimrod-Blue Mountain Project Office and through on-the-job training at the respective gatehouse.

IV. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and SPS.

A. PARK INSPECTIONS: Park Attendants will inspect the park in order to identify necessary cleaning/repairs at least two times each in the morning and afternoon/evening. Attendants will check on the status of campsite occupancy, etc. during these or other times. Park Attendants will assist visitors, etc. in accordance with the requirements of the General Specification.

B. CLOSING/OPENING GATES AND FACILITIES: During times of emergencies (storms, etc.) or facility condition being unsafe or unoperational the Park Attendants may be required to close/open facilities. Contractor may be required to close park gates at 10:00 p.m. and open them at 6:00 a.m. each work day.

C. CLEANING AND MAINTENANCE:

1. Furnish all labor, equipment, fuel, transportation, tools and supplies necessary for the performance of the services set forth in the schedule and in strict accordance with these specifications. The extent of the work to be performed under this solicitation requires cleanup services at the sites, policing of access roads and park areas during the period beginning 1 March through 31 October. Additional cleaning requirements not covered in the General Specifications are as follows:

a. Cleaning of Boat Ramps. The attendant shall clean boat ramps to provide "clean facilities".

b. Cleaning of Fish Cleaning Station. The attendant shall clean the floor slab, walls of the concrete block work island, the treated work area including the 1/2" cutting surface, the manual operated safety cover, and the rigid copper water line around the perimeter to provide clean, sanitary, and odor free facilities. In addition, the treated work area and cutting surface shall be disinfected to provide "sanitary and odor free facilities."

D. PET POLICY: Dog pens, horse corrals, poultry cages, or similar facilities for pets or raising of animals are prohibited. Pets are allowed, if kept on a leash 6 feet or less in length or otherwise under physical restraint at all times. Additional conditions are found in the General Specification under "PETS".

E. DRESS CODE OR UNIFORM POLICY: See General Specification under "DRESS CODE AND PERSONAL APPEARANCE".

V. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES:

In addition to contractor-furnished equipment/supplies listed in the Little Rock District General Specifications for Park Attendant Services, the following is to be provided by the contractor:

A. Contractor will furnish all toilet tissue to supply the restrooms during the contract period.

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

VII. ADDITIONAL INFORMATION: Bidders should contact Ms. Lisa Owens, Park Ranger, at 479-272-4324 to arrange a tour of the park and explanation of the job duties and requirements at County Line Park on Nimrod Lake. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

PINE BLUFF PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0033	NOTREBES BEND PARK – COMBINATION ATTENDANT Last contract daily bid price: \$55.00 (for Fee Attendant Only)				
<p>Notrebes Bend Park is a lightly visited park having 30 sites with electricity and water, two waterborne restrooms, one with showers, trailer dump station, and launch ramp. It is located approximately 35 miles south of DeWitt, Arkansas. One tour of the park is approximately one (1) mile. Round trip distance to the nearest post office is approximately twenty-five (25) miles. A work week will consist of 5 days of work (Friday, Saturday, Sunday, Monday, and Tuesday) with 2 days off. At least one contractor shall be either in the gatehouse or visible to the visiting public between the hours of 10:00 a.m. to 10:00 p.m. on Friday and Saturday and 10:00 a.m. to 8:00 p.m. on Sunday through Thursday (except on scheduled days off). <u>Training for Notrebes Bend Park will be February 28 & March 01 held at the Arkansas Post Field Office.</u></p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0033AA	Base Period: 02-Mar-2007 through 29-Oct-2007	177	Days		
0033AB	First Option: 29-Feb-2008 through 01-Nov-2008	178	Days		
0033AC	Second Option: 27-Feb-2009 through 02-Nov-2009	180	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0034	TAR CAMP PARK – FEE ATTENDANT Last contract average daily bid price: \$68.00				
<p>Tar Camp Park is located upstream of Lock and Dam Number 5. Access to the park is from U.S. Highway 65 at Red Field, Arkansas. The park is approximately 5 miles east of Red Field, Arkansas. Camping facilities include one gatehouse for the park attendants and one sanitary dump station, fifty-eight campsites with electrical and some water hookups, and thirteen less developed sites. There are two waterborne restrooms with showers, and one vault toilet. Day use facilities include two group picnic shelters, a two lane boat ramp with courtesy dock, a handicapped accessible fishing pier located on Tar Camp Creek, a playground for small children, and a semi-developed nature trail approximately 3760 feet in length. There are benches along the trail for resting or enjoying the surroundings. The park contains 223 acres, 100 of which are developed. A work week will consist of 6 days of work (Thursday through Tuesday) with 1 day off. At least on contractor shall be either in the gatehouse or visible to the visiting public between the hours of 10:00 a.m. to 10:00 p.m. on Friday and Saturday and 11:00 a.m. to 8:00 p.m. on Sunday, Monday, Tuesday, and Thursday. <u>Training for the Tar Camp Park will be February 28 & March 01 held at the Arkansas Post Field Office.</u></p>					

0034 TAR CAMP PARK – BID SCHEDULE CONT. ON NEXT PAGE

0034 TAR CAMP PARK (CONT. FROM PREVIOUS PAGE)

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0034AA	Base Period: 02-Mar-2007 through 29-Oct-2007	213	Days		
0034AB	First Option: 29-Feb-2008 through 01-Nov-2008	213	Days		
0034AC	Second Option: 27-Feb-2009 through 02-Nov-2009	213	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0035	STE MARIE PARK – FEE ATTENDANT Last contract daily bid price: \$55.00				
<p>Ste Marie Park is a lightly visited park having 20 picnic sites with a playground for small children, fishing dock, two waterborne restrooms, two group shelters and two launch ramps. It is located approximately 5 miles from downtown Pine Bluff, Arkansas. One tour of the park is approximately one (1) mile. Round trip distance to the nearest post office is approximately ten (10) miles. A work week will consist of 5 days. The gatehouse days will be Thursday, Friday, Saturday, Sunday and Monday. The scheduled off days will be Tuesday and Wednesday except 4th of July, Labor Day and Memorial Day. The hours of operations will be 10:00 a.m. to 9:00 p.m. <u>Training for Ste. Marie Park will be March 28 & March 29 held at the Pine Bluff Project Field Office.</u></p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0035AA	Base Period: 01-Apr-2007 through 30-Sep-2007	135	Days		
0035AB	First Option: 01-Apr-2008 through 30-Sep-2008	135	Days		
0035AC	Second Option: 01-Apr-2009 through 30-Sep-2009	135	Days		
NET AMOUNT:					

**2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
PINE BLUFF PROJECT OFFICE**

I. NUMBER OF CONTRACT POSITIONS: This SPS is for two (2) contracts, one each at **Notrebes Bend** and **Tar Camp Parks**.

II. HOURS OF WORK:

A. FEE ATTENDANT: The contractor shall maintain 24-hour surveillance within the park for 5 days a week which includes weekends and Federal holidays. A day consists of 10-12 hours actual on-duty time by at least one contractor and 12-14 hours availability

when not on duty. Tours of duty may be changed with one week's advance notice to the contractor.

B. COMBINATION ATTENDANT: In addition to the Fee Attendant hours, the combination attendant will perform a minimum of two cleanings each scheduled workday. The first cleaning will be performed between the hours of 6:00 a.m. and 8:00 a.m. and the second cleaning between the hours of 4:00 p.m. and 6:00 p.m. The contractor will be responsible for emergency cleaning and other duties as specified below throughout the work period including on-duty and on-call time.

III. TRAINING AND ORIENTATION: All contractors are required to attend training/orientation. Notrebes Park and Tar Camp Park will be held at the Arkansas Post Field Office from 9:00 a.m. – 3:00 p.m. on 28 February through 1 March 2007. Ste. Marie Park will be held at the Pine Bluff Project Office from 9:00 a.m. – 3:00 p.m. on 28 March through 29 March 2007. This will be considered workdays and the contractor will be paid at the daily price submitted. The orientation will discuss the park attendant procedures and policies, National Recreation Reservation Service, credit card collection, and provide training for the operation of the computerized registration and reservation system.

IV. AREA SPECIFIC PROVISIONS AND REQUIREMENTS; (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS).

A. PARK INSPECTIONS: Make a minimum of three (3) tours per day through the park to update campsites vacancy lists, notify newly arriving campers of registration and fee requirements, note any damaged or vandalized facilities, or potential problems in the park unless otherwise specified or instructed.

B. CLOSING/OPENING GATES AND FACILITIES: Notrebes and Tar Camp Park gates will be closed nightly at 10:00 p.m. and open at 6:00 a.m. each morning. Ste. Marie Park gates will be closed nightly at 9:00 p.m. and open at 6:00 a.m. each morning.

C. DRESS CODE: Contractors will be required to wear a provided name plate, navy blue polo or button-up style shirt, short or long sleeved, and khaki pants while performing duties with-in the park.

D. ADDITIONAL CLEANING REQUIREMENTS (Combination Attendants): Additional cleaning requirements not included in the General Specification but are applicable.

1. Rocks, dead animals or other debris on boat ramps or roadways are to be removed to an inconspicuous area.

2. Interiors of restrooms and showers, canopies and tables, shall be power sprayed at least twice monthly beginning the first week of the contract period to spray

down nest, spider webs and dirt. Extreme care must be taken to prevent damage to the painted surfaces, wooden surfaces, electric switches, light fixtures and fans. All standing water on horizontal surfaces shall be immediately removed. Water shall not be allowed to enter light receptacles or switch housings.

E. OTHER SPECIFIC CONDITION/REQUIREMENTS:

1. Read vehicle traffic counter on the first day of each month and relay information to the Arkansas Post Field Office by telephone. Check traffic counter twice monthly for proper operations.
2. Perform surveys as requested by the project office.
3. Maintain daily log of all park tours, incidents, complaints or any other information requested by the project office.

V. ADDITIONAL CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES:

1. **Fee Attendant (Tar Camp Park):** Furnish, but not limited to the following items. All rakes, mops, brooms, tools, materials, cleansers, disinfectants, and supplies needed to perform all specified cleaning services. Flashlights, batteries, rain gear, transportation and telephone for personal use if desired.
2. **Combination Attendant (Notrebes Bend Park):** In addition to the tools listed above, the combination attendant will furnish, but not limited to the following items; paper towels, window cleaner, toilet bowl cleaner, disinfectant cleaner, floor cleaner, deodorizer, lime remover, bleach, urinal cakes. The Government will furnish toilet paper and trash bags.
3. **Fee Attendant (Ste. Marie Park):** Furnish, but not limited to the following items. All rakes, mops, brooms, tools, materials, cleansers, disinfectants, and supplies needed to perform all specified cleaning services. Flashlights, batteries, rain gear, transportation and telephone for personal use if desired. **Please note there will be no campsite available at this location.**

VI. ADDITIONAL GOVERNMENT FURNISHED REQUIREMENTS/SUPPLIES (Notrebes & Tar Camp Parks): Solid waste container and solid waste pickup service. All forms, receipts and other supplies necessary for collection and safeguarding of user fees.

VII. ADDITIONAL INFORMATION: For information, arrange for a tour of parks or explanation of the job duties and requirements, all bidders should contact Park Ranger Daren Olson at 870-548-2291 for Notrebes Bend Park and Park Ranger Sylvester Jackson at 870-534-0451, ext. 111 for Tar Camp Park and Ste. Marie Park. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

RUSSELLVILLE PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0036	MAUMELLE PARK – FEE ATTENDANT Last contract average daily bid price: \$84.66				
<p>Maumelle Park is a highly visited park having 129 sites with electricity and water, 2 flush toilets, 2 showers / toilets, 3 trailer dump station, 8 group shelters, 3 playground, and a boat launch ramp. This park is in the National Recreation Reservation System. It is located near the city of Little Rock, approximately 4 miles from Highway 10 on Pinnacle Valley Road. One tour of the park is approximately three (3) miles. Contract period 01 March through November 30. Five (5) days per week, twelve (12) hours a day.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0036AA	Base Period: 01-Mar-2007 through 30-Nov-2007	187	Days		
0036AB	First Option: 01-Mar-2008 through 30-Nov-2008	187	Days		
0036AC	Second Option: 01-Mar-2009 through 30-Nov-2009	187	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0037	SPRINGHILL PARK – FEE ATTENDANT Last contract average daily bid price: \$58.00				
<p>Springhill Park is a highly visited park having 32 sites with electricity and water, 10 sites with electricity, 3 primitive sites, 4 flush toilets, 1 shower house, 1 trailer dump station, 5 group shelters, 2 playgrounds, and 2 boat launch ramps. This park is in the National Recreation Reservation System. It is located six and one-half miles south of Interstate 540 from Van Buren, Arkansas on State Highway 59 within the city limits of Barling, Arkansas. One tour of the park is approximately six (6) miles. Contract period 01 March through October 31. Five (5) days per week, twelve (12) hours a day.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0037AA	Base Period: 01-Mar-2007 through 31-Oct-2007	180	Days		
0037AB	First Option: 01-Mar-2008 through 31-Oct-2008	178	Days		
0037AC	Second Option: 01-Mar-2009 through 31-Oct-2009	178	Days		
NET AMOUNT:					

2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
RUSSELLVILLE PROJECT OFFICE

I. NUMBER OF CONTRACT POSITIONS: This SPS is for one (1) contract at Maumelle Park and one (1) at Springhill Park.

II. HOURS OF WORK: Contractors may be required to work on the all observed Federal holidays. Contractors may also be required to work extra days preceding or following these holidays if it is deemed necessary by the Park Manager. All extra work days will be twelve (12) hours per day (8:00 a.m. to 8:00 p.m.). Duty and on-call time include all hours from 6:00 a.m. the first day of each work period through 6:00 a.m. of the day following the last workday. The contractor must have at least one person available in the park during these hours and two persons are required to work in the gatehouse during peak times.

III. TRAINING AND ORIENTATION: Both contractors are required to attend an orientation session at the awarded park gatehouse. This will be conducted from 8:00 a.m. to 4:00 p.m. and will be paid at the daily price submitted. This orientation will discuss the park attendant procedures and policies, National Recreation Reservation System, credit card collection, and provide training for the operation of the computerized registration and reservation system. **Orientation for Maumelle Park will be on March 01, 2007 held at the park gatehouse.** **Orientation for Springhill Park will be February 28, 2007 held at the park gatehouse.** **Dates for 2008, 2009 orientations will be disclosed at a later date.**

IV. AREA SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.

A. PARK INSPECTIONS: Make a minimum of two (2) tours per day through the park to update campsite vacancy lists, notify newly arriving campers of registration and fee requirements, note any damaged or vandalized facilities, or potential problems in the park or parks unless otherwise specified or instructed.

B. CLOSING/OPENING GATES AND FACILITIES: The park will be closed at 10:00 p.m. nightly and reopened at 6:00 a.m. each morning. Close facilities (flush toilets, campsites, and pavilions) when plumbing and/or electrical problems are detected, reported, or as directed by the Park Manager.

C. CLEANING AND MAINTENANCE: None beyond the General Specifications.

D. UNIFORM: Contractor is required to wear a plain, royal blue, polo or button up style shirt with collar and long pants or slacks. Uniforms will be furnished by the contractor.

V. ADDITIONAL CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES: See Appendix A, attached.

VI. ADDITIONAL GOVERNMENT FURNISHED REQUIREMENTS/SUPPLIES:
Storage building.

VII. ADDITIONAL INFORMATION: All bidders should contact Park Ranger Brandon Willsey at 479-667-2129 to arrange for a tour of the park and explanation of the job duties and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.

MAUMELLE & SPRINGHILL PARK

APPENDIX A

PARK ATTENDANT SUPPLY LIST

These items are required to be furnished by the contractor on an as needed basis to perform required duties.

CLEANING SUPPLIES

SUGGESTED QUANTITY NEEDED

Window Cleaner	2 quarts
General Purpose Cleaner	2 quarts
Broom	1 each
Paper Towels	6 rolls

MISCELLANEOUS

Pencils	12 each
Ball Point Pens (black only)	24 each
Tube Marker, felt tip (red)	12 each
Tube Marker, felt tip (black)	12 each
Clipboard, Letter size	2 each
Stapler	1 each
Staples	1 box
Scotch Tape 1/2 in.	5 each
Trash Bags, 6 gal. 125/case	1 case
Rubber Bands 250/box	1 box
Thumb Tacks 50/box	1 box
Paper Clips 250/box	1 box
Note Pads, (Post-it-Notes) are recommended	6 pads
Fee Envelopes, Legal	1 box
Fee Envelopes, 9" X 12"	40 each
Flash Light & Batteries	1 each

TABLE ROCK PROJECT OFFICE

ITEM NO	SUPPLIES/SERVICES				
0038	AUNTS CREEK PARK – FEE ATTENDANT “A” Last contract average daily bid price: \$65.14				
<p>Aunts Creek Park is a high use park with 55 campsites, shower house, shower house/restroom, waterborne restroom, vault restroom, trailer dump station, beach, picnic shelter, 2 boat ramps, playground, 3 picnic sites, and 2 courtesy docks. Approximate mileage for one tour of the park is 1.6 miles. It is located near the town of Kimberling City, Missouri on Highway “OO”. The park has three (3) separate park attendant contracts – Park Attendant “A”, “B”, and “C”. Aunts Creek Fee attendant A contract dates: May 1 – October 31, total number of working days: 104. Aunts Creek Fee attendant B contract dates: May 1 – September 30 is currently under contract, and is not being solicited: Aunts Creek Cleaning attendant C is currently under contract, and is not being solicited. Attendants “A” and “B” will alternate 4 days on and 4 days off May 1 – September 30.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0038AA	Base Period: 01-May-2007 through 31-Oct-2007	104	Days		
0038AB	First Option: 01-May-2008 through 31-Oct-2008	104	Days		
0038AC	Second Option: 01-May-2009 through 31-Oct-2009	104	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0039	BAXTER PARK – COMBINATION ATTENDANT Last contract average daily bid price: \$74.22				
<p>Baxter Park is a low use park having 54 campsites, shower house/restroom, 2 vault restrooms, trailer dump station, beach, playground, 2 boat ramps, and courtesy dock. Approximate mileage for one tour of the park is 1.7 miles. It is located near the town of Lampe, Missouri on Highway “H”. This park has one (1) combination attendant contract. Contract period is April 1 – September 30, total number of working days 155. Attendant will have Tuesday off from May 15 - September 15, then Tuesday and Wednesday off all other weeks of the contract.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0039AA	Base Period: 01-Apr-2007 through 30-Sep-2007	155	Days		
0039AB	First Option: 01-Apr-2008 through 30-Sep-2008	155	Days		
0039AC	Second Option: 01-Apr-2009 through 30-Sep-2009	155	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0040 & 0041	CAMPBELL POINT PARK				
<p>Campbell Point Park is a moderate use park with 76 campsites, 2 showerhouse/restrooms, vault restroom, trailer dump station, beach, picnic shelter, boat ramp, playground, volleyball court, tennis court w/basketball goal, and courtesy dock. Approximate mileage for one tour of the park is 1.8 miles. It is located near Shell Knob, Missouri on Highway YY. This park has (2) separate park attendant contracts – fee attendant and cleaning attendant. Contract period for both positions is April 1 – September 30. Total number of working days is: Fee attendant – 155 and cleaning attendant – 176. The fee attendant will have Tuesday off from May 15 - September 15, then Tuesday and Wednesday off all other weeks of the contract. The cleaning attendant will have no days off May 16 - September 15, and Tuesday off each week all other weeks of the contract.</p>					
ITEM NO	SUPPLIES/SERVICES				
0040	CAMPBELL POINT PARK – FEE ATTENDANT Last contract average daily bid price: \$50.00				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0040AA	Base Period: 01-Apr-2007 through 30-Sep-2007	155	Days		
0040AB	First Option: 01-Apr-2008 through 30-Sep-2008	155	Days		
0040AC	Second Option: 01-Apr-2009 through 30-Sep-2009	155	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0041	CAMPBELL POINT PARK – CLEANING ATTENDANT Last contract average daily bid price: \$62.00				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0041AA	Base Period: 01-Apr-2007 through 30-Sep-2007	176	Days		
0041AB	First Option: 01-Apr-2008 through 30-Sep-2008	176	Days		
0041AC	Second Option: 01-Apr-2009 through 30-Sep-2009	176	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0042	CAPE FAIR PARK - FEE ATTENDANT Last contract average daily bid price: \$65.14				
<p>Cape Fair Park is a high use park having 82 campsites, 2 shower house/restroom, waterborne restroom, 2 vault restrooms, trailer dump station, beach, picnic shelter, 2 boat ramps, playground, 4 picnic sites, and 2 courtesy docks. Approximate mileage for one tour of the park is 2.2 miles. It is located near Cape Fair, Missouri on Shadrack Road off Highway 76. This park has three (3) separate park attendant contracts – Park Attendant “A”, “B”, and “C”. Cape Fair Fee attendant B and cleaning attendant C are currently under contract, and are not being solicited. Cape Fair Fee attendant A contract period is April 1 – September 30, total number of working days is 103. Attendant “A” will have Tuesday and Wednesday off each week April 1 – 30. Attendants “A” and “B” will alternate 4 days on and 4 days off May 1 - September 29. Attendant “B” will have Tuesday and Wednesday off each week October 1- 31. Table Rock Lake’s last contract average daily bid price for fee attendants with a 4 days on and 4 days off schedule was \$65.14.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0042AA	Base Period: 01-Apr-2007 through 30-Sep-2007	103	Days		
0042AB	First Option: 01-Apr-2008 through 30-Sep-2008	103	Days		
0042AC	Second Option: 01-Apr-2009 through 30-Sep-2009	103	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0043 & 0044	INDIAN POINT PARK				
<p>Indian Point Park is a high use park having 78 campsites, 2 shower house/restroom, 1 vault restrooms, trailer dump station, beach, picnic shelter, boat ramp, 14 picnic sites, courtesy dock, 2 water borne restrooms, playground, and group camping area. Approximate mileage for one tour of the park is 2.4 miles. It is located near Branson West, Missouri on Indian Point Road off Highway 76. This park has three (3) park attendant contracts – Park Attendant “A”, “B”, and “C”. Indian Point fee attendant A contract period is April 1 – October 31, is currently under contract and is not being solicited Indian Point fee attendant B contract period is April 1 – October 31, total number of working days 111. Indian Point Cleaning attendant C contract period is April 1 – October 31, total number of working days 215. Attendants “A” and “B” will alternate 4 days on and 4 days off April 1 - October 31. Cleaning attendant C will have no days off. Table Rock Lake’s last contract average daily bid price for fee attendants with a 4 days on and 4 days off schedule was \$65.14. Indian Point’s last contract daily price for the cleaning attendant was \$70.00.</p>					

0043 & 0044 INDIAN POINT PARK – BID SCHEDULE CONT. ON NEXT PAGE

0043 & 0044 INDIAN POINT PARK (CONT. FROM PREVIOUS PAGE)

ITEM NO	SUPPLIES/SERVICES				
0043	INDIAN POINT PARK – FEE ATTENDANT “B” Last contract average daily bid price: \$65.14				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0043AA	Base Period: 01-Apr-2007 through 31-Oct-2007	111	Days		
0043AB	First Option: 01-Apr-2008 through 31-Oct-2008	111	Days		
0043AC	Second Option: 01-Apr-2009 through 31-Oct-2009	111	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0044	INDIAN POINT PARK – CLEANING ATTENDANT Last contract average daily bid price: \$70.00				
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0044AA	Base Period: 01-Apr-2007 through 31-Oct-2007	215	Days		
0044AB	First Option: 01-Apr-2008 through 31-Oct-2008	215	Days		
0044AC	Second Option: 01-Apr-2009 through 31-Oct-2009	215	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0045	LONG CREEK PARK - FEE ATTENDANT Last contract average daily bid price: \$57.00				
<p>Long Creek Park is a moderate use park having 47 campsites, composting toilet, shower house/restroom, vault restroom, trailer dump station, beach, well house, picnic shelter, boat ramp, 6 picnic sites, and courtesy dock. Approximate mileage for one tour of the park is 1.7 miles. It is located near Ridgedale, Missouri on Long Creek Road, off Highway 86. This park has (2) separate park attendant contracts – fee attendant and cleaning attendant. The cleaning attendant is currently under contract, and is not being solicited. Fee attendant Contract period is April 1 – October 31, total number of working days 177. Attendant will have Tuesday off from May 15 - September 15, then Tuesday and Wednesday off all other weeks of the contract. Long Creek’s last contract daily price for the fee attendant was \$57.00</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0045AA	Base Period: 01-Apr-2007 through 31-Oct-2007	177	Days		
0045AB	First Option: 01-Apr-2008 through 31-Oct-2008	177	Days		
0045AC	Second Option: 01-Apr-2009 through 31-Oct-2009	177	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0046	MOONSHINE BEACH RECREATION AREA - CLEANING ATTENDANT Last contract average daily bid price: \$75.00				
<p>Moonshine Beach Recreation Area is a high use, day use only area having a swim beach, picnic pavilion, waterborne restroom, outdoor wash-off showers, vault restroom, 10 picnic tables, boat ramp, playground, and courtesy dock. Duties also include one daily patrol of the Peninsula Observation Loop, picking up litter. Approximate mileage for one tour of the park is 1.5 miles. It is located just north of the Table Rock Dam on Highway 165. This park has (2) separate park attendant contracts – fee attendant and cleaning attendant. The fee attendant is currently under contract, and is not being solicited. The cleaning attendant contract period is May 15 – September 15, total number of working days is 124. Cleaning attendant will work 7-days per week. Orientation will be held on the first scheduled contract work day.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0046AA	Base Period: 15-May-2007 through 15-Sep-2007	124	Days		
0046AB	First Option: 15-May-2008 through 15-Sep-2008	124	Days		
0046AC	Second Option: 15-May-2009 through 15-Sep-2009	124	Days		
NET AMOUNT:					

ITEM NO	SUPPLIES/SERVICES				
0047	TABLE ROCK PROJECT OFFICE – RELIEF ATTENDANT Last contract average daily bid price: \$99.99				
<p>Relief Attendant may perform work in any of the above contracts as a fill in when needed. Cleaning supplies, if needed, will be supplied by the contractor being relieved. Relief Attendant will be required to provide their own basic office supplies as listed in the GS for Fee Attendants. Since Fee Attendants duties may be required, the contractor must provide for the required bond and two-person contractor team (see GS, general information section, for clarification). Relief attendant is required to be an experienced, proficient NRRS “Park Suite” user. Contractor must be available to work holiday weekends. Contractor must be able and willing to mobilize his/her camping unit on short notice to relieve other contractors as requested. Government reserves the right to hire another contractor to replace a contractor who is unable to fulfill his/her contract for a period of more than 2-weeks. In such instances the Government is not required to use the relief attendant contract. Contract period is April 1 – October 31, no guaranteed days. Last contract daily bid price for this position was \$99.99.</p>					
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0047AA	Base Period: 01-Apr-2007 through 31-Oct-2007	60	Days		
0047AB	First Option: 01-Apr-2008 through 31-Oct-2008	60	Days		
0047AC	Second Option: 01-Apr-2009 through 31-Oct-2009	60	Days		
NET AMOUNT:					

**2007 PARK ATTENDANT SPECIFIC PARKS SHEET (SPS)
TABLE ROCK PROJECT OFFICE**

I. POSITIONS OPEN: This SPS is for one (1) contract at **Aunts Creek Park**, one (1) contract at **Baxter Park**, two (2) contracts at **Campbell Point**, one (1) contract at **Cape Fair Park**, one (2) contracts at **Indian Point Park**, one (1) contract at **Long Creek Park**, one (1) contract at **Moonshine Beach Recreation Area**, and one (1) contract for **Relief Attendant**.

NOTE: A separate bid must be submitted for each contract you are interested in, by entering a bid on the corresponding line item number on this project's enclosed Request for Quotation (SF1449). Job duties and responsibilities and other terms and conditions listed in this SPS are the same for each contract except for the work schedule.

II. HOURS OF WORK: All park gatehouses will be open regular hours and cleaning attendants will have normal duty on observed Federal holidays: Memorial Day, Fourth of July, Labor Day, and Columbus Day. On-duty hours for fee attendants and booth hours for all parks (excluding Dewey Short Visitor Center) are each work day from 9:00 a.m. to 7:00 p.m. (Park Opening till May 15 and September 15 to Park Closing), 9:00 a.m. to 7:00 p.m. Sunday through Thursday (May 15 – September 15), 9:00 a.m. to 8:00 p.m. Friday and Saturday (May 15 – September 15). Any contractor with fee attendant duties must have two persons in the park during all booth

hours, unless approved by the Chief Ranger. On-duty hours for cleaning contractors are 6:00 a.m. – 6:00 p.m. Monday through Sunday. On-call time for all park attendants include all hours from 6:00 a.m. the first day of each work period through 6:00 a.m. of the day following the last workday. When on-call hours extend beyond Duty hours, the contractor is required to have at least one person who can be reached via phone or pager to respond within 30 minutes of a Corps staff call. Phone/pager number will have to be provided to the Table Rock Lake Project Office staff during orientation. Tours of duty may be changed with one week's advance notice to the contractor. **Contractor will be required to check-out at the project office the day after their contract concludes; no separate payment will be made for travel or time for these activities.**

III. TRAINING AND ORIENTATION: All contractors are required to attend approximately 2 days of campground management pre-work orientation at the Project Office, or where otherwise specified, before the beginning of the work period. All contractors with Fee Booth duties are required to attend 1 to 4 days of NRRS computer training. The number of days of computer training will depend on past experience. The Program Manager will determine the specific dates of the pre-work orientation. The contractor will be notified prior to date. The Program Manager will also determine this date and the contractor will be notified of the specific date and time. Payment will be made for attendance of this pre-work orientation and computer training, at the contractors daily bid rate.

At the conclusion of the orientation training, contractors may be required to transport all computer equipment to the park they contracted for. **No separate payment will be made for travel or time for these activities.**

IV. FEE ATTENDANT AREA SPECIFIC PROVISIONS AND REQUIREMENTS: (Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.)

A. PARK INSPECTIONS: Contractor will perform park surveillance a minimum of once every two- (2) hours. Surveillance rounds should begin just prior to or in conjunction with the opening booth hours. The last round should be completed prior to closing the booth allowing time for users to come to the booth and pay any fees owed. Surveillance rounds include but are not limited to performing campsite checks to make contact with unregistered campers, ensuring reserved sites are marked as reserved, noting any damaged or vandalized facilities, noting potential problems, and to make contact with the park users while promoting visitor assistance. Contractor shall record all surveillance round times and information gathered in the Corps provided patrol log book. The contractor will also perform light maintenance cleaning during surveillance rounds as defined in section “C” CLEANING AND MAINTENANCE.

B. CLOSING/OPENING GATES AND FACILITIES: Where gates exist nightly closure at 10:00 p.m. and morning open at 6:00 a.m. by the contractor. The only areas with gates are Cricket Creek Park, Moonshine Beach Recreation Area, and the Dewey Short Visitor Center.

C. CLEANING AND MAINTENANCE: In addition to the general specifications, the fee attendant shall ensure the ceiling fans, air conditioner filters, and all computer equipment is maintained in a clean manner. Fee attendants will maintain clean interior and exterior light fixtures. The fee attendant will supply tools needed to accomplish this light cleaning.

D. OTHER SPECIAL CONDITION/REQUIREMENTS: Personal computers, other than the government provided equipment, will not be allowed in the park booth at any time. No television antennas or satellite receivers will be allowed installed on the booth or any project structure or feature. Contractor will be required to wear a navy blue polo or button-up style shirt, short sleeved or long sleeved, and provided nametag any time the contractor is performing duties with-in the campground or park booth. If the contractor wishes to wear a hat while performing duties with-in the campground, they must wear the provided ball cap. No hat should be worn in the park booth.

V. CLEANING ATTENDANT AREA SPECIFIC PROVISIONS AND REQUIREMENTS:
(Note: The following provisions and requirements are in addition to those stated in the Little Rock District General Specifications for Park Attendant Services. It is important to read and understand both the General Specifications and the SPS.) Cleaning Attendants (with no booth duties) only require one person.

A. PARK SCHEDULE AND INSPECTIONS: The Contractor will clean a minimum of two times per day, each scheduled work day, during the entire contract period (except Moonshine Beach). One cleaning will be performed between the hours of 6:00 a.m. and 8:00 a.m. and the second cleaning will be performed between the hours of 4:00 p.m. and 6:00 p.m. The contractor will be responsible for emergency cleaning and other duties as specified below throughout the work period including on-duty and on-call time. The attendant is required to check the facilities a minimum of every two hours, during on-duty hours. For attendants with cleaning duties only, during the specific range of on-duty hours from 9:00 a.m. and 4:00 p.m. the attendant may leave the park for short periods of time to attend to personal business, but must be available via provided phone number and respond within 15 minutes of receiving a request from a Corps employee.
Moonshine Beach: Perform 1 major cleaning between the hours of 9:00 p.m. and 9:00 a.m. Along with the requirements in the LRD Specifications for cleaning, Moonshine Beach cleaning attendant will also be required to clean the outside shower drain with a hose, daily.

B. CLOSING/OPENING GATES AND FACILITIES: Cleaning attendants are not responsible for closing/opening gates. Cleaning attendants will be responsible for locking and unlocking electric boxes at picnic pavilions for guests wishing to use the facility. Cleaning attendants will be responsible for opening restroom and shower house facilities at the beginning of the season and closing the facilities at the end of the season, unless instructed otherwise by a Table Rock Project Office employee.

C. CLEANING AND MAINTENANCE: In addition to the GS, Appendix II, the following tasks are required.

1. The Contractor shall replace all light bulbs that are burned out or broken in the toilets, change houses, picnic shelters, and any other facility equipped with lighting within the park. **The government will not furnish light bulbs.** It may be necessary for the Contractor to supply and use an eight- (8) foot or taller ladder. NOTE: Some light bulbs are at a height of twelve (12) feet. . Types of bulbs used include, but is not limited to, the following: 2 and 4 foot tube type fluorescent, standard household bulb 60-100 watt white and/or buglite type bulbs, 7 watt “Biax S” type fluorescent type lamp.
2. The contractor shall keep an inventory of all cleaning supplies used during the season and submit this list to the Program Manager when requested.

D. OTHER SPECIAL CONDITION/REQUIREMENTS: Contractor will be required to wear a navy blue polo or button-up style shirt, short sleeved or long sleeved, and provided nametag any time the contractor is performing duties with-in the campground or park booth. If the contractor wishes to wear a hat while performing duties with-in the campground, they must wear the provided ball cap.

VI. COMBINATION AND RELIEF ATTENDANT AREA SPECIFIC PROVISIONS AND REQUIREMENTS: Includes both SPS items IV and V above. Only exception is that relief attendants do not furnish supplies listed in SPS item V section D above or item VII section D only as it relates to cleaning only attendants.

VII. ADDITIONAL CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES:

A. TELEPHONE: A hook-up for a personal telephone to the R.V. unit or personal cellular telephone that maintains a strong signal. If the contractor wishes to leave the park during on-call hours (or specified on-duty hours for cleaning attendants) a personal cellular phone or pager that maintains strong reception signal in the projected travel area is required. Telephone should be turned on and in working order during all on-call time, when the contractor is not working the fee booth.

B. Contractor must provide and wear (as directed above) a navy blue polo or button-up style shirt, long or short sleeve.

C. OFFICE SUPPLIES: Contractor will be required to supply all basic office supplies needed to perform the duties of the contract. Contractors with Fee Booth duties will need basic offices supplies such as pens, pencils, note paper, stapler, scotch tape (for taping customer receipts to vehicle windshield), markers, etc...

D. CLEANING TOOLS AND SUPPLIES: All Table Rock Lake Park Attendant contracts require some cleaning. Any tools, supplies, or materials required for these

duties are the responsibility of the contractor. Fee Attendants will need to furnish all supplies they will need to perform the cleaning required in the GS and section IV, C of the SPS. Cleaning and Combination attendants will need to provide all tools, supplies, and material required to meet the requirements of the GS and SPS, including but not limited to: brooms, dust pans, mops, buckets, rakes, yard tools including wheel barrow, water hoses, eight (8) foot ladder, shovel, plunger, plumber's snake, squeegee, toilet paper, urinal cakes and screens, trash cans, light bulbs, cleaners, disinfectants, deodorizers, scrub brushes, sponges, and gloves. The following required supplies are to be provided by the contractor. These totals are estimates as provided by the previous cleaning attendant. Totals may vary from year to year based on usage.

Cleaning Supply Usage				
	Baxter	Campbell Point	Indian Point	Moonshine Beach
Small Trash Bags (500 ct.box)	1	2	12	2
Large Trash Bags (250 ct. box)	1	3	6	7
Disinfectants (gal.)	3	15	18	6
All Purpose Cleaner (gal.)	2	14	21	8
Liquid Deodorant (gal.)	4	2	6	2
Urinal Cakes / Screens (ea.)	8	42	21	12
Shower Curtains (ea.)	4	18	10	0
Shower Curtain Hooks (ea.)	4	12	4	0
Toilet Paper (12 roll case)	11	26	40	40
Light Bulbs 60 watt (ea.)	24	32	46	0
Fluorescent Light Bulbs--2ft. (ea.)	0	2	0	0
Fluorescent Light Bulbs--4ft. (ea.)	0	0	0	0
Waste Baskets (ea.)	8	8	28	4

Supply Specifications:

Liquid Deodorant -- ZEP

DEP 3 or equivalent

Toilet Paper -- Biodegradable. The maximum roll width should be 3.9 inch. To fit 9" jumbo roll dispenser

Large Trash Bags -- 1 Millimeter minimum thickness. 33 gallon capacity.

Small Trash Bags - 1 Millimeter minimum thickness. 7 gallon capacity.

Shower Curtains -- White Vinyl. 78 inches high x 48 inches wide.

Shower Curtain Hooks -- Sized to fit a 1 inch diameter rod.

VIII. ADDITIONAL GOVERNMENT FURNISHED REQUIREMENTS/SUPPLIES:

Storage building and Ball caps and name tags for contractor identification.

IX. ADDITIONAL INFORMATION: All bidders should contact Chief Ranger Rodney Raley at 417-334-4101, extension 3019, Park Ranger Jeff Farquhar extension 3013, or Park Ranger Larry Hurley extension 3026, to arrange for any questions. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required duties.