

OKEECHOBEE WATERWAY SPECIFICATIONS FOR PARK ATTENDANT SERVICES

This solicitation request is for three resident park attendants for three individual campgrounds located on the Okeechobee Waterway in South Florida. Prospective bidders may bid on one or all of the services. Awards will be made in descending order in accordance with the bid schedule. The successful bidder, whose offer is accepted for a contract award for Line Item 0001, will not be considered for awards to any other line items. The solicitation also requests bids for two additional option years that can be exercised at the option of the Government. See Section 12 OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES.

1. GENERAL

1.1 SCOPE OF WORK. The Park Attendant Contractor shall perform a number of tasks associated with the collection of user fees, registration of campers, management of the campsite reservation system, dissemination of information, assisting campers and visitors and controlling access to the campground. Duties performed will take place at Ortona South Campground, W.P. Franklin North Campground or St. Lucie South Campground on the Okeechobee Waterway (Appendix A). All work shall be performed to the satisfaction of the Contracting Officer.

1.2 DEFINITIONS

1.2.1 CONTRACTOR: The "Contractor" is that individual(s) who are issued a Purchase Order by the U.S. Army Corps of Engineers and who has gained the responsibility of performing the duties governed by the specifications of this contract.

1.2.2 PARK ATTENDANT. "Park Attendants" are those individuals whose name appears on the Purchase Order and who have been approved by the Contracting Officer. They shall perform the duties governed by the specifications of this purchase order. A Contractor must be a Park Attendant.

1.2.3 GOVERNMENT: The term "Government" is used to describe the South Florida Operations Office, the Jacksonville District Office of the U.S. Army Corps of Engineers, or other U.S. Government office associated with the performance of this

Purchase Order.

1.2.4 FEE BOOTH. The Fee Booth is a small building located near the entrance to a campground. All work prescribed by this contract takes place within the Fee Booth with the exception of banking, miscellaneous record keeping, opening and closing gates and surveillance patrols of the campground unless otherwise specified in Appendix A or the Park Attendant Handbook. The Fee Booth will be open during the days and times specified in Appendix A.

1.2.5 CONTRACTING OFFICER. The term "Contracting Officer" means the person executing this contract on behalf of the Government, and any other officer or civilian employee who is acting on his/her behalf.

1.2.6 CONTRACT PERIOD. The contract period will be from date of award through September 30, 2004 unless terminated or otherwise extended, as provided herein.

1.2.7 WORK PERIOD. The term "work period" is used to specify the period during which work takes place.

1.2.8 GATE ATTENDANT HANDBOOK. This document (Appendix B) outlines specific work to be performed in accordance with this contract.

1.2.9 NRRS: Registration, Reservations, and Fees Collection under the National Recreation Reservation Service (NRRS)

a. General Information: The National Recreation Reservation Service (NRRS), provided by the government service contractor, Reserve America, will provide advance reservation services for campsites, and other reservable facilities in the NRRS inventory. These services include, but are not limited to the following: receiving and processing reservation requests; collecting and processing fees; cancellations; changes; refund and credit requests; and transmitting reservation information daily to each individual campground or other identified field location.

b. Attendant Requirements: Attendants will perform specific duties daily to implement the reservation program in accordance with established and provided

procedures. Duties include but are not limited to the following: Maintaining current on-site records; posting reservable facilities; checking site availability for customer; check-in registration processing; receiving daily arrival reports (DARs), etc. Attendants utilizing "Park Office" will be oriented and trained on all aspects of the campground reservation program by the Government. Specific duties and procedures will be entailed and further defined in Park Office User's Guide and through work training provided by the Government. Any questions regarding use of this reservation system will be directed towards park rangers.

1.3 SAFETY: All work shall be performed in accordance with safety requirements set forth in Corps of Engineers Manual, EM 385-1-1, entitled "Safety and Health Requirements Manual" and supplements thereto, which will be provided. All equipment or materials not in conformity with the Safety and Health Requirements Manual shall be removed from Government property immediately.

1.4 UTILITIES: The Government will furnish water, electricity and disposal services for sewage and solid waste. No charge will be made to the Park Attendant for the use of these facilities and services, when used in the performance of the requirements of this contact.

1.5 CHANGES-CONVENIENCE OF THE GOVERNMENT: During the contract period, it may be necessary to close the recreation area due to maintenance repairs, change in public visitation, mandatory hurricane evacuations or other circumstances. In the event this action occurs, the Contractor will be notified 12-24 hours in advance with the understanding that the Contractor shall resume contracted services when deemed suitable by the Contracting Officer. Any reductions in the number of hours worked will require a reduction in the total contract amount based on the Contractor's unit price bid.

1.6 PAYMENT: Payment will be made monthly for the work actually performed during the month at the applicable contract unit prices and upon receipt of the correct invoice. Invoices will be submitted to the Supervisory Park Ranger. Invoices shall contain the following information: Contractor's name and address **exactly** as it appears in Block 9 of DD Form 1155; contract number; item number; contract description of services; duty hours worked; unit prices and extended totals. In the event the area is closed as stated in Clause 1.6, the Government will have the right to reduce the amount

of payment in accordance with the specified unit price. **Note: Payment is generally received 4-6 weeks after submittal of invoice.**

1.7 NOTIFICATION OF CONTRACT DEFICIENCIES:

1.7.1 The Contractor will be notified orally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer.

1.7.2 CORRECTION OF CONTRACT DEFICIENCIES: Upon receipt of official notification of deficiency in service, the Contractor shall immediately correct the deficiency and/or take steps to prevent recurrence of the deficiency.

1.7.3 DEFICIENCY IN SERVICE: the Contracting Officer upon receipt of three (3) "Notification of Contract Deficiencies" may terminate this contract.

1.7.4 MISAPPROPRIATION OF GOVERNMENT PROPERTY: The Contracting Officer in the event of the theft of Government property will terminate this contract.

1.7.5 The Contracting Officer will terminate this contract in the event unbalanced and/or unaccountable receipt and/or funds occur.

2. DESCRIPTION OF WORK

2.1 ASSISTANCE TO THE PUBLIC: The Contractor shall perform the following duties to the satisfaction of the Contracting Officer.

2.1.1 Disseminate copies of Federal Regulations and other items as instructed within the Park Attendant Handbook (PAH) to all visitors as they enter the campground

2.1.2 Assist campers in locating campsites

2.1.3 Assist all visitors by answering questions relative to the project area as completely and accurately as possible, contractor shall not provide incorrect information

2.1.4 Manage the NRRS as directed

2.1.5 When campground is full direct campers to other Corps

Campgrounds, State Parks, or private campgrounds

2.1.6 Regulate access of visitors and sightseers in the campground

2.1.7 Maintain sufficient supply of change and small bills at the fee booth.

2.1.8 Fill out lost and found receipts, tag found items and turn them over to a park ranger

2.1.9 Become familiar with project recreation areas, facilities, programs and regulations in order to disseminate accurate information to the visiting public

2.1.10 Exercise tact, diplomacy and courtesy at all times when dealing with the visiting public

2.1.11 Shall issue Golden Age and Golden Access cards and the Annual Pass for Day Use Fees to visitors and be responsible and accountable for all passes and cards issued to their possession

2.1.12 Record occupied campsites and maintain a permanent record in the fee booth of the current status of campsites occupied and the length of stay.

2.2 ASSISTANCE TO PARK RANGERS: The Contractor shall perform the following duties to the satisfaction of the Contracting Officer.

2.2.1 Advise Park Rangers immediately of actual or potential violations and disturbances.

2.2.2 Shall not attempt to apprehend violators and shall not, except in life threatening emergencies, contact law enforcement agencies when park rangers are on duty.

2.2.3 Promptly, accurately and completely report to park rangers all accidents, incidents, and situations that could adversely affect the health and safety of visitors. In the event of medical or other emergencies, contractor shall call 911 immediately.

2.2.4 Record and report to park rangers any emergency messages that are received at the fee booth.

2.2.5 Shall not make rules for the campground. They shall defend and support all Federal regulations and policies. Park Attendants shall not make exceptions to established rules, regulations, policies, or guidelines without prior instructions to do so from the Contracting Officer. They shall report all infractions of established Corps of Engineers regulations to park rangers. Park Attendants are required to inform and provide the public with project rules. Park Rangers and other law enforcement officers are the only individuals that can enforce project rules.

2.2.6 Promptly report all vandalism, lighting problems, safety hazards and maintenance problems to park rangers.

2.3 REGISTRATIONS AND FEE COLLECTION

2.3.1 Contractor shall accept reservations and register all campers as they enter the campground and collect user fees where applicable after a campsite has been selected. Contractor shall operate the (NRRS). Contractors will be trained accordingly on the operation of this system.

2.3.2 Contractor shall register and collect fees for day use activities in accordance with the day use fee policy.

2.3.3 Upon receiving user fee and day use fee money, contractor will immediately issue a user permit and provide the customer with a receipt.

2.3.4 Contractor shall not issue refunds to visitors under any circumstances. Refund requests will be promptly forwarded to park rangers on duty, along with a written description of the reason for the request.

2.3.5 Contractor is responsible for all user permits received. Permits and all other records must be stored neatly and in order. Upon completion of this contract all permits will be returned to a park ranger.

2.3.6 Fee collection is to be done accurately, neatly, and with a *minimum of voids or corrections*. Contractor is responsible for all money accounted for on receipts. Contractor shall keep only enough money in the cash box to make change; all other government funds shall be stored in the safe provided. The safe shall be locked when not

in use and the contractor shall maintain a record of opening, closing, and inspecting the safe.

2.3.7 Contractor shall transmit fees collected as described in the Park Attendant Handbook. This includes, but is not limited to, preparing transmittal forms, tabulating fees, converting cash into money orders, providing postage, providing transportation to conduct post office and banking business, and submitting fees and transmittal forms on a schedule that varies from daily to weekly.

2.3.8 Contractor shall not vacate the fee booth to perform banking or post office business associated with fee transmittal during scheduled work hours.

2.3.9 In addition to camping revenues, the contractor is responsible for transmitting all funds for Special Facility Use Fees, Special Event Fees, Permit Fees, or other fees collected by park rangers.

2.3.10 Separate payment will not be made for expenses incurred as a result of banking expenses, transportation costs, postage or any other expense resulting from performing contract specifications. These expenses should be included in the bid price.

2.3.11 The Contracting Officer will conduct inspections and audits of user fees collected frequently and without prior notice. Discrepancies in user fee receipts, mingling of contractor and government funds or inaccurate record keeping may be grounds for termination.

2.4 MISCELLANEOUS DUTIES: The Contractor shall perform the following duties to the satisfaction of the Contracting Officer.

2.4.1 The fee booth shall be maintained in a clean and sanitary condition at all times. This shall include but not limited to sweeping, dusting, washing windows, and properly disposing of trash. Cleaning supplies for this are the responsibility of the Contractor.

2.4.2 Maintain a written record of complaints and criticisms of any nature from registered campers or their guests and maintain a daily log. All complaints shall be forwarded as soon as possible to a park ranger.

2.4.3 Post information as directed.

2.4.4 Wear uniforms and nametags for identification.

2.4.5 Do not develop an attitude of possessiveness toward the campground. The campground belongs to the public. However, pride in the area is encouraged.

2.4.6 Remain within hearing distance of the communication equipment in the fee booth.

2.4.7 Keep the fee booth locked at all times.

2.4.8 Collect data within the campground requested by the Contracting Officer in support of studies conducted by the Corps of Engineers. Requests for data are expected to occur infrequently, and time spent collecting such data will be minimal.

2.4.9 Submit an annual written critique to the Contracting Officer regarding the specifications of this contract, Park Attendant duties or any other aspect of the fee collection program by August 1st of the contract year.

2.4.10 Cooperate with Corps of Engineer employees and government contractors who are on duty. Employees will be allowed to use communication facilities furnished by the Government, for official business purposes.

2.4.11 Perform other miscellaneous duties as directed by the Contracting Officer his authorized representative(s).

3. PERSONNEL:

3.1 PARK ATTENDANT. Park Attendant(s) shall be on duty during the hours specified in Appendix A.

3.2 MEETINGS: Meetings, if required, may be called by the Contracting Officer to discuss problems and changes associated with the performance of the contract. All Park Attendants shall attend these meetings unless otherwise excused by the Contracting Officer.

3.3 APPEARANCE: All Park Attendants shall maintain a clean, well-groomed

appearance while on duty. They shall provide their own work attire which must consist of khaki colored slacks, shorts or skirt, a white shirt or blouse, shoes, socks and a nametag. Shirts must have a collar and sleeves and be buttoned. Shirts with tails shall be tucked in. All uniform items shall be unstained, clean, wrinkle free and presentable at all times. Contractor shall also supply a professional looking nametag that will have white lettering on a black background. The first line shall contain the contractor's full name. The second line shall read PARK ATTENDANT. Nametags shall be worn on the upper right quarter of the front of the shirt or blouse and shall be visible to the public at all times. Final decision as to proper appearance will be at the discretion of the Contracting Officer.

4. PARK ATTENDANT CAMPSITES.

4.1 The Government will provide a campsite in the respective campground for use by the Ortona, W.P. Franklin and St. Lucie Park Attendants during the performance of this contract. Campsites will be within reasonable distance of the fee booth. Campsites and associated facilities will **not** be modified for the convenience of the Park Attendants.

4.2 The Contractor shall maintain the campsite in a clean and sanitary condition at all times. The area shall be clean and all contractor-owned materials and equipment shall be removed before final payment will be authorized.

4.3 Security of the Park Attendant's living quarters and all personal property shall remain the Contractor's responsibility throughout the duration of the contract. The Government accepts no responsibility for, nor will it be liable for damage or theft occurring to the Contractor's property.

4.4 All Corps of Engineers regulations applicable to campgrounds will be in effect and will be enforced at park attendant campsites.

5. FEE BOOTH

5.1 The fee booth provided shall be used to greet visitors, register campers and

provide information.

5.2 Only authorized personnel are permitted to enter the fee booth. This includes the park attendant on duty, park rangers, and other personnel on official business. Campers, visitors, friends, and family are not to enter or loiter around the entrance station. The entrance station doors will be locked at all times, regardless of occupancy. Windows will be locked when the entrance station is unoccupied.

5.3 No alterations to the entrance station or the grounds surrounding it shall be made without prior written approval of the Contracting Officer. This includes signs, posters, notices, pictures, etc. posted inside or outside the fee booth.

5.4 Smoking is prohibited in the fee booth.

6. DAILY ACTIVITY LOG: A log of daily activities will be maintained including, but not limited to, hours worked, duties performed, patrol times and results, maintenance needs, complaints, and any accidents or incidents involving private or government property. Any time spent away from the workstation will be recorded in the log.

7. RESTRICTIONS

7.1 The Contractor shall be subject to all current regulations governing the public use of lands and waters of the project except those that are specifically waived under this contract.

7.2 Dog pens, horse corrals, poultry cages, or similar facilities for pets or raising animals are prohibited. Pets are not permitted in or in close proximity of the fee booth.

7.3 Landscaping and/or gardening practices in the soil of the park attendant campsite will not be permitted.

7.4 Eating, drinking, or smoking in the vicinity of the computer system will not be permitted, due to the damage these acts may cause to the equipment.

7.5 Government furnished telephones are for official business only.

7.6 Should radios be issued, all radio communications shall conform to current standards and/or policies in effect within the Jacksonville District of the Corps of Engineers.

7.7 All motor vehicles including motorbikes and similar vehicles used by the Park Attendant shall be properly licensed and operated in a safe and legal manner. All vehicles shall be parked in accordance with Corps regulations.

7.8 Park Attendants shall not possess or use firearms or any item that can be used as a weapon in the performance of this contract.

8. SUPPLIES AND EQUIPMENT See Appendix A

9. WORK SCHEDULE: The Contractor shall be responsible for work specified by this contract during the dates and times specified in Appendix A.

9.1 CHANGING WORK SCHEDULE. The schedule of hours and days to be worked is subject to change in order to optimize service to the public. Such changes are expected to occur infrequently and would result in minor fluctuations in the work schedule and Work Period. If this occurs the Contracting Officer will notify the Contractor within 12-24 hours.

9.2 ABSENCE: The Contracting Officer shall be contacted and given at least 24 hours advance notice of any absence by the Park Attendant(s). The Contracting Officer must approve any substitute Park Attendant in advance. No payment will be made for times not worked.

10. CONTRACT INSPECTIONS AND PERFORMANCE.

10.1 INSPECTION: Work will be conducted under the general direction of the Contracting Officer or his/her authorized representative(s) and is subject to inspection by appointed inspectors to insure strict compliance with the terms of the contract. No inspector is authorized to change any provision of the specifications without written authorization of the Contracting Officer, nor will the presence or absence of an inspector relieve the Contractor from any requirements of the contract. The Contracting Officer will make for and on behalf of the Government formal acceptance for and on behalf of the Government.

10.2 PERFORMANCE: If it becomes apparent that the Contractor is unable or unwilling to perform the work in accordance with the contract specifications, additional

supplies, equipment and/or personnel shall be obtained by the Contractor in order to insure that the specified work is accomplished. If any work performed hereunder is not in conformity with the requirements of this contract, the Government will have the right to require the Contractor to immediately take all necessary steps to insure that future performance of the work is in conformity with the requirements of the contract; and to reduce the contract price to reflect the reduced value of the work performed. In the event that the Contractor fails to promptly take necessary steps to insure future performance of the services in conformity with the requirements of the contract, the Government will have the right to either (1) by contract or otherwise have the work performed in conformity with the contract requirements and charge to the Contractor any cost occasioned by the Government that is directly related to the performance of such work; or (2) terminate this contract for default as provided herein.

11. PROTECTION OF BUILDING, EQUIPMENT AND VEGETATION:

11.1 PROTECTION OF LAND RESOURCES: The areas on which work is to be performed under this contract including land and water areas adjacent thereto shall be preserved in their present condition.

11.2 PROTECTION OF GOVERNMENT FACILITIES: The Contractor shall be responsible for restoring any government facilities or structures damaged as a result of his/her operation. Reasonable care shall be used to avoid damage to existing structures, equipment and vegetation in the campground and other areas of operation. Any such damage shall be repaired or replaced as directed by the Contracting Officer at no cost to the Government. If the Contractor does not make such repair or replacement, the cost thereof will be deducted from payments. The Contractor shall advise the Contracting Officer of any damage due to vandalism or other causes as soon as possible.

11.3 REMOVAL OF MATERIALS AND RUBBISH: Before final payment is made, the Contractor shall remove from the area of operation all equipment and unused materials, waste, trash, etc. Such removal shall be subject to current regulations of the Corps of Engineers or local law enforcement agencies.

12. OPTION TO EXTEND THE TERM OF THE CONTRACT - SERVICES

12.1 The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to the end of the contract period; provided, that the Government will give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

12.2 If the Government exercises this option, the extended contract will be considered to include this option provision.

12.3 The total duration of this contract, including the exercise of any options under this clause, will not exceed three (3) years.

APPENDIX A

1. ORTONA PARK ATTENDANT

CONTRACT PERIOD: Date of award through 30 September 2004.

WORK PERIOD: same as contract period

WORK DAYS: Seven days per week.

DESCRIPTION OF PARK: 51 RV/Tent campsites. Two comfort stations with showers, two fishing piers, laundry facilities, a trailer dump station and a camper group-picnic shelter. The Ortona Campground is located adjacent to the Ortona Lock and Dam approximately 10 miles east of LaBelle, Florida off of Highway 80.

WORK HOURS:

a. The contractor shall maintain 24-hour surveillance at the campground 7 days per week. **He/she shall be on duty for 8 hours per day, from 9:00 a.m. to 5:00 p.m. (fee booth hours) for the months of April through October. For the months of November through March he/she shall be on duty for 10 hours per day, from 8:00 a.m. to 6:00 p.m. (fee booth hours) and shall be available during the other hours when not on actual fee booth hours.** The contractor shall make arrangements so that a suitable relief is scheduled for duty during the absence of the regular attendant. The use of relief attendants shall only be on an occasional intermittent basis after approval by the Contracting Officer.

b. Contractor shall provide transportation for and make inspection of the entire area every three hours when on duty. The first patrol will take place at 6:00 a.m. and the last one at 10:00 p.m.

c. Contractor shall open the campground entrance gate each morning at 6 a.m. and close and lock the park gate at 10:00 p.m. each night after checking to see that all visitors have left the campground. Contractor shall open the gate for camper emergencies or as directed by park rangers or law enforcement agency personnel.

d. At least one person shall be in or near the fee booth at all times during duty hours with the exception of campground inspections. Contractor must be in a position to regulate traffic entering the park at all times. Being at the park attendant campsite is not considered to be in or near the fee booth.

2. SUPPLIES AND EQUIPMENT

2.1 GOVERNMENT FURNISHED SUPPLIES AND EQUIPMENT.

2.1.1 The telephone furnished in the fee booth by the Government will be for official business only. A public telephone, provided by a local telephone company, is located within the campground for personal use. Only authorized personnel and Corps employees shall be permitted in the fee booth.

2.1.2 The Government will provide computer hardware, software, paper, and ribbon necessary for the operation of the (NRRS) System.

2.1.3 The Government will provide terminal, printer, paper, and ribbon necessary to operate the Credit Card Acceptance Program.

2.1.4 The Government will provide handout materials such as facility maps and copies of campground rules, and all necessary permit books and record forms.

2.1.5 The Government will provide solid waste containers and pick-up service.

2.1.6 The Government will provide a first aid kit and fire extinguisher. This equipment will be kept in the fee booth for emergency use.

2.2 CONTRACTOR FURNISHED SUPPLIES AND EQUIPMENT. The Contractor will furnish and maintain sufficient equipment and supplies suitable to perform the work. All equipment shall be maintained in safe operating condition in accordance with Paragraph 1.3, "Safety". No additional payment will be made for Contractor-furnished equipment, materials, supplies, and personnel under Paragraph 2.2.

2.2.1 Contractor will be required to maintain a local mailing address or post office box.

2.2.2 Authorized self-contained living unit.

2.2.3 All clerical supplies, including but not limited to pencils, pens, markers, erasers, paper clips, rubber bands, envelopes, etc.

2.2.4 Contractor shall supply a change fund to be used when government funds on hand are not sufficient to make change. *However, personal and government funds will not be mingled at any time.*

2.2.5 All of the above supplies and equipment shall be available for use at the beginning of the contract.

3. ADDITIONAL MISCELLANEOUS DUTIES

3.1 Replenish toilet paper, shower curtains, light bulbs, etc., provided by the janitorial contractor in comfort station, as dispensers become empty.

3.2 Cooperate with Corps employees and contractors.

3.3 Follow directions provided by the Contracting Officer on how to perform duties.

3.4 Post information at comfort stations, bulletin boards, and at other locations within the campground and remove all outdated schedules previously posted as requested by Park Rangers, the Operations Manager or his/her authorized representative. Specific locations for posting will be designated by Park Rangers, the Operations Manager or his/her authorized representative.

APPENDIX A

1. W.P. FRANKLIN PARK ATTENDANT

CONTRACT PERIOD: Date of award through 30 September 2004.

WORK PERIOD: same as contract period

WORK DAYS: Seven days per week.

DESCRIPTION OF PARK: 30 RV campsites and 8 boat-in campsites. Two comfort stations with shower facilities, a boat ramp with courtesy dock, two camper group picnic shelters, laundry facilities, a trailer dump station and one fishing pier. The W.P. Franklin Campground is located adjacent to the W.P. Franklin Lock and Dam approximately 10 miles east of Ft. Myers, Florida off of Highway 78.

WORK HOURS:

a. The contractor shall maintain 24-hour surveillance at the campground 7 days per week. **He/she shall be on duty for 8 hours per day, from 9:00 a.m. to 5:00 p.m. (fee booth hours) for the months of April through October. For the months of November through March he/she shall be on duty for 10 hours per day, from 8:00 a.m. to 6:00 p.m. (fee booth hours) and shall be available during the other hours when not on actual fee booth hours.** The contractor shall make arrangements so that a suitable relief is scheduled for duty during the absence of the regular attendant. The use of relief attendants shall only be on an occasional intermittent basis after approval by the Contracting Officer.

b. Contractor shall provide transportation for and make inspection of the entire area every two hours when on duty. The first patrol will take at 6:00 a.m. and the last patrol at 10.00 p.m.

c. Contractor shall open the campground entrance gate each morning at 6 a.m. and close and lock the park gate at 10:00 p.m. each night after checking to see that all visitors have left the campground. Contractor shall open the gate for camper emergencies or as directed by Park Rangers or law enforcement agency personnel.

d. At least one person shall be in or near the fee booth at all times during duty hours with the exception of campground inspections. Contractor must be in a position to regulate traffic entering the park at all times. Being at the park attendant campsite is not considered to be in or near the fee booth.

2. SUPPLIES AND EQUIPMENT

2.1 GOVERNMENT FURNISHED SUPPLIES AND EQUIPMENT.

2.1.1 The telephone furnished in the fee booth by the Government will be for official business only. A public telephone, provided by a local telephone company, is located within the campground for personal use. Only authorized personnel and Corps employees shall be permitted in the fee booth.

2.1.2 The Government will provide computer hardware, software, paper, and ribbon necessary for the operation of the (NRRS) System.

2.1.3 The Government will provide terminal, printer, paper, and ribbon necessary to operate the Credit Card Acceptance Program.

2.1.4 The Government will provide handout materials such as facility maps and copies of campground rules, and all necessary permit books and record forms.

2.1.5 The Government will provide solid waste containers and pick-up service.

2.1.6 The Government will provide a first aid kit and fire extinguisher. This equipment will be kept in the fee booth for emergency use.

2.2 CONTRACTOR FURNISHED SUPPLIES AND EQUIPMENT. The Contractor will furnish and maintain sufficient equipment and supplies suitable to perform the work. All equipment shall be maintained in safe operating condition in accordance with Paragraph 1.3, "Safety". No additional payment will be made for Contractor-furnished equipment, materials, supplies, and personnel under Paragraph 2.2.

2.2.1 Contractor will be required to maintain a local mailing address or post office box.

2.2.2 Authorized self-contained living unit.

2.2.3 All clerical supplies, including but not limited to pencils, pens, markers, erasers, paper clips, rubber bands, envelopes, etc.

2.2.4 Contractor shall supply a change fund to be used when government funds on hand are not sufficient to make change. *However, personal and government funds will not be mingled at any time.*

2.2.5 All of the above supplies and equipment shall be available for use when work begins.

3. ADDITIONAL MISCELLANEOUS DUTIES

3.1 Replenish toilet paper, shower curtains, light bulbs, etc., provided by janitorial contractor in comfort station, as dispensers become empty.

3.2 Cooperate with Corps employees and contractors.

3.3 Follow directions given by Contracting Officer on how to perform duties.

3.4 Post information at comfort stations, bulletin boards, and at other locations within the campground and remove all outdated schedules previously posted as requested by Park Rangers, the Operations Manager or his/her authorized representative. Specific locations for posting will be designated by Park Rangers, the Operations Manager or his/her authorized representative.

APPENDIX A

1. ST. LUCIE PARK ATTENDANT

CONTRACT PERIOD: Date of award through 30 September 2004.

WORK PERIOD: same as contract period

WORK DAYS: Seven days per week.

DESCRIPTION OF PARK: 9 RV campsites, 8 boat-in sites and 3 tent campsites. One comfort station with shower facilities, boat ramp with courtesy dock, a trailer dump station, a playground and two group picnic shelters. Contractor duties also include accepting reservations and collecting fees at the St. Lucie North Recreation Area. This area includes a group picnic shelter, group camping area and a vault toilet. The St. Lucie Campground is located adjacent to the St. Lucie Lock and Dam approximately 5 miles west of Stuart, Florida off of Highway 76. St. Lucie North Recreation Area is accessed by a walkway from the campground across the St. Lucie Lock and Dam.

WORK HOURS:

a. The contractor shall maintain 24-hour surveillance at the campground 7 days per week. **He/she shall be on duty for 8 hours per day, from 9:00 a.m. to 5:00 p.m. (fee booth hours) for the months of April through October. For the months of November through March he/she shall be on duty for 10 hours per day, from 8:00 a.m. to 6:00 p.m. (fee booth hours) and shall be available during the other hours when not on actual fee booth hours.** The contractor shall make arrangements so that a suitable relief is scheduled for duty during the absence of the regular attendant. The use of relief attendants shall only be on an occasional intermittent basis after approval by the Contracting Officer.

b. Contractor shall provide transportation for and make inspection of the entire area every two hours when actually on duty. The first patrol will take place at 6:00 a.m. and the last patrol at 10.00 p.m.

c. Contractor shall open the campground entrance gate each morning at 6 a.m. and

close and lock the park gate at 8:00 p.m. each night after checking to see that all visitors have left the campground. Contractor shall open the gate for camper emergencies or as directed by park rangers or law enforcement agency personnel.

d. At least one person shall be in or near the fee booth at all times during duty hours with the exception of campground inspections. Contractor must be in a position to regulate traffic entering the park at all times. Being at the park attendant campsite is not considered to be in or near the fee booth.

2. SUPPLIES AND EQUIPMENT

2.1 GOVERNMENT FURNISHED SUPPLIES AND EQUIPMENT.

2.1.1 The telephone furnished in the fee booth by the Government will be for official business only. A public telephone, provided by a local telephone company, is located within the campground for personal use. Only authorized personnel and Corps employees shall be permitted in the fee booth.

2.1.2 The Government will provide computer hardware, software, paper, and ribbon necessary for the operation of the (NRRS) System.

2.1.3 The Government will provide terminal, printer, paper, and ribbon necessary to operate the Credit Card Acceptance Program.

2.1.4 The Government will provide handout materials such as facility maps and copies of campground rules, and all necessary permit books and record forms.

2.1.5 The Government will provide solid waste containers and pick-up service.

2.1.6 The Government will provide a first aid kit and fire extinguisher. This equipment will be kept in the fee booth for emergency use.

2.2 CONTRACTOR FURNISHED SUPPLIES AND EQUIPMENT. The Contractor will furnish and maintain sufficient equipment and supplies suitable to perform the work. All equipment shall be maintained in safe operating condition in accordance with Paragraph 1.3, "Safety". No additional payment will be made for Contractor-furnished

equipment, materials, supplies, and personnel under Paragraph 2.2.

2.2.1 Contractor will be required to maintain a local mailing address or post office box.

2.2.2 Authorized self-contained living unit.

2.2.3 All clerical supplies, including but not limited to pencils, pens, markers, erasers, paper clips, rubber bands, envelopes, etc.

2.2.4 Contractor shall supply a change fund to be used when government funds on hand are not sufficient to make change. *However, personal and government funds will not be mingled at any time.*

2.2.5 All of the above supplies and equipment shall be available for use at the beginning of the contract.

3. ADDITIONAL MISCELLANEOUS DUTIES

3.1 Replenish toilet paper, shower curtains, light bulbs, etc., provided by the janitorial contractor in comfort station, as dispensers become empty.

3.2 Cooperate with Corps employees and contractors.

3.3 Follow directions given by Contracting Officer on how to perform duties.

3.4 Post information at comfort stations, bulletin boards, and at other locations within the campground and remove all outdated schedules previously posted as requested by Park Rangers, the Operations Manager or his/her authorized representative. Specific locations for posting will be designated by Park Rangers, the Operations Manager or his/her authorized representative.