

**PARK ATTENDANT SERVICES
DESCRIPTION/ SPECIFICATIONS/ WORK STATEMENT**

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Introduction

GENERAL

For the upcoming recreation season, the Louisville District will contract with interested individuals to serve as resident campground Park Attendants for campgrounds at four lake projects in the Green River Area located in central Kentucky. Each campground contract is for one base year, the 2003 recreation season, and one option for contract renewal for the 2004 recreation season. Renewal of the contract is at the Government's option.

Campgrounds covered under this solicitation are:

Barren River Lake:

The Narrows Campground
Quarry Road Beach Area

Green River Lake:

Pikes Ridge Campground

Nolin River Lake:

Wax Campground

Rough River Lake:

Axtel Campground
Cave Creek Campground
Laurel Ridge Campground
Quarry Road Beach Area

Individual bid items, which indicate the number of days of operation, are included for each campground. Interested parties may bid on as many of these eight campgrounds as desired but may be awarded only one campground. If the bidder is the successful bidder at more than one campground, the campground selected will be the most advantageous to the government. General information, descriptions, maps, and lake specific requirements follow in the section on Project Specific Information.

Quote Form

Item No.	Schedule of Supplies/Services	Quantity U/I	Unit Price Per Day	Amount
Barren River Lake				
0001	Provide Park Attendant Services at Bailey's Point Campground, Barren River Lake, Kentucky in accordance with the attached specifications.	197	____.____	____.____
0002	Provide Park Attendant Services at The Narrows Campground, Barren River Lake, Kentucky in accordance with the attached specifications.	162	____.____	____.____
0003	Provide Park Attendant Services at The Tailwater Campground, Barren River Lake, Kentucky in accordance with the attached specifications.	120	____.____	____.____
Green River Lake				
0004	Provide Park Attendant Services at Holmes Bend Campground, Green River Lake, Kentucky in accordance with the attached specifications.	197	____.____	____.____
0005	Provide Park Attendant Services at Pikes Ridge Campground, Green River Lake, Kentucky in accordance with the attached specifications.	162	____.____	____.____
0006	Provide Park Attendant Services at Smith Ridge Campground, Green River Lake, Kentucky in accordance with the attached specifications.	162	____.____	____.____
Nolin River Lake				
0007	Provide Park Attendant Services at Moutardier Campground, Nolin River Lake, Kentucky in accordance with the attached specifications.	197	____.____	____.____
0008	Provide Park Attendant Services at Dog Creek Campground, Nolin River Lake, Kentucky in accordance with the attached specifications.	162	____.____	____.____
0009	Provide Park Attendant Services at Wax Campground, Nolin River Lake, Kentucky in accordance with the attached specifications. (Each campground requires a	162	____.____	____.____

minimum of two attendants
to perform duties.)

Submit Invoices to the respective lake:

Barren River Lake	U.S. Army Corps of Engineers Barren River Lake 11088 Finney Road Glasgow, KY 42141-9642
Green River Lake	U.S. Army Corps of Engineers Green River Lake 544 Lake Road Campbellsville, KY 42718-9805
Nolin River Lake	U.S. Army Corps of Engineers Nolin River Lake 2150 Nolin Dam Road P.O. Box 339 Bee Spring, KY 42207-0339
Rough River Lake	U.S. Army Corps of Engineers Rough River Lake 14500 Falls of Rough Road Falls of Rough, KY 40110

Contract clauses are incorporated by reference.
The Prompt Payment Act applies to this procurement.

Contracting Officer's Representative

The following are designed as the Contracting Officer's Representatives for this contract.

Barren River Lake	Phil Bayes, Park Manager, Barren River Lake, COR Steven E. Furlong, Operation Manager, Green River Project, Alternate COR
Green River Lake	Neil Myers, Park Manager, Green River Lake, COR Steven E. Furlong, Operation Manager, Green River Project, Alternate COR
Nolin River Lake	Patricia G. Hull, Park Manager, Nolin River Lake, COR Steven E. Furlong, Operation Manager, Green River Project, Alternate COR
Rough River Lake	Robert Barnett, Park Manager, Rough River Lake, COR Steven E. Furlong, Operation Manager, Green River Project, Alternate COR

TECHNICAL PROVISION 1 GENERAL

TP-1.1 GENERAL. Unless otherwise specified, the Contractor shall provide all personnel, supplies, vehicles, equipment, management, and supervision to perform services provided for in this contract.

TP-1.2 IDENTIFICATION OF CONTRACT EMPLOYEES AND VEHICLES. The Contractor shall furnish each employee with a baseball cap, solid red in color, to be worn while on duty. Vehicles shall display the magnetic signs provided by the Government on both front doors.

TP-1.3 PREWORK ORIENTATION AND TRAINING. The Contractor and Attendants shall attend a pre-work orientation and training with the Contracting Officer's Representative (COR) during the first week of the contract period. This is usually held at the project office located near the dam.

TP-1.4 SAFETY.

a. Safety Manual Requirements. The Contractor and employees shall comply with all pertinent sections of the Corps of Engineers' Safety and Health Requirements Manual, EM 385-1-1, current at the time of award, and any subsequent revisions. This manual will be available from the COR.

TP-1.5 SECURITY.

a. Keys. The Contractor will be furnished keys for necessary access to areas and buildings. Any additional keys required will be furnished by the COR. No duplicates of the keys are to be obtained. Key security shall be the Contractor's responsibility. Failure to provide adequate key security will result in a deduction from the payment due the Contractor in the amount of the current cost to replace lost or damaged keys and replacing any affected locks, plus the installation labor costs of a WG-9 Federal employee.

b. Campground Fee Station Access. No unauthorized persons shall be permitted inside the Campground Fee Station. Authorized persons include Fee Attendants and Corps employees who are on duty and have business inside the Campground Fee Station. The Attendants shall secure and lock the Campground Fee Station when it is unattended. Any money or user fee permit books left in the Campground Fee Station shall be locked in an approved safe or vault or otherwise safeguarded in a manner approved by the COR.

c. Unauthorized Telephone Usage. In emergency situations, members of public may be allowed to use the Campground Fee Station telephone. The Attendant shall dial the number to verify long distance call charges are reversed or charged to a credit card. Personal phone calls made by the Attendant will be kept to a minimum. Government telephone lines are to be used primarily for authorized purposes only. Any long distance phone calls need to be approved by the COR prior to the call. This includes calls to other campground fee stations at project campgrounds.

d. Unauthorized long distance charges will be deducted from payments due the Contractor or shall be paid by the Contractor, as determined by the COR. Government telephone lines will not be used for Internet access with personal computers or with government supplied computers.

TP-1.6 ACCIDENT REPORTING. The Contractor shall maintain accurate accident records and report accidents as prescribed by the COR. Accidents shall be reported within 24 hours of occurrence, and all serious accidents resulting in death or requiring medical attention or lost time shall be reported immediately.

TP-1.7 DAMAGE REPORTS. In all instances where Government property or equipment is damaged or lost by contract employees, the COR shall be notified immediately. A full report of the incident shall be submitted to the COR within two work days of the occurrence. The Contractor shall be responsible for any damage to Government property due to Contractor's negligence or abuse.

TP-1.8 CONDUCT.

a. Regulations. Contract employees shall comply with all provisions of Title 36, Chapter III, Part 327, Code of Federal Regulations (CFR) and applicable laws of the Commonwealth of Kentucky when performing work under this contract.

b. Conduct. Contract employees shall conduct themselves in a professional and orderly manner. Tact, diplomacy, and courtesy shall be exercised at all times while dealing with the public. The intent is a cheerful friendly contact with every customer. Personal cleanliness and presentable appearance are required of all contract personnel when dealing with the public. The Contractor and his employees shall wear pants (or shorts) and shirts that will be in good condition and will be kept clean. Cut-off tee shirts or cut-off shorts will not be permitted.

c. Firearms. Contract employees shall not possess, display, or use firearms or any type weapon in the campground. Violations will result in immediate dismissal.

d. Controlled Substances. No intoxicating beverages, illegal drugs, or controlled substances shall be possessed or consumed.

e. Dismissal. Any Attendant or Contractor under the influence or in the possession of the substances described in TP-1.8d., or otherwise in violation of the restrictions contained in this paragraph, will be dismissed immediately. Examples for immediate termination are intoxication on duty, cursing, harassment of visitors, improper use of government-provided computer equipment, theft or unprovoked physical contact with visitors or other Contractors.

f. Pets. No facilities for housing or raising pets will be permitted. Pets shall be controlled as outlined in Title 36, CFR. Pets will not be allowed in the Campground Fee Station at anytime.

g. Visitors. Children visiting or living with the Park Attendants shall not be allowed inside or around the Campground Fee Station, nor shall they engage in any action causing distraction to those conducting business at the Campground Fee Station.

h. Appearance. The area around the Attendants campsite, the Campground Fee Station and a radius of 100 feet around the Campground Fee Station shall be maintained in a clean, sanitary, neat condition. Personal equipment in or near the Campground Fee Station or around the Attendant's campsite requires prior approval of the COR. The Contractor shall obtain prior approval from the COR before erecting any sign or barricade, or altering any facility.

i. Smoking Policy. Smoking in the Campground Fee Station is strictly prohibited. Besides safety considerations, tobacco smoke may damage computer equipment.

j. Computers. Unauthorized addition or removal of software on the Government-provided computer, or in any way compromising the integrity of the computer system through an act such as unauthorized Internet usage, constitutes grounds for dismissal. The Contractor may be held liable for damages in such instances.

TP-1.9 GOVERNMENT FURNISHED ITEMS.

a. General. The Government will furnish certain materials, supplies, and equipment to the Contractor. Government-furnished property or items are furnished in an "as is" condition and shall be used only in connection with performance under the contract. Government-furnished items will be delivered to the Contractor at the campground. The Contractor shall be responsible for proper usage, care, storage, and safeguarding of all Government-furnished items.

b. Campsite and Utilities. The Government will provide one campsite with water, electric, and sewer hookups. The site will accommodate units up to 35 feet long.

c. Solid Waste Removal. Solid waste deposited in a garbage bin near the Campground Fee Station will be removed by another Contractor.

d. Signs and Name Tags. Magnetic signs for vehicles and nametags for Park Attendants will be provided. Signs are posted and maintained by the government at the Attendant Camp Site indicating that the Attendant lives in the camper. This will indicate that the Attendant is available to aid the public directly or to obtain other assistance.

e. Campground Fee Station and Equipment. The Campground Fee Station contains a telephone, two-way radio, safe, recreation equipment plus all the necessary computer, software and related equipment to perform the job.

f. Campground Fee Station Supplies. All necessary forms, garbage bags, computer paper, ticket books, log books, regulations, brochures, car passes, Park Attendant Handbook, and campground maps will be supplied.

TP-1.10 CONTRACTOR FURNISHED ITEMS.

a. General. Unless otherwise specified, the Contractor shall furnish all personnel, vehicles, transportation, equipment, and supplies required to perform all work.

b. Camping Unit. The Contractor shall provide a self-contained camping trailer or motor home, not to exceed 35 feet in length, to be parked on a site designated by the COR. Pick-up campers, tents, buses or homebuilt campers will **not** be accepted as units for Attendants. All equipment shall be removed within four days of contract termination.

c. Personnel. Two trained attendants over 21 years of age are required to perform the services. At least one Attendant shall reside in the campground during the work assignment. Attendants who are terminated, quit, or are not present for duty shall be replaced within 24 hours. Trained, temporary personnel are required during any absence of the Attendants.

d. Supplies and Equipment. The Contractor shall provide all required office type supplies not listed in TP-1.9f., including pens, paper, markers, 3x5 cards, toilet paper, janitorial supplies for cleaning the Campground Fee Station. All Attendants shall provide themselves with baseball caps, solid red in color.

e. Transportation. Transportation to patrol the campground, deliver remittance registers to the office, etc., shall be provided by the Contractor. All vehicles used by the Contractor or employees, including Attendants, shall be licensed according to State and Federal Government licensing and safety regulations.

f. Change Fund. Attendants shall have sufficient personal funds on hand to serve as a change fund. The Government will not provide a change fund.

TP-1.11 CONTRACTOR SUBMITTALS.

a. Background and Experience Statement. The Park Attendant Background and Experience Statement format is included as an exhibit. **ALL** Bidders shall complete this form and return it with their quote so that the Contracting Officer can determine the best value bid.

b. Additional Information Required for NCIC Background Checks. The successful bidder **only** will also be required to provide the name, date of birth, and Social Security Number of all partners in the venture and all other individuals who will perform attendant duties at the site. This information will be provided during the pre-award process, and is necessary to conduct a background check through the NCIC to ensure that potential attendants possess business integrity as an appropriate safeguard for the annual volume of user fees collected. After award of contract, the successful Bidder may substitute personnel for that shown on the list upon approval of the COR. The name, date of birth, and Social Security Number of all new attendants must be provided to the COR in a timely manner so that a NCIC background check can be conducted prior to their beginning fee collection duties.

c. **Bonds.** Prior to the first day of work, the Contractor shall submit proof of a Fidelity Bond in the amount of \$5,000.00 to the COR. The cost of securing a bond will be the responsibility of the Contractor. An irrevocable, unconditional letter of credit in the amount of \$5,000 may be substituted for a Fidelity Bond.

TP-1.12 OTHER CONTRACTS. Work may be performed in this area by the Government, other Contractors, or volunteers. The Contractor shall fully cooperate with other personnel as directed by the COR. The Contractor shall not commit or permit any act interfering with the performance of work by another Contractor, volunteer, or Government employee.

TP-1.13 PAYMENT.

a. Payment for services under this contract will be made MONTHLY. The Park Attendant must accept the government's Visa Credit Card for payment purposes. The Park Attendant will need to establish themselves as a VISA card vendor and make all the necessary arrangements to be paid in this manner. All costs associated with this are the responsibility of the Park Attendant. An invoice for services performed will be submitted at the end of each calendar month to the Project Office. An authorized cardholder will present the government VISA card to the Park Attendant for payment within five days of receipt of invoice.

b. Payment will be withheld for services not performed in accordance with contract specifications. Failure of the Contractor to provide items and services listed shall be grounds for contract termination.

TP-1.14 DEFINITIONS. As used throughout these Technical Provisions-Description/Specifications/Work Statement, the following terms are defined:

a. **Contractor.** The prime Contractor and all Contractor employees and personnel. Also referred to as the Park Attendants or Attendants. The prime Contractor shall be responsible for ensuring all subcontractors comply with the provisions of this contract.

b. **Contracting Officer's Representative (COR).** An individual with written designation from the Contracting Officer to be responsible for contract administration. For the purposes of this contract the Park Manager or one of his designated representatives will be the COR.

TECHNICAL PROVISION 2 CAMPGROUND FEE STATION OPERATION

TP-2.1 GENERAL. The work shall consist of the services required to administer and implement the programs to operate the campground and to maintain necessary records. The Contractor shall provide all personnel, supplies, and transportation to perform this work unless otherwise specified herein (Ref TP-1.9 & TP-1.10).

TP-2.2 WORK TO BE PERFORMED. The Contractor shall collect all designated fees, maintain records, transmit funds, distribute literature, administer reservation system (National Recreation Reservation Service [NRRS™]) through a Windows based computer system, greet visitors, distribute customer comment cards, check-out recreation equipment, encourage conformance with regulations, issue Golden Age and Golden Access Passports, and sell Annual Day Use Passes. Cash, checks, and credit cards shall be accepted. Attendant may be required to process honor vault fee collections. Specifics of work to be performed are detailed in the Park Attendant's Handbook, which will be provided on the first day of work.

a. Campground Reservations. The NRRS™, provided by the government service contractor, Reserve America, Inc., 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 reservation requests; bookings; collecting and processing fees; cancellations; changes; refund and credit requests; and transmitting reservations information daily to each individual campground or other identified field location. The Contractor shall use the procedures designated by the COR for processing use fees and use the accounting procedures as required by the COR. The COR may modify the procedures at any time during the term of the contract.

1. 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 customers; check-in registration processing; etc. Attendants utilizing "Park Office" software will be oriented and trained on all aspects of the campground management program by the government. Specific duties and procedures will be detailed and further defined in the Park Office User's Guide and through pre-work training provided by the government.

2. Attendants will not take advance camping reservations.

b. Fee Collection Procedures. The Contractor shall collect all designated fees for campsites, visitors, Golden Age Passports, Annual Day Use Passes, and reservations. The Contractor shall be responsible for the collection of fees, permits, and submissions of funds to the National Recreation Reservation Service (NRRS™) lock box through the Park Office program. Funds must be turned in once per week, regardless of the amount on hand. When the collection exceeds \$5,000.00 at any point,

it must be submitted to the NRRS™ lockbox. Cash will be converted to a money order or cashier's check for transmittal to the NRRS™ lockbox. If forms change or procedures change for turn-in of funds, to conform to changing regulations, the Park Attendant shall comply with changes as directed by the Park Manager. **Note:** The cost of money orders or cashier's check shall be paid by the Park Attendant and will not be deducted from the fee submitted. The Contractor shall bear all postal charges associated with transmission and documentation of recreation use fees. The Contractor shall be audited weekly or as deemed necessary by the COR. The Contractor shall guarantee the payment, to the government, of all funds received.

c. Fee Collection Procedure When Computer Not Available.

Contractor/Attendant shall notify the COR or Project Office of any computer or program failures as soon as possible. In addition, the Contractor or Attendant shall accurately record all phases occurring and leading up to the failure. In the event that a power failure or prolonged malfunction of computer equipment makes computer-generated forms impossible, the Contractor shall hand-write permits (ENG Form 4457), then enter the data when the computer is available again. If a mistake is made while issuing a handwritten permit, Attendants shall write "VOID" on the permit, and all three copies of the permit shall be left attached to the permit book. The total fees collected for each book of ENG 4457s shall be noted on the cover. If deposits must be made during a period when the computer is unavailable the COR will provide instructions on preparation of a non-computer-generated remittance form, but otherwise, transmit funds and documents as previously described.

d. Checks. When personal or traveler's checks are used for payment of user fees, Attendants shall ensure the check is: (1) a first party instrument; (2) made payable to the party designated by the COR for each type of transaction; (3) in the exact amount of the fee; (4) annotated to show user's home address, driver's license number, state of issue, and vehicle license number and state of issue; (5) Campground I.D. No. and reservation No. is written on the check; (6) and endorsed immediately.

e. Refunds. Attendants will not make refunds. Refund requests are normally faxed to the Project Office the next business day, or processed through the NRRS™ as determined by the COR.

f. Trend Data. The Contractor/Attendants shall compile and document certain data as requested by the COR. The number of Golden Age and Access Passport transactions are usually kept in a logbook. The attendant may be required to pass out and collect customer survey cards as well. All requested information by the COR is to be kept current and accurate.

g. Greeting the Public. Tact, diplomacy and courtesy will be exercised at all times in dealing with the Public (our customers), including visitors and sightseers. During the hours the Campground Fee Station is open, the Attendants shall greet everyone as they approach the campground fee station and give them a lake brochure and campground regulations. Customers who wish to evaluate the facilities shall be allowed to drive through

the campground **once, when it is less than 75% full**. At other times they can park at the fee station and walk through, unless they are disabled. Persons with Disabilities **shall be accommodated at all times** and will be allowed to drive through. Obvious potential violations shall be tactfully discussed to minimize corrective action. Attendants shall record the campsite occupied by each camping party and maintain a permanent record of the status of campsites. Customers selecting a site shall be allowed to enter the campground prior to registering.

h. Improper Disposal of Garbage. Attendants may issue garbage bags furnished by the Government and/or give instructions for proper disposal of garbage, to each group renting a site. Campers will be required to deposit their refuse in a garbage bin. If a camper leaves their garbage at a site, the Attendant will turn in any information (names, address, license #, etc.) to the COR.

i. Access Control. Particular emphasis will be placed on the number of people and vehicles at each site and the visitors and their length of stay. The campground entrance gate will be opened on the first day of fee collection and will remain open until the last day of fee collection unless otherwise directed by the COR. Attendants shall require all visitors to leave by 9:30 P.M. and drive or walk through the campground to ensure compliance at that time. During the hours the fee station is closed, campers will be allowed to enter and set up on non-reserved sites. Attendants shall update reservation status information for public display. This may involve posting information at individual sites. Attendants shall be responsible for assuring these arrivals are properly registered and fees collected on the next business day when the fee station is open.

j. Campground Patrols. The Attendants shall inspect the campground and correct minor violations of rules, regulations, and procedures by diplomatically informing visitors of the infraction. Tour the campground in the late evening to determine if any trouble areas are developing. Rangers will contact individuals who refuse to comply with the regulations. Between 5:00 P.M. and 7:00 P.M. daily, remove the user permit from vacant sites and ensure the camping fee has been collected from occupied sites. Report all occupied sites which appear to be unattended or abandoned and all campers who refuse to pay the camping fee to the Ranger. The attendants shall patrol the campground between 10:00 P.M. and 11:00 P.M. daily to ensure that quiet hours are maintained and that all visitors have left the campground. Inspect campground facilities for proper operation each workday between 9:00 A.M. and 11:00 A.M. and again between 5:00 P.M. and 7:00 P.M., or sooner if campers report a malfunction. If a commode or urinal malfunctions, stop the flow through the automatic valves, which have failed to close, by closing the manual valve in the pipe chase. Post an "out of order" sign on the affected fixture and notify the COR. Reset hand dryer and receptacle /light circuit breakers, as necessary.

k. Reporting Disturbances. The Attendants shall report all disturbances that cannot be diplomatically controlled to a Ranger, and shall furnish the Ranger with detailed information. The Ranger will decide if the disturbance merits calling local law enforcement officers. If a Ranger cannot be contacted and the disturbance requires a law enforcement officer, the Attendant shall place the appropriate call. All communications with law enforcement personnel, accidents, incidents and violations shall be documented and reported to a Ranger as soon as possible. All complaints will be immediately referred to the COR, or Ranger, and a written record will be kept indicating the nature of the complaint, date and time.

l. Written Reports. The Attendants shall keep written reports of criticisms of park facilities and report situations that could affect visitor health and safety or any maintenance items needing attention. Record the times of contract law enforcement patrols through the campground and keep other records as required by the COR (i.e. the number of sites occupied each day, or the number of visitors turned away when the campground is full, etc.).

m. Communication. During fee station operating hours, monitor the two-way radio and operate in compliance with established procedures. Answer the telephone in a courteous manner and use for official business only. Deliver bona fide emergency messages to campers.

n. Flags. The United States of America flag will be raised and lowered each day, at the opening and closing of the fee station, and secured in the Campground Fee Station each evening.

TP-2.3 SPECIAL CONDITIONS. Government furnished computers will only be used for official government work. Personal computers will not be allowed in the fee station nor will any personal computer be connected to any government telephone line, except by written authorization of the Park Manager. See also T.P.1.8.j.

TP-2.4 CHANGES TO HOURS OF OPERATION. Anticipated changes from normal working hours will be on the Sunday before Memorial Day, the Sunday before Labor Day, July 3rd and July 4th. On these days all Park Attendants will be required to work the hours they normally work at their campgrounds on Saturdays.

The first four days of work, prior to fee collection, will all be workdays and used primarily for orientation, training and answering visitor questions while at the fee station.

If serious problems occur with the computer system and the presence of the Park Attendant is necessary, the COR may require the Park Attendant to maintain additional hours in the tollhouse until the problems have been resolved. This call for additional hours is expected to be used only with major problems.

PROJECT SPECIFIC INFORMATION

I. Barren River Lake

GENERAL

For the upcoming recreation season, the Louisville District will contract with interested individuals to serve as resident campground Park Attendants for each of three campgrounds at Barren River Lake. These campgrounds are: Baileys Point, The Narrows and Tailwater.

AREA

Barren River Lake is located in Barren, Allen, and Monroe counties in south central Kentucky. This 10,000 acre lake is midway between the cities of Glasgow and Scottsville, Kentucky, about 95 miles south of Louisville and 55 miles north of Nashville. The dam and Corps office is located on Highway 252 in Barren County. Other highways that provide accessibility to the lake are 31-E, 1533, 101, 234, and 87, as well as other secondary roads. The lake has nine recreation areas and one state park that provides marinas, boat ramps, picnic sites, swimming, camping, lodging, etc. for the 1 million plus lake visitors each year.

CAMPGROUNDS

The Narrows Campground is in Barren County with access from highway 31-E. This 90 campsite, class 'A' campground has a campground fee station, paved roads, two modern shower houses with utility rooms (that contain washers, dryers and beverage machines), amphitheatre, volleyball court, swimming beach, playground, one centrally located garbage bin and one sanitary dump station. Eighty-three campsites have individual water and electric hookups with the remaining sites having water hookups only. Campsites are a combination of back in and pull through sites, each having a worktable, picnic table, lantern hanger, and fire ring/grill. The Campground Fee Station has air conditioning, restroom, telephone, computer and a two-way radio. The adjacent day-use area provides a boat ramp with courtesy dock, marina, hiking trails, picnic area, picnic shelter, restroom, playground, and a parking area.

Tailwater Campground, located below the dam, has access from highway 252. This 48 campsite, Class 'A' campground has a campground fee station, one modern shower house, amphitheatre, baseball field, volleyball court, garbage bin, boat ramp, hiking trail, one vault toilet, a parking lot for fisherman and boaters and paved roads. All 48 campsites have individual water and electrical hookups. Campsites are a combination of back in and pull through sites, each having a worktable, picnic table, lantern hanger, and fire ring/grill. Tailwater campground also contains a group camping area. The Campground fee Station has air conditioning, restroom, computer, telephone and a two-

way radio. The adjacent day-use area provides a picnic area, picnic shelter, playground, vault toilets, and a parking area for the stilling basin.

Baileys Point Campground is in Allen County with access from highway 252. This 215 campsite, Class 'A' campground has a campground fee station, five modern shower houses with utility rooms (that contains washers, dryers and beverage machines), playground, volleyball court, amphitheatre, two sanitary dump stations, five garbage bins and paved roads. One hundred fifty six sites have individual water and electric hookups. Campsites are a combination of back in and pull through sites, each having a worktable, picnic table, lantern hanger, and fire ring/grill. The Campground Fee Station has air conditioning, restroom, telephone, computer and a two-way radio. The adjacent day use area provides a boat ramp with courtesy dock, picnic area, picnic shelter, playground, historic cemetery, hiking trails, vault toilet and parking areas.

QUOTE INFORMATION

Quotes are being accepted for Tailwater Campground, The Narrows Campground and Baileys Point Campground with the estimated Park Attendant arrival date and campground closing dates as follows:

<u>Campground</u>	<u>Year</u>	<u>Base Year</u> <u>Arrival</u> *	<u>Close</u>	<u>Days</u>
Baileys Point	2002	April 15	October 28	197
Tailwater	2002	April 15	September 23	120
The Narrows	2002	April 15	September 23	162
<hr/>				
		<u>Option Years</u>		
Baileys Point	2003	April 14	October 27	197
Tailwater	2003	April 14	September 22	118
The Narrows	2003	April 14	September 22	162
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Baileys Point	2004	April 12	October 25	197
Tailwater	2004	April 12	September 20	116
The Narrows	2004	April 12	September 20	162

* All arrival dates are on Monday. Each campground will open and fee collection will begin on the following Friday.

Bidders are encouraged to visit the areas on which they plan to bid. Visits to the areas may be arranged by contacting Park Manager Phil Bayes at 11088 Finney Road, Glasgow, KY 42141 or by calling 270-646-2055.

FEE COLLECTION SEASON

Park Attendant services will begin on Monday before fee collection begins and end on the Monday after fee collection ends. Attendants will be required to keep regular hours at the fee station, except during the first four days of work when fees are not collected, as this time will be used for orientation and training.

FEE STATION HOURS OF OPERATION

All times are Central Standard Time (CST)

Narrows Fee Station Operating hours:

Beginning of Season through 3rd Thursday in May And Day after Labor Day to end of Season

Sunday through Thursday	9:00 a.m. to 11:00 a.m. and 4:00 p.m. to 8:00 p.m.
Friday	12 Noon to 10:00 p.m.
Saturday	9:00 a.m. to 10:00 p.m.

3rd Friday in May through Labor Day (Peak Season)

Sunday through Thursday	9:00 a.m. to 12 Noon and 2:00 p.m. to 10:00 p.m.
Friday & Saturday	9:00 a.m. to 11:00 p.m.

Tailwater Fee Station Operating hours:

The hours will be the same as The Narrows, with the exception that Tuesday & Wednesday will be the CGA's normal off days and the Campground Fee Station will be closed.

Baileys Point Fee Station Operating hours:

Beginning of Season to End of Season

Sunday through Thursday	9:00 a.m. to 12:00 Noon and 2:00 p.m. to 10:00 p.m.
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Friday & Saturday

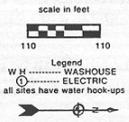
9:00 a.m. to 12:00 Midnight



US Army Corps
of Engineers
Louisville District

The Narrows Recreation Area Barren River Lake

502-646-3094

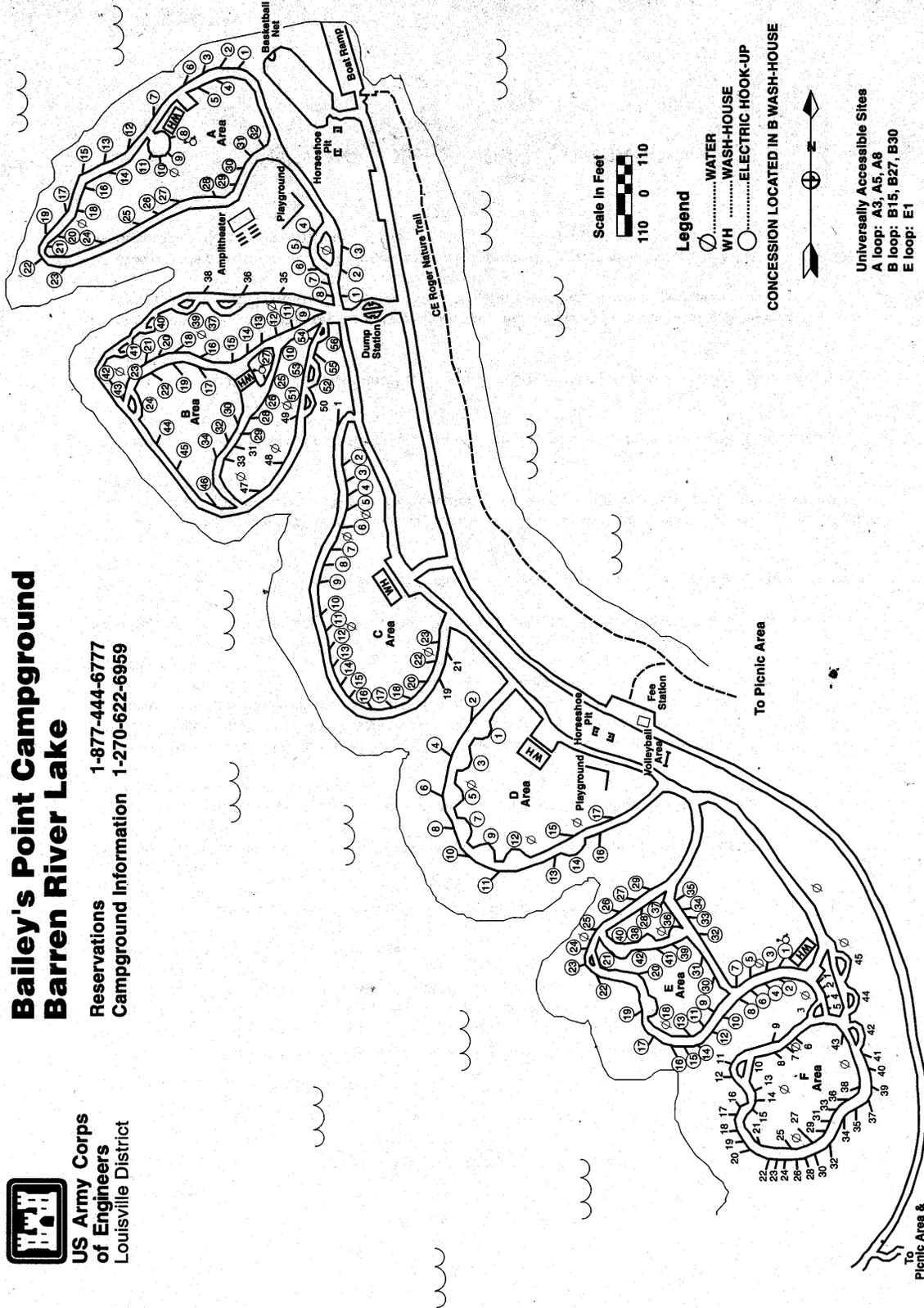


Bailey's Point Campground Barren River Lake

Reservations 1-877-444-6777
Campground Information 1-270-622-6959



US Army Corps
of Engineers
Louisville District



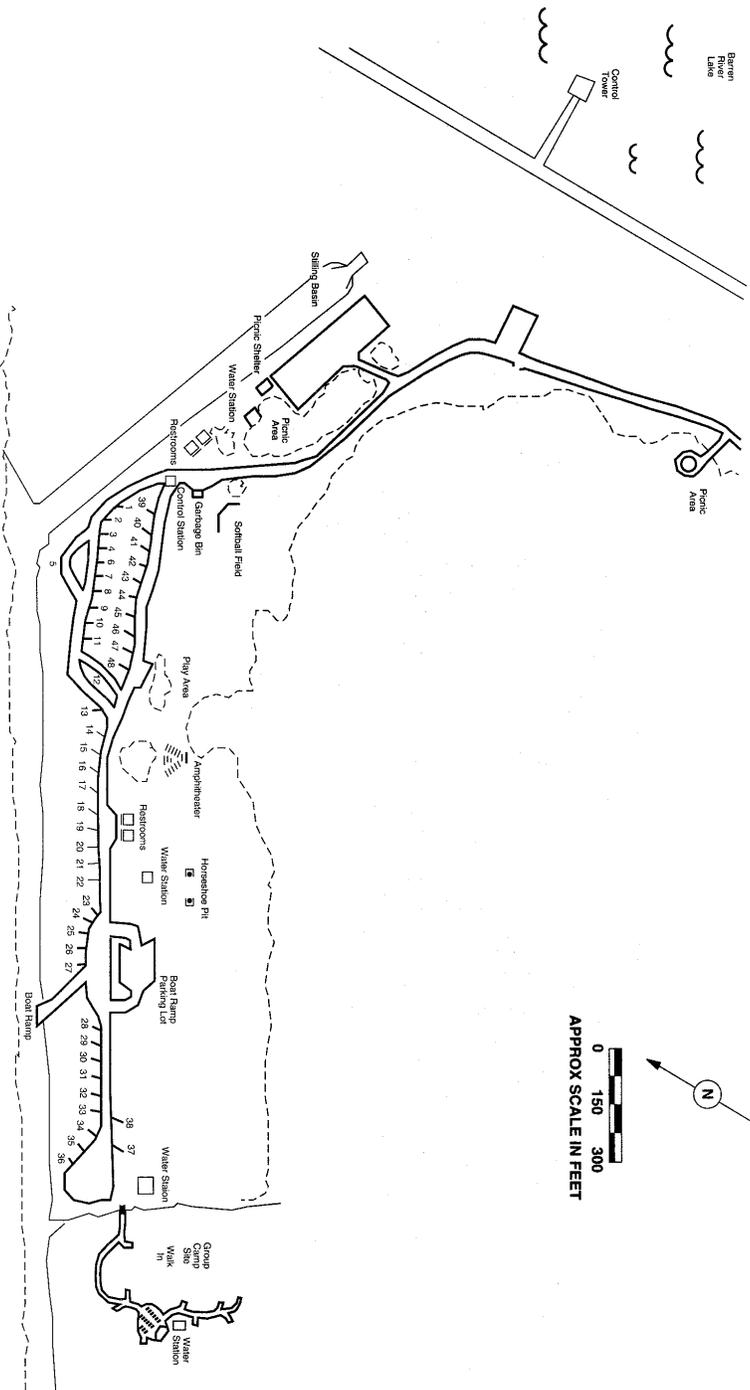
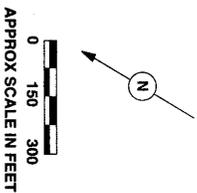
Universally Accessible Sites
A loop: A3, A5, A8
B loop: B15, B27, B30
E loop: E1

2001



US Army Corps
of Engineers
Louisville District

Tailwater Recreation Area Barren River Lake 502-622-7732



PROJECT SPECIFIC INFORMATION

II. Green River Lake

GENERAL

For the upcoming recreation season, the Louisville District will contract with interested individuals to serve as resident campground Park Attendants for each of three campgrounds at Green River Lake. These campgrounds are: Smith Ridge, Pikes Ridge and Holmes Bend.

AREA

GREEN RIVER LAKE is located in Adair and Taylor Counties in south-central Kentucky, approximately 95-miles southeast of Louisville, Kentucky. It is midway between the towns of Campbellsville and Columbia, Kentucky; approximately 70-miles from the Kentucky-Tennessee border; and approximately 30-miles northwest of Lake Cumberland. The Dam site is on the Green River, a tributary of the Ohio River, at about 306 river miles upstream from the confluence of these waterways. The project is accessible via Kentucky State and Federal highway systems. Interstate-65 passes within 50-miles of the project and the Cumberland Parkway (toll road from Somerset to Interstate-65) passes within 10-miles of the southern portion of the project.

CAMPGROUNDS

Smith Ridge Campground. Location: Smith Ridge Recreation Area is located just southeast of the city of Campbellsville, Kentucky in Taylor County. This is a Class-A campground and it is 90% reservable in the NRRS™. It receives moderate visitation from fishermen and families who are interested in a quiet location. Points of interest to the visitor include a public swimming beach, Kentucky Dept. of Fish & Wildlife WMA offices, and Emerald Isle Resort & Marina (public concessionaire). The campground is located in the Eastern Time zone. Volunteer Host(s) may also be on duty.

The area contains 80 campsites (62 sites with electric; 31 sites with electric & water; 18 non-electric sites), 3 washhouses, and 24 picnic sites near the public swimming beach. The picnic area and swimming beach are opened and closed daily (MAY – SEP) by the Park Attendant.

- *Highlight:* At Smith Ridge, the Contractor shall open and close the access gates to the public beach and picnic areas as well as open and close the washhouse at the beach. Opening time will be approximately 8:00 a.m. and closing time will be approximately 9:00 p.m. (local time).

Pikes Ridge Campground. Location: Pikes Ridge Recreation Area is located southeast of the city of Campbellsville, Kentucky in Taylor County. This is a remote Class-B campground and Day-use area and it is 92% reservable in the NRRS™. The camping area contains 30 non-electric/non-water campsites, 8 picnic sites, a campers'

only beach, vault and chemical toilets, and no washhouses. Potable water is available within the campground. Park Attendant at this campground shall also administer collection of boat launching fee. Pikes Ridge Hunters Parking lot is located nearby. This campground is heavily used by local families and fishermen interested in campsites adjacent to the water's edge. The campground is in the Eastern Time zone. Volunteer Host(s) may also be on duty.

- *Highlight:* At Pikes Ridge, the Contractor shall issue day-use permits for the boat ramp within the park area. Attendants shall issue permits as outlined during the training orientation prior to park opening.

Holmes Bend Campground. Location: Holmes Bend Recreation Area is located just northeast of the city of Columbia, Kentucky in Adair County. This is a Class-A campground and it is 94% reservable in the NRRS™. It receives heavy visitation from families and fishermen who are interested in a location closer to the Cumberland Parkway. Points of interest to the visitor include a public swimming beach, and Holmes Bend Marina (public concessionaire). Park Attendant at this campground shall also administer collection of picnic shelter fees. The campground is in the Central Time zone. Volunteer Host(s) may also be on duty.

The area contains 125 campsites (102 sites with electric; 41 sites with electric & water; 23 non-electric sites), 2 washhouses & 2 restrooms, 13 picnic sites and 1 picnic shelter near the public swimming beach.

- *Highlight:* At Holmes Bend, the Contractor shall administer the reservation program for the picnic shelter(s), since the NRRS™ does not handle these reservations for shelter facilities at Green River Lake. However, the fees collected will be processed through the NRRS™ system as POS items. Shelter reservations will be taken over the telephone or on-site. A registration inventory and status board will be kept, as well as the posting of "reserved" signs at the shelter on days the shelter is reserved. Attendants shall reserve the picnic shelter as outlined during the training orientation prior to park opening.

QUOTE INFORMATION

Quotes are being accepted for Smith Ridge Campground, Pikes Ridge Campground, and Holmes Bend Campground with opening and closing dates estimated as follows:

<u>Campground</u>	<u>Year</u>	<u>Base Year</u> <u>Arrival</u> *	<u>Close</u>	<u>Days</u>
Smith Ridge	2002	April 15	September 23	162
Pikes Ridge	2002	April 15	September 23	162
Holmes Bend	2002	April 15	October 28	197

		Option Years		
Smith Ridge	2003	April 14	September 22	162
Pikes Ridge	2003	April 14	September 22	162
Holmes Bend	2003	April 14	October 27	197
<hr/>				
Smith Ridge	2004	April 12	September 20	162
Pikes Ridge	2004	April 12	September 20	162
Holmes Bend	2004	April 12	October 25	197

* All arrival dates are on Monday. Each campground will open and fee collection will begin on the following Friday.

Bidders are encouraged to visit the areas on which they plan to bid. Visits to the areas may be arranged by contacting Park Manager Neil Myers, 544 Lake Road, Campbellsville, KY 42718-9805 or by calling 270-465-4463.

DESCRIPTION OF AREAS. Campgrounds on Green River Lake are popular family oriented areas that receive moderate to heavy use, especially on weekends. Many campers return several times during the year and make repeat visits year after year. Green River Lake has very few problems involving 'rowdies' or other such disturbances through the camping season. Corps of Engineers Park Rangers and local law enforcement officers randomly patrol each recreation area and may be called upon during non-duty hours in the event of an emergency.

FEE STATION HOURS OF OPERATION

Operating hours for the fee station follow. All times are Central Time.

**3rd Friday in April through 3rd Thursday in May
And
Monday after Labor Day through end of season**

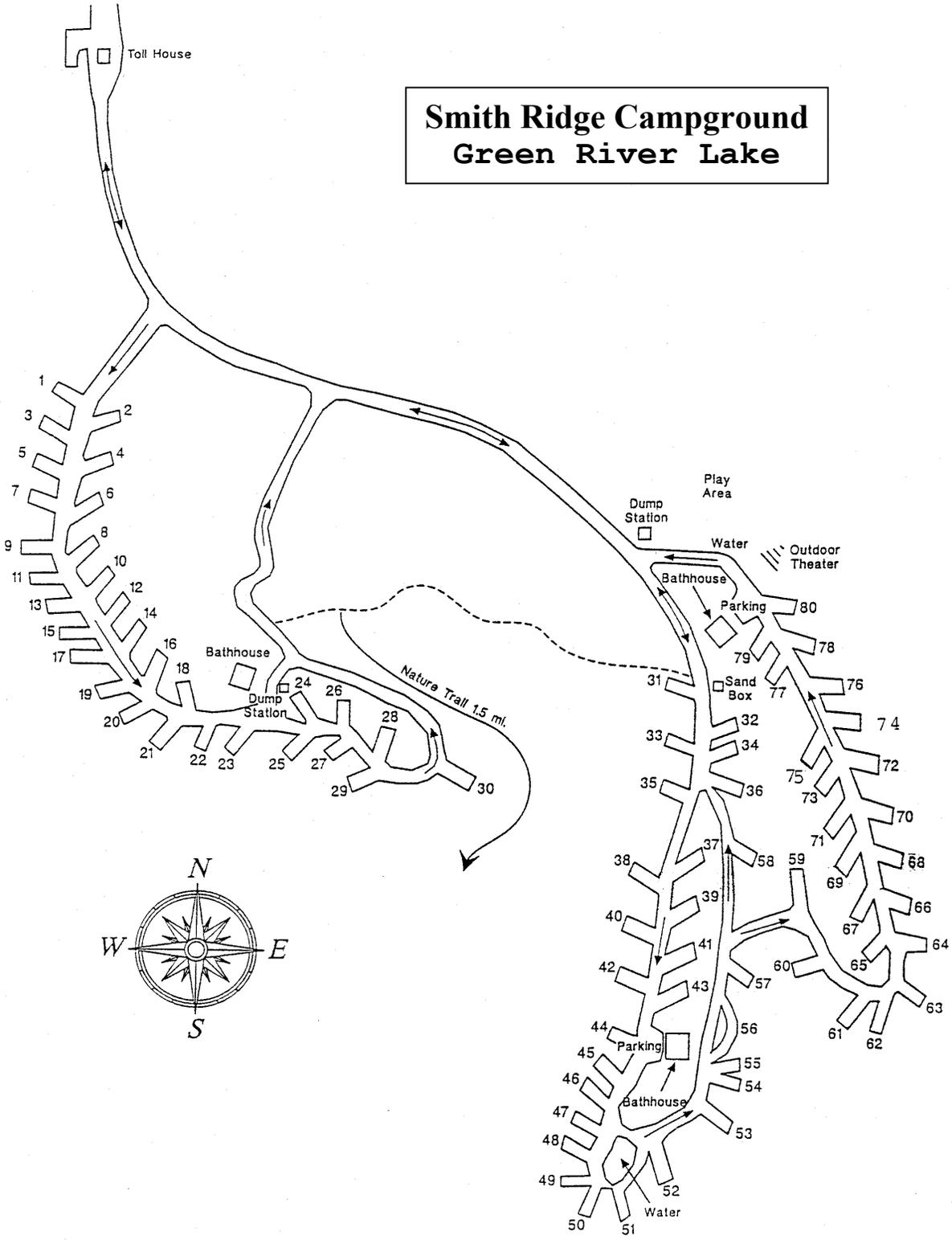
Sunday through Thursday	9:00 a.m. to 11:00 a.m. and 4:00 p.m. to 8:00 p.m.
Friday	Noon to 10:00 p.m.
Saturday	9:00 a.m. to 10:00 p.m.

3rd Friday in May through 1st Sunday after Labor Day

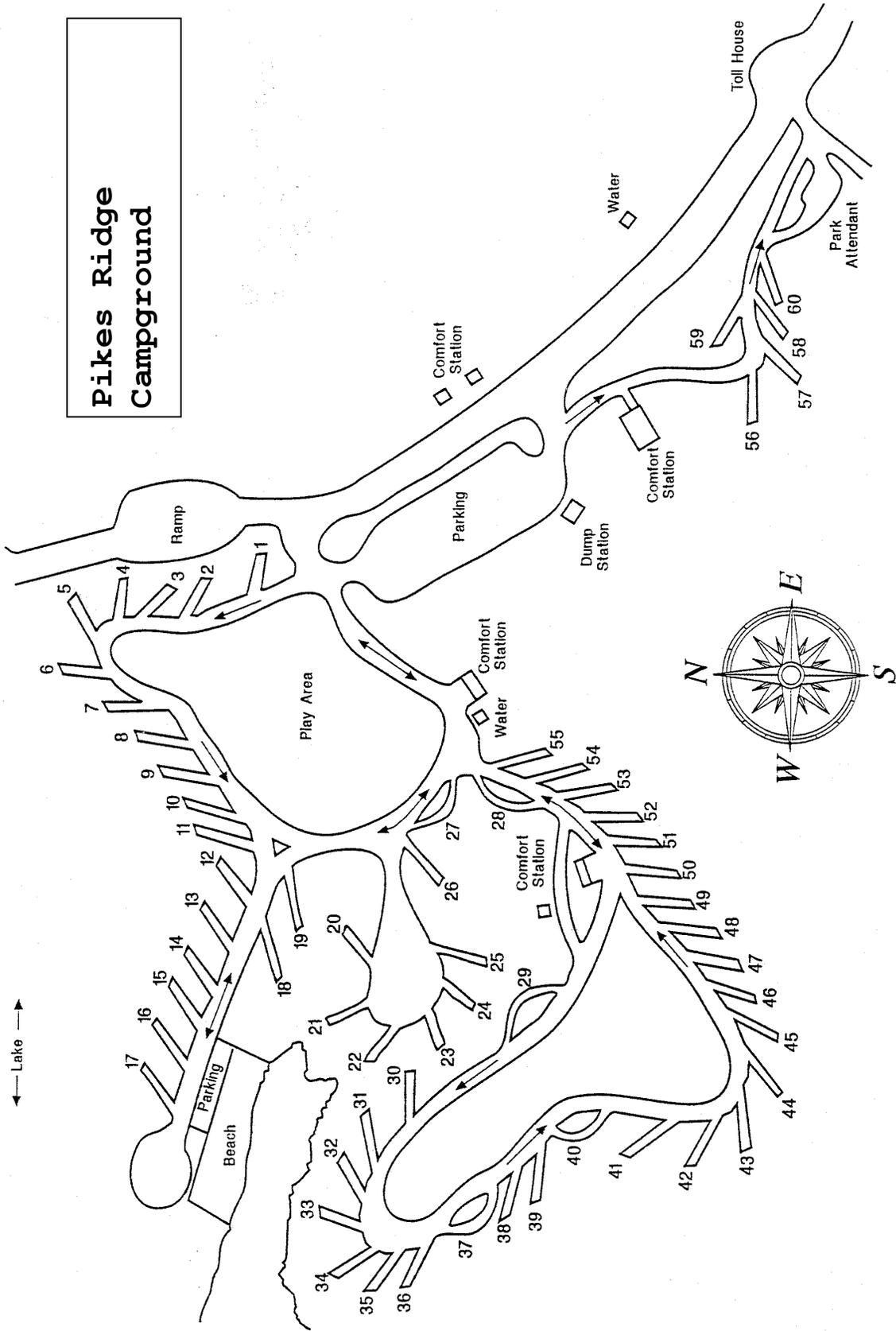
Sunday through Thursday	9:00 a.m. to 11:00 a.m. and 4:00 p.m. to 10:00 p.m.
Friday	Noon to 11:00 p.m.
Saturday	9:00 a.m. to 11:00 p.m.

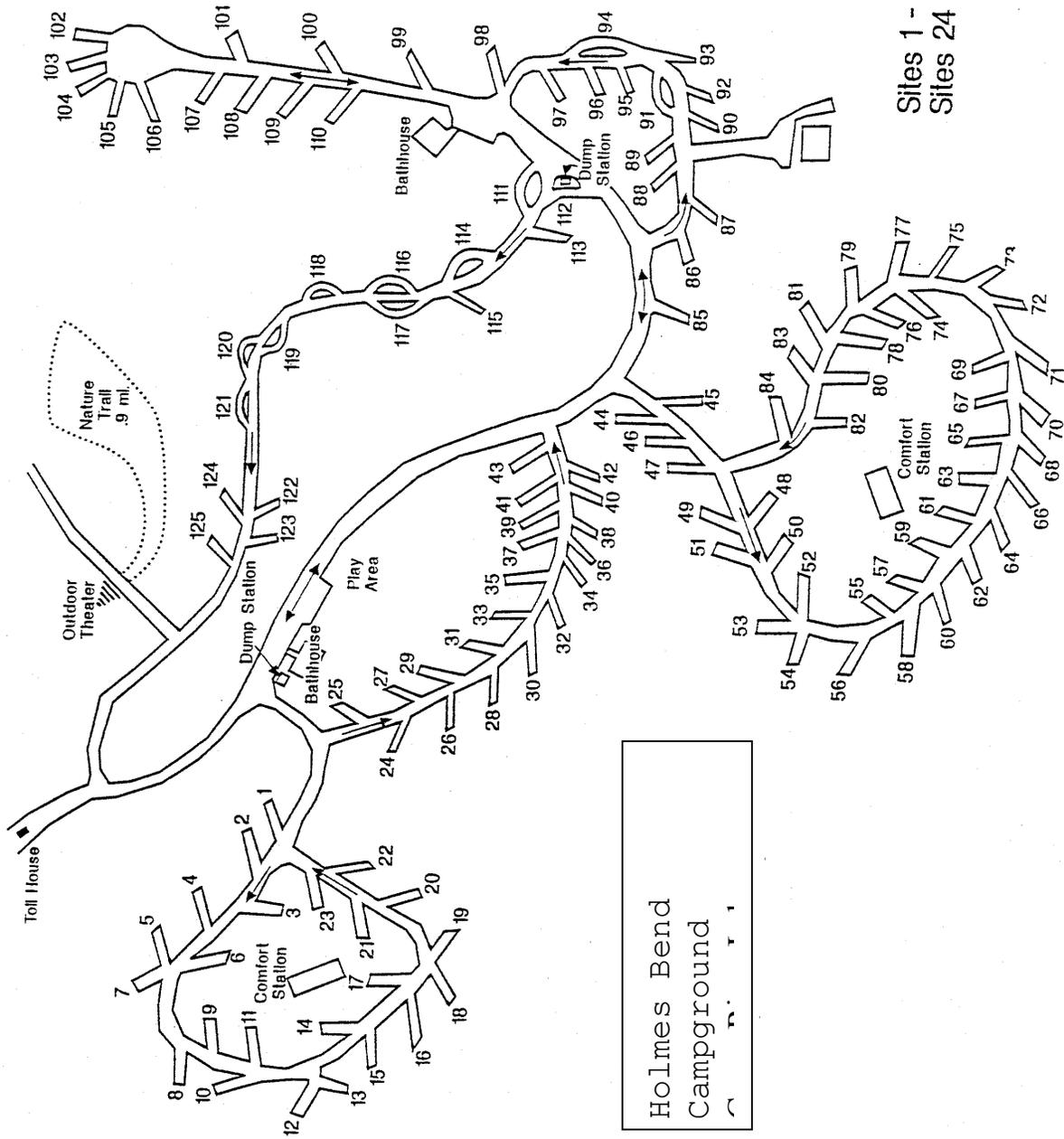
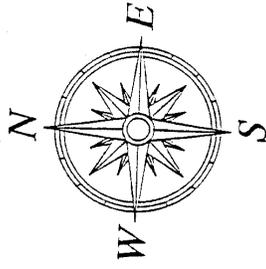
SITE LOCATION MAPS

**Smith Ridge Campground
Green River Lake**



Pikes Ridge Campground





Sites 1 - 23 Non-Electric
Sites 24 - 125 Electric

Holmes Bend
Campground

PROJECT SPECIFIC INFORMATION

III. Nolin River Lake

GENERAL

For the upcoming recreation season, the Louisville District will contract with interested individuals to serve as resident campground Park Attendants for one campground at Nolin River Lake. The campground is Wax.

AREA

Nolin River Lake is located in Edmonson, Hart, and Grayson Counties in south central Kentucky, approximately 75 miles south of Louisville, Kentucky. The dam and project office are in Edmonson County 9.6 miles north of Brownsville, Kentucky on state highway 728. The project is accessible via Kentucky highways 88, 259, and 1827, as well as other secondary roads. Interstate 65 and the Western Kentucky Parkway pass within 12 miles of the project. The lake has five recreation areas and one state park that provide marinas, boat ramps, picnic sites, swimming, camping, etc. for the 2.2 million lake visitors each year.

CAMPGROUND

The Wax Campground is in Grayson County on Kentucky highway 88. This 110 campsite, Class 'A' campground has a campground fee station, three modern shower houses, one sanitary dump station, one central garbage disposal bin, and paved roads. Thirty-three sites have water and electric hookups. Campsites are a combination of back-in and pull through sites, each having a work table, picnic table, lantern hanger, and fire ring/grill. The Campground Fee Station has air conditioning, restroom, telephone, computer and a two-way radio. The adjacent day-use area provides a boat ramp, marina, picnic area, picnic shelter, flush restroom, and parking area.

QUOTE INFORMATION

Quotes are being accepted for Wax Campground with the estimated Park Attendant arrival date and campground closing dates as follows:

<u>Campground</u>	<u>Year</u>	<u>Base Year</u>	<u>Arrival</u> *	<u>Close</u>	<u>Days</u>
Wax	2003		April 14	September 22	162

Option Year

Moutardier	2004	April 12	October 25	197
Wax	2004	April 12	September 20	162
Dog Creek	2004	April 12	September 20	162

* All arrival dates are on Monday. Each campground will open and fee collection will begin on the following Friday.

Bidders are encouraged to visit the areas on which they plan to bid. Visits to the areas may be arranged by contacting Park Manager Patricia G. Hull at 2150 Nolin Dam Road, Bee Spring, Kentucky 42207 or by calling 270-286-4511.

FEE COLLECTION SEASON

Park Attendant services will begin on Monday before fee collection begins and end on the Monday after fee collection ends. Attendants will be required to keep regular hours at the fee station, except during the first four days of work when fees are not collected, as this time will be used for orientation and training.

FEE STATION HOURS OF OPERATION

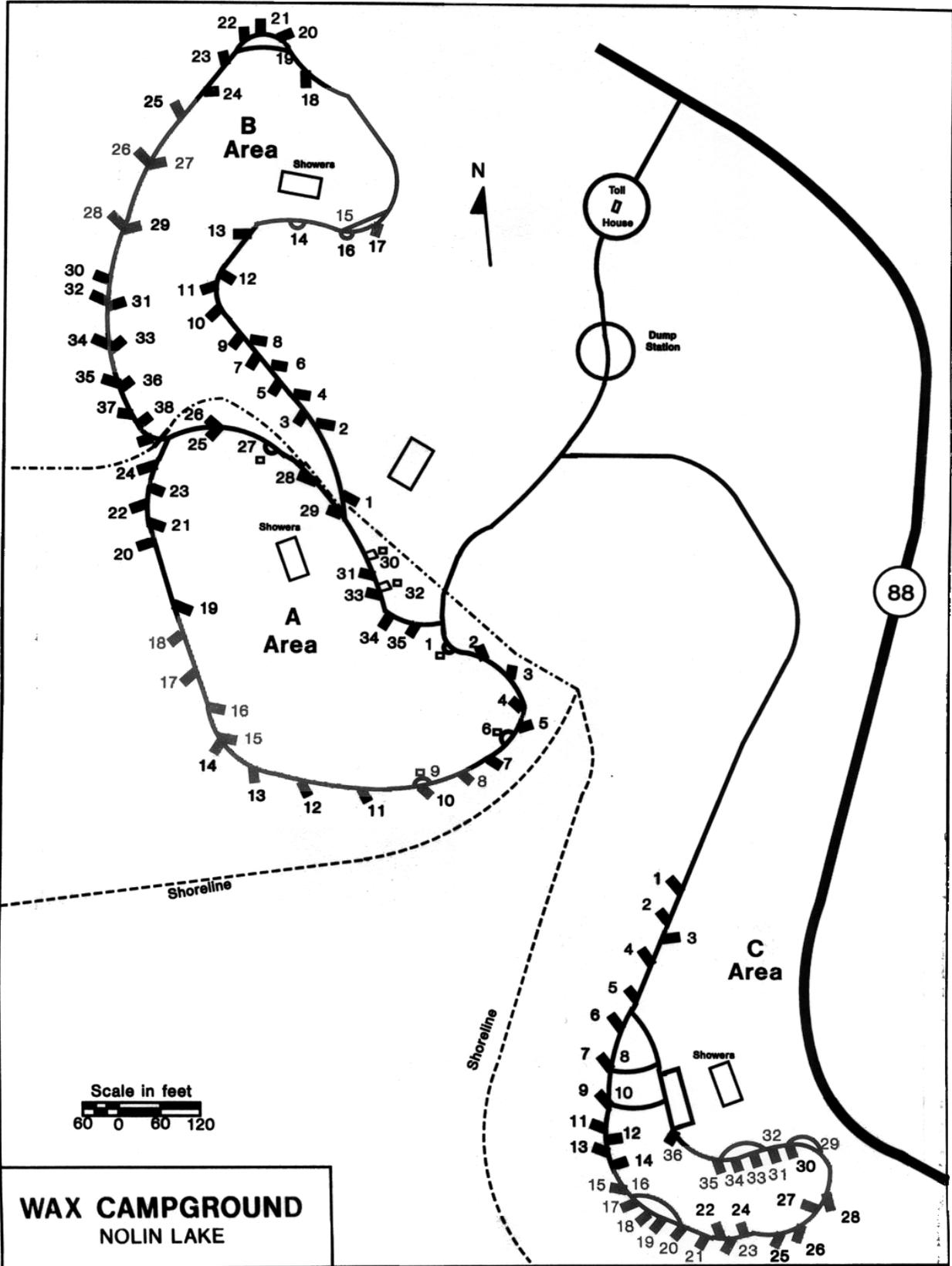
Operating hours for the fee station follow. All times are Central Time.

**3rd Friday in April through 3rd Thursday in May
And
Monday after Labor Day through end of season**

Sunday through Thursday	9:00 a.m. to 11:00 a.m. and 4:00 p.m. to 8:00 p.m.
Friday	Noon to 10:00 p.m.
Saturday	9:00 a.m. to 10:00 p.m.

3rd Friday in May through 1st Sunday after Labor Day

Sunday through Thursday	9:00 a.m. to 11:00 a.m. and 4:00 p.m. to 10:00 p.m.
Friday	Noon to 11:00 p.m.
Saturday	9:00 a.m. to 11:00 p.m.



WAX CAMPGROUND
NOLIN LAKE

EXHIBIT A

EXCERPT FROM SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS

NOTE: This is provided for reference, and gives a general overview of typical park attendant services. Not all of these services are required at every campground, however. Refer to Technical Provisions for more specific description of services required by this contract.

Employment Standards Administration
Wage Hour Division

Service Contract Act
Directory of Occupations

---DISCLAIMER---

99350 PARK ATTENDANT (AIDE)

Assists in operation of State or national park, monument, historic site, or recreational area, performing a combination of clerical and other duties. Greets visitors at facility entrance, and hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. Assigns campground or recreational sites. Collects fees, fills out camping and visitor permits, and maintains register of campers and visitors. Maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. Replenishes fire wood, and assists in maintaining camping and recreational areas in clean and orderly condition. Conducts tours of premises, and answers visitors' questions when stationed at historic park, site or monument. Operates projection and sound equipment and assists in presentation of interpretive programs. Provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care. Participates in carrying out fire-fighting or conservation activities. Assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site. Keeps a record of all complaints and criticisms of park facilities. Reports maintenance items to superior.

---DISCLAIMER---

DOL Home Page ESA Home Page Top of Document

EXHIBIT B

PARK ATTENDANT BACKGROUND AND EXPERIENCE STATEMENT

NOTE:

ALL Bidders shall complete this form and return it with their quote so that the Contracting Officer can determine best value.

(Complete and return with bid package)

PARK ATTENDANT BIDDER'S BACKGROUND AND EXPERIENCE STATEMENT
Solicitation No: DACW27-_____ for _____ Lake , KY

1. BACKGROUND INFORMATION -- if a joint venture, provide information for all partners:

Name: _____

Address: _____

Phone Nos. where you can be reached Feb.-March

Name: _____

Address: _____

Phone Nos. where you can be reached Feb.-March

Name: _____

Address: _____

Phone Nos. where you can be reached Feb.-March

Name: _____

Address: _____

Phone Nos. where you can be reached Feb.-March

NOTE: If you are the successful bidder, during the pre-award process you will be required to provide to the Contracting Officer the Social Security Number and Date of Birth for each of the above individuals, so that a background check can be run prior to beginning work.

2. **BIDDER'S MOTOR HOME**
Manufacturer, Model & Year,

Type: _____
Motor Home

Length: _____

3. **THIS DATA SHEET SHALL BE RETURNED WITH EXPERIENCE INFORMATION ATTACHED TO SUBSTANTIATE THE FOLLOWING:**

(1) Previous Experience/Past Performance:

- a. Knowledge/experience in campground(s) or day use operation **(list the name and address of campground(s) and/or recreation area(s) in which you have worked).**
- b. Knowledge/experience in dealing courteously and tactfully with the public.
- c. Knowledge/experience in using computers.
- d. Knowledge/experience in communicating orally.
- e. Knowledge/experience in keeping records.

(2) References: Provide three references from individuals knowledgeable of your work experience (relatives excluded). Please include addresses and telephone numbers of references.