

## Section 5: Park Attendant Contracts

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# PARK ATTENDANT CONTRACTS

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### Objectives

Given student notes, handouts, and workbook, at the completion of this block of instruction, each participant will be able to correctly:

1. Define the four basic options available in Park Attendant Contracting.
2. Identify the major advantages and disadvantages of each option.
3. Identify major problem areas associated with the administration of these Contracts.



## Section 5: Park Attendant Contracts

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### Basic Purchase Order

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- Information
  - Purchase Order.
  - Firm-Fixed Price Contract.
  - Upper Limits of \$100,000.
  - May be used for other services (i.e., Cleaning, Mowing).
  - Service Contract Act wage rates are included in the Solicitation but may not be required to be paid in most cases.
  - May be used for camping, day user areas, visitors centers, etc.

### Basic Purchase Order

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- Advantages
  - Wage rates generally do not have to be paid.
  - More timely procurement. May be procured at project level.
  - Options do not have to be considered for marginal attendants.
  - Generally excellent competition



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### Basic Purchase Order

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- Disadvantages
  - Tendency to allow completion of contract rather than termination.
  - Multiple bids cause confusion at time of award.
  - Multiple contracts increase administration.
  - If procured at project level, there may be confusion between projects.

### Basic Purchase Order With Option

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- Information
  - Same as basic with the exception of options.
  - \$100,000 limit still applies.



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### Basic Purchase Order With Option

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- Advantages
  - Wage rates generally not required.
  - More timely procurement.
  - If option is exercised, re-procurement is not necessary for 2nd contract period.
  - Administration and training is usually easier during the option period.

### Basic Purchase Order With Option

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- Disadvantages
  - Tendency to not exercise option rather than terminate.
  - Depending on price, option period may not be allowable, \$100K limit applies.
  - Multiple bids cause confusion but generally not as much as basic purchase order.
  - Multiple contracts mean increased administration.



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### **Basic Purchase Order for Park Attendants and Cleaning Services**

- Information
  - Same as basic.
  - Option may be used if \$100K limit is not exceeded for purchase orders.
  - Formal contract >\$100K may be used.

### **Basic Purchase Order for Park Attendants and Cleaning Services**

- Advantages
  - Very efficient way of cleaning if wage rates are not required.
  - Contractor typically takes a "park ownership" attitude and provides excellent services.
  - Same advantages as basic P.O. with option if \$100K limit is not exceeded.
  - Work with one less contractor per recreation area by reducing the number of contracts.



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### Basic Purchase Order for Park Attendants and Cleaning Services

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- Disadvantages
  - If contractor does not perform or leaves, a bigger problem is created.
  - "Ma and Pa" contractors may bid on a job too big for them.
  - Option period may not be allowable and formal contract required which normally increases administration.
  - "Park Ownership" attitude may backfire.

### Park Attendants and Cleaning - Formal Contract

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- Information
  - Normally a formal contract > \$100K.
  - Can be fixed-price or cost-reimbursement.
  - Can be a section or combination contract or "stand alone" contract.
  - Service contract wage rates will be included in the solicitation.
  - Can be negotiated or sealed bid procurement.



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### Park Attendants and Cleaning - Formal Contract

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- Advantages
  - Options can be utilized.
  - Consolidation of contracts reduces the number you have to administer.
  - Can procure management expertise depending on your specifications.
  - Can possibly reduce money handling depending on your specifications.
  - Onsite contractor leads to quick responses.
  - Only one POC for all park attendant service.
  - Easier to replace a poor attendant.

### Park Attendants and Cleaning - Formal Contract

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- Disadvantages
  - Usually more expensive due to wage rates.
  - Park hours may have to be reduced to cut costs.
  - Due to Park attendant subcontractor status, communication problems may occur.
  - Negotiated procurement may take longer.



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### Park Attendants and Cleaning - Formal Contract

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1. Establish clear lines of communication.
2. Accomplish training and provide manual.
3. Set up adequate internal controls.
4. Maintain close contact and closely document contractor discrepancies.
5. Maintain close contract with KO, provide documentation and request "cure" letters when appropriate.
6. Ensure that contractors perform in accordance with the contract.
7. Don't let yourself be adopted by the Park attendants. Proceed on to termination when appropriate

### Summary

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1. Four basic options available in Park Attendant Contracting.
2. Major advantages and disadvantages of each option.
3. Major problem areas associated with the administration of these Contracts.

