

GENERAL INFORMATION
PARK ATTENDANT CONTRACTS
POMME DE TERRE LAKE PROJECT

1. General

- a. This information sheet is intended to provide general information about responsibilities, required equipment, and procedures involved in competing for park attendant contracts at Pomme de Terre Lake.
- b. Contractors furnish their own travel trailer or motor home which serves as a stationary residence during the entire contract period.
- c. Contractors must furnish their own “street legal” transportation, a change fund sufficient for continuity of operations, and where applicable, cleaning equipment and solutions.
- d. The contract requires a six day work week with one day off during the week.
- e. The recreation season to be serviced is 16 April through 30 September.
- f. The government furnishes a campsite, adjacent to the entrance station, with utility hookups.

2. Duties

- a. The contractors are required to operate an entrance station. On-duty hours will vary due to season, weekday, and maintenance duties.
- b. Duties include issuing computer generated camping permits and collecting appropriate fees, providing information to the public, surveillance of park area, record keeping, and varying amount of maintenance and clean-up.

3. Contracts

- a. Available contract areas include Nemo Park; Damsite Park; Wheatland Park; Outlet Park and Lightfoot Park. Lightfoot and Outlet Park has park attendant and custodian duties combined in the same contract.
- b. Registration with the System for Award Management is a requirement of all contracts. Information and registration can be obtained at www.sam.gov.

4. Quote Information

- a. Interested parties may request their name be placed on a mailing list for Park Attendant contracts by providing a permanent mailing address, e-mail address or telephone number to Shannon.L.Henry@usace.army.mil
- b. Solicitations are posted on the Federal Business Opportunity website at <https://www.fbo.gov>.