

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W81W3G-3013-9794		PAGE 1 OF 31	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER DACW31-03-T-0023		6. SOLICITATION ISSUE DATE 28-Jan-2003
7. FOR SOLICITATION INFORMATION CALL:		a. NAME WILLIAM EPPS			b. TELEPHONE NUMBER (No Collect Calls) 410-962-5610	8. OFFER DUE DATE/LOCAL TIME 02:00 PM 14 Feb 2003	
9. ISSUED BY CONTRACTING DIVISION PO BOX 1715 BALTIMORE MD 21203-1715 TEL: 410-962-5638 FAX: 410-962-0933		CODE CW31	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 7999 SIZE STANDARD: 6.0M		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING		12. DISCOUNT TERMS
15. DELIVER TO OPS DIV TIOGA HAMMOND COWANESQ PEPPINO J PERSIO RD 1, BOX 65 TIOGA PA 16946 TEL: (570)835-5281 FAX: (570)835-5422		CODE E1R0800	16. ADMINISTERED BY				
17a. CONTRACTOR/ OFFEROR		CODE	18a. PAYMENT WILL BE MADE BY				CODE
TEL.		FACILITY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)				
			TEL:		EMAIL:		
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED			33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY (Print)				
			42b. RECEIVED AT (Location)				
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS			

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	BASE YEAR GATE ATTENDANT SERVICES FFP Park Attendant Contractor services to be accomplished under this contract shall be in accordance with the provisions of these General Specifications and the enclosed Specific Recreation Area Contract Performance Requirements. Services include, but are not necessarily limited to, furnishing all labor, equipment, fuel, transportation, tools and supplies (except as otherwise noted herein as government furnished) necessary to provide the specified services for the duration of the contract period. POC (REQUESTOR) TERRY ANDERSON (570) 835-5281 POC (CONTRACTING OFFICE) WILLIAM EPPS (410) 962-5610/ EMAIL: tony.epps@usace.army.mil - NOTE: ALL QUESTION SHALL BE SUBMITTED IN WRITTING TO MY EMAIL ADDRESS. PURCHASE REQUEST NUMBER: W81W3G-3013-9794	1	Lump Sum		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lump Sum		
OPTION	OPTION YEAR GATE ATTENDANT SERVICES FFP Park Attendant Contractor services to be accomplished under this contract shall be in accordance with the provisions of these General Specifications and the enclosed Specific Recreation Area Contract Performance Requirements. Services include, but are not necessarily limited to, furnishing all labor, equipment, fuel, transportation, tools and supplies (except as otherwise noted herein as government furnished) necessary to provide the specified services for the duration of the contract period. POC (REQUESTOR) TERRY ANDERSON (570) 835-5281 POC (CONTRACTING OFFICE) WILLIAM EPPS (410) 962-5610/ EMAIL: tony.epps@usace.army.mil - NOTE: ALL QUESTION SHALL BE SUBMITTED IN WRITTING TO MY EMAIL ADDRESS. PURCHASE REQUEST NUMBER: W81W3G-3013-9794				

NET AMT

FOB: Destination

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 12-MAY-2003 TO 07-SEP-2003	N/A	OPS DIV TIOGA HAMMOND COWANESQ PEPPINO J PERSIO RD 1, BOX 65 TIOGA PA 16946 (570)835-5281 FOB: Destination	E1R0800

0002 POP 12-MAY-2004 TO N/A (SAME AS PREVIOUS LOCATION) E1R0800
 07-SEP-2004 FOB: Destination

CLAUSES INCORPORATED BY REFERENCE

52.212-1	Instructions to Offerors--Commercial Items	OCT 2000
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2002
52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.217-5	Evaluation Of Options	JUL 1990
52.217-8	Option To Extend Services	NOV 1999
52.219-3	Notice of Total HUBZone Set-Aide	JAN 1999
52.219-6	Notice Of Total Small Business Set-Aside	JUL 1996
52.219-6 Alt I	Notice of Total Small Business Set-Aside (Jul 1996) - Alternate I	OCT 1995
52.222-3	Convict Labor	AUG 1996
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-3	Protest After Award	AUG 1996
52.237-3	Continuity Of Services	JAN 1991
52.242-15	Stop-Work Order	AUG 1989
52.243-5	Changes and Changed Conditions	APR 1984
52.246-1	Contractor Inspection Requirements	APR 1984
52.247-34	F.O.B. Destination	NOV 1991
52.253-1	Computer Generated Forms	JAN 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.219-7011	Notification to Delay Performance	JUN 1998
252.225-7001	Buy American Act And Balance Of Payments Program	MAR 1998
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 1991
252.225-7009	Duty-Free Entry--Qualifying Country Supplies (End Products and Components)	AUG 2000
252.225-7016	Restriction On Acquisition Of Ball and Roller Bearings	DEC 2000
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.246-7000	Material Inspection And Receiving Report	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR
 EXECUTIVE ORDERS--COMMERCIAL ITEMS (APR 2001) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-5, Audit and Records-Negotiation.

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

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

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

(b) The Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components –

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996).

(5) 52.222-41, the Service Contract Act as Amended (41 U.S.C. 351, et seq.) Subcontracts for certain commercial services may be exempt from coverage if they meet the criteria in FAR 22.1103-4(c) or (d) (see DoD class deviation number 2000-O0006).

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within Sixty (60); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least Sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed September 07, 2004.

(End of clause)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

- (a) () It has, () has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) () It has, () has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

[park attendant \(aide\) @ \\$11.84 per hour and computer operator @ \\$13.19 pr hour.](#)

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond [September 07, 2003](#). The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond [September 07, 2003](#), until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

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

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

<http://farsite.hill.af.mil>

(End of provision)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<http://farsite.hill.af.mil>

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (APR 2001) (DEVIATION)

(a) In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (DEVIATION) clause of this contract, the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014	Preference for Domestic Specialty Metals, Alternate I (MAR 1998) (10 U.S.C. 2533a).
252.247-7023	Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)
252.247-7024	Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

252.225-7000 BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (SEP 1999)

(a) Definitions. Domestic end product, qualifying country, qualifying country end product, and qualifying country end product have the meanings given in the Buy American Act and Balance of Payments Program clause of this solicitation.

(b) Evaluation. Offers will be evaluated by giving preference to domestic end products and qualifying country end products over nonqualifying country end products.

(c) Certifications. (1) The Offeror certifies that--

(i) Each end product, except those listed in paragraphs (c) (2) or (3) of this provision, is a domestic end product; and

(ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.

(2) The Offeror certifies that the following end products are qualifying country end products:

Qualifying Country End Products

Line Item Number

Country of Origin

(List only qualifying country end products.)

(3) The Offeror certifies that the following end products are nonqualifying country end products:

Nonqualifying Country End Products

Line Item Number

Country of Origin (If known)

(End of provision)

SCOPE OF WORK

**BALTIMORE DISTRICT, U.S. ARMY CORPS OF ENGINEERS
GENERAL PERFORMANCE SPECIFICATIONS FOR
PARK ATTENDANT CONTRACTOR SERVICES**

I. GENERAL INFORMATION: The independent contractor must be a two (2) person team, at least 21 years of age, who are both physically and mentally capable of performing the contractual responsibilities specified here and in the enclosed “**Specific Recreation Area Contract Performance Requirements**”, for the duration of the contract, including required option periods (when applicable). The contractor may also be referred to as PAC’s, Park Attendant(s), Attendant(s) or contractor(s), throughout this document.

Note: Potential contractors must possess basic computer skills (ability to operate pre-installed programs on a government-furnished computer, through the use of a keyboard and/or mouse). Park Office is a Windows™-based computer program used for registering campers, tracking fees and processing NRRS™ reservations. All contractors will be oriented to the applicable programs and associated equipment.

At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable. **CONTRACTS WILL NOT BE AWARDED TO POTENTIAL CONTRACTORS WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.**

Park Attendant Contractor services to be accomplished under this contract shall be in accordance with the provisions of these General Specifications and the enclosed Specific Recreation Area Contract Performance Requirements. Services include, but are not necessarily limited to, furnishing all labor, equipment, fuel, transportation, tools and supplies (except as otherwise noted herein as government furnished) necessary to provide the specified services for the duration of the contract period.

None of the services required by this contract shall be subcontracted, without the prior written permission of the Contracting Officer (CO).

Contractors are prohibited from unilaterally terminating, abandoning or prematurely ending any government contract still in effect in order to accept another government contract.

A. ADMINISTRATIVE PERSONNEL: The “Contracting Officer” (CO) is the person in the Baltimore District having authority to enter into, administer or terminate contracts and make related determinations and findings. The “Contracting Officer’s Representative” (COR) is the person at the park location responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract and safeguarding interests of the United States in its contractual relationships. The Contracting Officer’s Technical Representative” (COTR) is the person at the park location responsible for ensuring daily performance of the specific contract duties, for conducting periodic meetings with the contractor and should be contacted first by the contractor in matters concerning contract performance issues

B. PERFORMANCE SCHEDULE & CONTRACTOR HOURS: Each team of contractors shall perform contractual duties according to the performance schedule and hours specified on the “Specific Recreation Area Contract Performance Requirements”, for which they bid and are awarded. The Operations Manager or his/her representative has the authority to change scheduled performance days and hours as deemed necessary; however, only the Contracting Officer may amend the total number of required performance days per week and/or the amount of hours. The Operations Manager or his/her representative will give the Park Attendant Contractor at least a 24-hour notice of schedule changes initiated by his/her office; the Contracting Officer must amend the contract for permanent schedule changes. On scheduled performance days, **both** members of the performing contractor team will be present within the park **at all times**, and the park attendant station (also referred to as a gatehouse) will be continuously staffed by at least one member of the team, during hours outlined on the Specific Recreation Area Contract Performance Requirements. During non-peak performance hours of scheduled days (see applicable Specific Recreation Area Contract Performance Requirements), the performing contractor team will be continuously present within, or in the immediate vicinity of, their designated contractor living quarters, and available to provide customer support as needed. Customer support includes, but is not limited to, summoning medical or other emergency assistance.

C. CONTRACTOR ORIENTATION: All successful bidders must attend an orientation session prior to onsite performance of contractual responsibilities, as specified in the “Specific Recreation Area Contract Performance Requirements”. Lunch is not provided. The session(s) will provide guidance on how to complete user permits and receipts, collect and account for user fees, operate applicable equipment and computer programs, process credit card transactions, reserve facilities (if applicable), record pertinent data, and effectively deal with customers. An overview of contractor responsibilities and policies outlined in the contract and the Project’s Park Attendant Contractor Guide will be presented. **NOTE: At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and credit card equipment, as applicable. CONTRACTS WILL NOT BE AWARDED TO POTENTIAL CONTRACTORS WHO ARE UNABLE TO DEMONSTRATE PROFICIENCY AS REQUIRED.**

D. PETS: Pets may be restricted to the interior of Park Attendant Contractor’s living quarters. If allowed outside, pets shall be kept on a leash 6’ or less in length, or otherwise physically restrained, at all times. The Operations Manager will have the option of approving portable cages or containers for temporary (daytime) outdoor confinement of pets. All pets shall be confined or restrained in a manner that will prevent physical contact with visitors that might come to the Park Attendant Contractor’s living area or quarters for assistance. Pets shall not be allowed in or near the gatehouse (NO EXCEPTIONS). Park Attendant Contractors will be liable for any damage to government facilities, damage to park visitors’ property, or personal injuries caused by their pets. PAC’s will be responsible for daily cleanup of their pet’s waste and disposing of the same in an approved, sanitary manner. Where pets are allowed, they will be kept clean, free of foul odors, and have all vaccinations as required by the state laws in effect at the park’s location. Park Attendant Contractors are responsible for effectively controlling all pests or parasites associated with pets. Failure to comply with these provisions could result in termination of the contract.

II. CONTRACTOR GENERAL RESPONSIBILITIES: In addition to general contractual responsibilities stated herein, contractors are responsible for performance items detailed in “Specific Recreation Area Contract Performance Requirements”. Bidders should review these carefully before submitting bids, as they contain information about park type(s), performance schedules and area-specific provisions. Park Attendant Contractor general responsibilities include, but are not limited to: providing information and assistance to customers, conducting inspection tours of the park and its facilities, controlling visitor access to the park; monitoring visitor compliance with visitation and quiet hours, issuance of user permits, reserving sites and facilities, posting reservation signs, registration of campers and visitors and collection and remittance of a variety of user fees in accordance with the “Specific Recreation Area Contract Performance Requirements”. All contractual provisions shall be performed to the satisfaction of the Contracting Officer or his/her authorized representative.

A. CUSTOMER ASSISTANCE AND PUBLIC INTERACTION: The primary role of Park Attendant Contractors is to courteously assist visitors, and their secondary role is to tactfully and respectfully inform customers of the rules and regulations in an attempt to gain compliance. Park Attendant Contractors **are not** rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors.

Nor will Park Attendant Contractors attempt to detain or apprehend violators or conduct searches of people or personal property. Park Attendant Contractors shall perform their responsibilities with professionalism. Contractors will not use profanity in the presence of the public, project personnel, or other contractors.

1. Park Attendant Contractors must be able to interpret and comply with the rules and regulations. Contractor will become familiar with Title 36, CFR, Chapter III, Part 327, "Rules and Regulations Governing Public Use of Corps of Engineers Water Resource Projects," as well as, park-specific policies, rules and requirements. **Park Attendant Contractors will promptly report to a Corps Park Ranger, all accidents, violations of law, disturbances, and situations that could affect the health and safety of visitors. Serious or life-threatening incidents and emergencies will immediately be reported to Corps personnel and/or local law enforcement. In the event Park Attendant Contractors are unable to contact a Park Ranger, they shall contact local law enforcement officers, and then report the incident to a Park Ranger as soon as possible.** To the extent Park Attendant Contractors do not place themselves in danger, they should legally collect all information possible, such as tag numbers, descriptions of persons and possessions, names and addresses, witness statements, and any other pertinent information that may assist Rangers and/or law enforcement personnel. Other situations and incidents will be reported to Park Rangers as instructed in the Project Park Attendant Contractor Guide or orientation sessions. Rangers will handle each case on its own merits in accordance with professional training and discretion, and Park Attendant Contractors should not attempt to direct, manipulate, undermine, oppose or "second-guess" decisions made by Rangers.

2.a. Park Attendant Contractors shall greet customers in a friendly manner as they arrive at the park, and distribute information, such as pamphlets, brochures, maps, park rules and regulations, and project information, as needed or as directed by the Operations Manager. Park Attendant Contractors will assist visitors courteously and professionally, by locating facilities, sites, park features and local attractions. As they enter the park, customers will be informed of park hours, including applicable quiet hours and visitation hours. Customers will also be advised to utilize designated facilities only, including roadways, parking facilities and campsites, as applicable. When parking areas are full, customers will be directed to designated overflow parking, if available.

b. Customers should also be made aware that if problems occur, they should contact you to forward the information to appropriate personnel. If customers remain past allowable times, Park Attendant Contractors will report them to an on-duty Corps of Engineers Park Ranger.

3. Park Attendant Contractors will deliver messages to park users in accordance with Project policy. Emergency messages will be delivered to customers without undue delay. **Park Attendant Contractors will immediately assist the public by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Park Ranger to report such incidents.**

4. Park Attendant Contractors will maintain a logbook of park activities, including, but not limited to: accidents, incidents, emergencies, complaints, and problems. Park Attendant Contractors will maintain a written record of vehicles entering the park with Courtesy Passes, if applicable, and a separate record of other vehicles entering the park for other purposes (e.g. maintenance contractors, law enforcement personnel, utility workers, service vehicles, etc.). Records will be turned into project management personnel as instructed.

5. Park Attendant Contractors will not discriminate against customers on the basis of race, color, religion, sex, national origin, marital status, or disabilities.

6. During performance dates and hours, Park Attendant Contractors will remain within hearing distance of government-furnished communications equipment. The gatehouse or entrance station will be locked whenever unattended.

7. Park Attendant Contractors will not carry firearms in their vehicles or on their persons at any time, nor will firearms be allowed in gatehouses or Park Attendant Contractor living quarters.

B. FEE COLLECTION, ACCOUNTING, & PROCESSING: Park Attendant Contractors will maintain all records necessary for the administration of the user fee program. This will involve the utilization of a computerized registration and reservation program such as the National Recreation Reservation Service/Park Office (NRRS)TM, credit card scanners and printers, User Fee Permits (ENG Form 4457), Cash Collection Vouchers (DD 1131), Remittance Registers (ENG 3313), passes, etc. Guidance will be provided at contractor orientation sessions.

1. Park Attendant Contractors will collect a variety of user fees. Examples of user fees collected include those for campers, visitors, and day users. User fees collected will be properly secured. Cash on hand must at all times correspond with permit and related records. There will be no commingling of personal cash with fees collected by Park Attendant Contractors.

2. Park Attendant Contractors may be responsible for administering picnic pavilion reservations and campsite reservations. This may include coordinating with the NRM Site Management Office, taking reservations over the phone and/or computer through the use of the National Recreation Reservation System (Park Office computer program), posting reservations, collecting user fees from those users making reservations and issuing receipts to customers.

3. Park Attendant Contractors will operate Park Office™, the National Recreation Reservation Service (NRRS)™ computerized reservation system. All Park Attendant Contractors may be required to operate credit card machinery. These methods assist in the collection and tracking of recreation user fees and reservations using computers, electronic hardware and programs supplied by the government. **Orientation to the Park Office (NRRS)™ and credit card machines will be provided, as applicable, prior to the start of the contract. At the conclusion of orientation, potential contractors will be required to demonstrate their ability to proficiently operate required computer programs and process credit card transactions. Contracts will not be awarded to potential contractors who are unable to demonstrate proficiency as required.**

4. User fees and records will be subject to audit by government personnel at all times. Monies and credit card charges on hand must agree with permits sold. The responsible Park Attendant Contractor must reconcile all discrepancies. **Unjustifiable differences may result in contract termination for default.**

5. Park Attendant Contractors will process all required documentation, such as cash collection vouchers, deposit slips and remittance registers (either Park Office generated or manually completed) in accordance with Corps policies. Detailed fee processing procedures will be provided at orientation.

6. Contractors will take precautions to assure personal safety and security of fees, per guidance provided at the Park Attendant Contractor orientation and in the Park Attendant Contractor Guide. An approved safe will be used by the Park Attendant Contractors to secure all user fees. Transfer of fees to authorized project personnel will be required no less than once a week or at any time cash on hand exceeds \$5,000.00, or at a lower threshold specified by the Operations Manager.

7. At authorized locations, Park Attendant Contractors may issue Annual Day User Passes and Golden Age/Golden Access Passports to eligible individuals, and complete documentation as outlined in Project Policies and the Park Attendant Contractor Guide.

C. CLEANING AND MAINTENANCE: Park Attendant Contractors will (excluding mowing) maintain the park gatehouse and immediate surroundings within 100 feet in a clean, orderly and sanitary condition at all times. This shall include, but not be limited to, daily sweeping, dusting, washing windows, mopping floors (Corps will provide Murphy's Oil Soap) and properly disposing of trash.

D. LIVING AREA: Park Attendant Contractors will maintain their assigned motor home/trailer site and adjacent living areas in a clean, clutter-free, sanitary condition at all times. No dog pens, horse corrals, poultry cages, or similar facilities for pets or raising of animals will be allowed, except as provided for in the subsection titled "Pets". No washers, dryers, or excessive personal items will be permitted outside the contractor's living quarters. Landscaping (garden and flowering plants) around contractors' assigned site may be allowed after prior approval of the Operations Manager.

E. SECURITY OF PERSONAL PROPERTY: Security of Park Attendant Contractor's living quarters and all personal property shall remain the contractor's responsibility throughout the duration of the contract. The Government accepts no responsibility or liability for damage to, or theft of, Park Attendant Contractor's property.

F. LOST AND FOUND: Reports of lost items, and items turned in as found, will be forwarded to a Park Ranger, who will handle in accordance with Title 36 provisions.

G. COOPERATION WITH OTHERS: Park Attendant Contractors will cooperate with other Park Attendant Contractors, Park Host Volunteers, Corps of Engineers employees, Government contractors and law enforcement personnel. Park Attendant Contractors will allow Corps employees and Government contractors to utilize communication facilities furnished by the government for official business. Government contractors will be allowed to enter the park to perform their duties. Park Attendant Contractors shall maintain a congenial relationship with each other, including verbal and written communications as necessary to comply with the terms of the contract. **Park Attendant Contractors shall not direct the performance of another contractor.** If the performance of another contractor is questionable, the Project Office should be contacted.

III. CONTRACTOR-FURNISHED EQUIPMENT AND PROVISIONS:

A. TEMPORARY LIVING QUARTERS: The contractor shall furnish a factory-built, “self-contained” recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract. The unit shall be equipped with electrical hookup not to exceed 110 volts. Maximum size of the trailer or motor home will be determined by physical limitations of the site furnished. The trailer or motor home shall be parked near the entrance to the park at a location to be designated by the Operations Manager or his/her representative. Pickup shell-type campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, converted buses, or other RV’s which do not meet size requirements or the “self-contained” classification as determined by inspection of the Operations Manager or his/her representative, will not be acceptable.

B. PARK ATTENDANT CONTRACTOR TRANSPORTATION: Park Attendant Contractors shall provide and maintain a fully operational vehicle, which can be utilized independently of their RV, for purposes of personal or contract-related transportation. All motor vehicles, including motor bikes and similar vehicles used by Park Attendant Contractors, shall be properly licensed, “street legal”, comply with all applicable state laws, and shall be operated in a safe and legal manner. **Minimum liability insurance must be carried, as required by the state law where the contract is performed or as otherwise specified in contract clauses. The insurance must be effective throughout the contract period.**

C. VISITORS OF PARK ATTENDANT CONTRACTORS: Overnight visitors of Park Attendant Contractors must stay in the contractor’s living quarters - otherwise, they must pay the regular camping fee and occupy the site for which they are registered. No visitors will be allowed to access Park Attendant Contractors hook-ups at any time or park additional recreational vehicles at or near the PAC’s designated area. Operations Managers and their authorized representatives may limit the number of visitors and length of stays. Visitors will not be allowed in the vicinity of the gatehouse, except when they are registering or paying fees, and will receive no preferential treatment regarding fees, site assignments or Corps and Project policies. **NOTE: The contractor team shall be the sole occupants of their site - other family members and friends will not live with the contractor.**

D. CONTRACTOR APPEARANCE: While on duty, Park Attendant Contractors shall dress neatly, in properly fitting, clean clothing, in an acceptable condition (no holes, patches, or signs of “wear” such as fading, missing buttons, broken zippers, stains, or fraying). Bermuda-style shorts or knickers may be allowed, but excessively short and/or tight pants and skirts, swimwear, undershirts, tank tops, halter tops, cutoff shirts, sandals, thongs and similar attire will not be allowed. Park Attendant Contractors shall promote a professional image through their personal appearance and actions.

E. INSURANCE: In addition to automobile liability insurance, Park Attendant Contractors are responsible for obtaining and paying for any other insurance desired, including but not limited to, medical, general liability and comprehensive property.

IV. GOVERNMENT-FURNISHED EQUIPMENT AND PROVISIONS:

A. PARK ATTENDANT CONTRACTOR SITE: The Government will furnish an approved site for a factory-built, self-contained trailer or motor home with electrical 20 AMP and 30 AMP (110 volts) hookups, water and sewage hookups, free of charge. Occupancy of this site is limited to Park Attendant Contractor’s camping unit and personal vehicles only.

B. GATEHOUSE/ENTRANCE STATION: Unless otherwise specified, gatehouse entrance stations will be shared between two sets of Park Attendant Contractor teams on alternate performance schedules. Only those persons under contract as Park Attendant Contractors (on scheduled performance days), and properly identified and authorized Corps employees, are permitted inside the non-public portion of the gatehouse. Customers, visitors and contractor’s guests (including family members) will only be allowed in the public area of gatehouses. Some gatehouses do not have indoor public areas. Pets are prohibited in or adjacent to gatehouses, even in locations where contractors are allowed to have them at their living quarters (see section titled “Pets”). **Smoking is not permitted inside gatehouses/entrance stations.** At the Operations Manager’s option, Park Attendant Contractors on duty may be allowed to smoke in designated areas adjacent to the gatehouse provided cigarettes/cigar ashes and butts are properly disposed. Contractor’s crafts and other personal activities/hobbies shall be restricted to PAC’s living quarters and will be kept out of the gatehouse unless prior approval has been given by project management personnel. Contractor will not solicit, advertise, sell or offer to sell any unauthorized goods or services to campers or visitors on public property (CFR Title 36, Section 327.18).

C. COMMUNICATION EQUIPMENT: Sufficient communications equipment, including portable radios and telephone equipment, will be provided by the Government, as appropriate. Government provided radios/telephones will be used for official business only, and/or to summon emergency assistance for customers. All use of such equipment shall be in compliance with FCC and Corps regulations and instructions.

D. GATEHOUSE SUPPLIES, FORMS & BROCHURES: User fee permits, documentation forms, rosters, note paper, pens, computer hardware, software, and handout materials such as maps, brochures, information pamphlets, copies of Title 36 CFR, park rules and regulations and other informational materials including signs, as deemed necessary by the Operations Manager or their authorized representative, will be provided by the Government.

E. CONTRACTOR IDENTIFICATION: The Government will furnish contractor identification tags.

F. KEYS: The contractor will be provided keys for operation of the park. In the event keys are lost, the contractor may be held responsible for all costs incurred for the replacement and re-keying of any affected facility.

V. PAYMENT FOR PERFORMANCE: Payment will normally be made for actual performance up to the maximum number of days noted on Request For Quotation on which the contract is based. **Payments will be made by Electronic Funds Transfer (EFT).**

A. MONTHLY PAYMENT VOUCHERS: Payment vouchers will be processed once monthly for each day of actual performance at the applicable contract unit price. Payment vouchers will be submitted for review and payment monthly, as instructed at Park Attendant Contractor orientation sessions, and if complete and accurate, contractual payment will be made within the timeframe allowed by federal law (currently 30 days after receipt of a properly completed invoice). Blank invoice forms will be provided for the contractor's use. Postage, envelope and reproduction costs are to be borne by the contractor.

NOTE: Contractor may perform approximately 60 days before receiving first contractual payment.

B. NON-PERFORMANCE: No payment will be made for hours/days contractor failed to perform contractual responsibilities. The Operations Manager or his/her authorized representative should be contacted and given as much advance notice as possible when absences are anticipated. Short periods of absence may be approved on an individual basis, depending on need and contractual demands. **No payment will be made for days of non-performance**, including those due to contractor illness or personal matters.

C. FINAL CONTRACT PAYMENTS: Final payment voucher will not be presented to the contractor until all funds and permits are reconciled. Any shortage of funds may be deducted from the contractor's final payment. Proper handling of and accounting for funds is a condition of performance of this contract. The contractor is responsible for user fee permits, collected monies, and equipment issued by the Government. The contractor may be held liable for any losses, including any equipment issued by the Government that is lost or damaged due to negligence.

VI. PARK ATTENDANT CONTRACTOR PERFORMANCE AND EVALUATION:

A. NOTIFICATION OF DEFICIENCIES: Park Attendant Contractors shall be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or his/her authorized representative. Verbal notification will be documented in a memorandum for record.

B. DOCUMENTATION OF DEFICIENCIES: Written notifications and memoranda for record shall be prepared in triplicate by the Contracting Officer or his/her authorized representative. The original will become a part of the Park Attendant Contractor's permanent file at the Operations Manager's Office, a copy will be issued to the Park Attendant Contractor, and a copy will be forwarded to the Contracting Officer at the Corps of Engineers Baltimore District Office.

C. CORRECTION OF CONTRACT DEFICIENCIES: Upon receipt of notification of deficiency in service, Park Attendant Contractors will immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency.

D. DEFICIENCIES OF SERVICE: This contract may be terminated by the Contracting Officer upon receipt of any "Notification of Contract Deficiency". Termination will be based on the seriousness of the deficiency.

E. EVALUATION OF PERFORMANCE: All contractors will have their performance evaluated no less than mid-term and at the conclusion of their contract. Performance criteria will be distributed to contractors at the orientation sessions.

VII. TERMINATION:

A. Failure of the contractor to provide items in full and to provide complete services listed in the contract specifications and applicable specific recreation area contract requirements may be grounds for termination. Breach of contract and/or voluntary termination of contract without sufficient cause may jeopardize the contractor's standing for future contracts with the Corps of Engineers.

B. Contractors may be terminated if the Government determines Park Attendant Contractor Services are no longer needed due to unforeseen closures of a park or its major facilities (e.g., beaches, boat ramps, restrooms, campgrounds, etc.). Unforeseen closures would include those resulting from droughts, floods, storm damage, infrastructure failure and previously unknown safety hazards.

C. Inappropriate conduct or unacceptable actions of Park Attendant Contractors may be Grounds for termination of the contract. Examples of actions meriting termination include, but are not limited to:

1. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies.
2. Consumption of alcoholic beverages and/or intoxication while on duty, and/or possession or use of illicit drugs at any time.
3. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against, or in the presence of customers, Corps personnel, or other contractors.
4. Recurring written or verbal complaints from visitors or project personnel concerning Attendant's attitude or lack of cooperation in performance of contractual responsibilities.
5. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) area of gatehouses/entrance stations.
6. Inability to perform contractual responsibilities in accordance with the General Specifications, Specific Recreation Contractor Performance Requirements and Project Park Attendant Contractor Guides.
7. Violations of public health and safety, including smoking in the gatehouse.
8. Failure to maintain a clean and well-groomed personal appearance.

VIII. ADDITIONAL REQUIREMENTS & INFORMATION:

A. GOVERNMENT PROPERTY/CHECK-OUT: At the beginning of the contract period, Park Attendants will sign for accountable government property. All Government property must remain in designated areas of the recreation area and be returned upon official request or upon conclusion of the contract.

B. CENTRAL CONTRACTOR REGISTRATION (CCR): The contractor is required to furnish to the Contracting Officer a Commercial and Government Entity (CAGE) code prior to award, see contract clause **REQUIRED CENTRAL CONTRACTOR REGISTRATION** for further instruction. The following information relative to this contract is required for successful registration: North **American Industry Classification System (NAICS Codes): 721211 RV (Recreational Vehicle) Parks and Campgrounds** and/or **Standard Industrial Codes (SIC codes): 7033 Trailer Parks and Campsites**.

C. BONDS: Army regulations require contractors who collect fees to be fully bonded or insured to protect the government against theft, misappropriation, or loss of Government funds and/or property under control of the contractors. The contractor is required to furnish to the Contracting Officer proof of such a bond in the amount enumerated in specific recreation area performance requirements. If no amount is specified, a minimum \$3,000.00 bond will be required. The contractor shall not begin performance until proof of such a bond is furnished.

1. Instead of furnishing a surety bond, the contractor has the following options:

(a) Depositing certain United States bonds or notes in an amount equal at their par value to the penal sum of the bond or:

(b) Furnishing a certified or cashier's check, bank draft, post office money order, or currency, in an amount equal to the penal sum of the bond.

2. Deposits, cashier's checks, money orders, and bank drafts submitted in lieu of bonds shall be made payable to the Finance and Accounting Officer and mailed directly to: **U.S. Army Corps of Engineers, Baltimore District, CERTIFIED MAIL IS RECOMMENDED.**

NOTE: Return of cash bonds may take up to 60 days to process after CT-S is notified by field offices, therefore, it is essential upon completion of your contract, if you have a cash bond, that you provide the Project Manager's Office with an address where you want this bond returned. The Government will accept only cash or readily marketable assets from a federally insured financial institution to satisfy the bond obligations if bonds are not obtained.

D. QUESTIONS AND ANSWERS: All interested bidders should contact the prospective Project Office(s), at the numbers listed in the specific recreation area requirements to arrange for a tour of the park(s) or for additional information. Prior to submitting bids, interested parties are urged to inspect prospective contract locations to become familiar with onsite conditions and related contractual responsibilities.

CONTRACTOR DATA SHEET

COMPLETE AND RETURN WITH YOUR QUOTATION

CONTRACTOR: Name _____

SOCIAL SECURITY #: _____ - _____ - _____

PRESENT/FORMER (IF RETIRED) OCCUPATION: _____

PARTNER: Name _____

SOCIAL SECURITY #: _____ - _____ - _____

PRESENT/FORMER (IF RETIRED) OCCUPATION: _____

PHONE NUMBER: (_____) _____

TYPE OF CAMPER TRAILER OR MOBILE HOME:

NUMBER OF YEARS OF CAMPING EXPERIENCE: _____

SPECIFIC COMPUTER EXPERIENCE:

EXPERIENCE AS PARK GATE ATTENDANTS (Contractor or Volunteer):

ATTACH A RESUME OF WORK EXPERIENCE AND EDUCATION, WHICH DIRECTLY RELATES TO THE DUTIES REQUIRED IN THIS CONTRACT.

In the event that I am awarded a contract, issue purchase order to:

Independent Contractor Name: _____
(As listed in CCR)

ADDRESS: _____
(Street Address) (City) (State) (Zip)

DATE: _____ CAGE CODE _____

SPECIFIC RECREATION AREA

CONTRACT PERFORMANCE REQUIREMENTS

TOMPKINS CAMPGROUND

INDEPENDENT PARK ATTENDANT CONTRACTOR "A"

INDEPENDENT PARK ATTENDANT CONTRACTOR "B"

COWANESQUE LAKE

I. NUMBER OF CONTRACTS: These Specific Recreation Contract Performance Requirements are for two (2) separate Park Attendant Contractor (PAC) Teams at Tompkins Campground - Park Attendant Contractor Team "A" and Park Attendant Contractor Team "B".

RFQ LINE ITEM REFERENCE #

**0001 PARK ATTENDANT CONTRACTOR TEAM "A"-
Tompkins Campground, Cowanesque Lake
Contract Period: 12 May 03 - 07 Sep 04
Total number of performance days: 112 (includes 3 orientation days and 2 briefing days)
Orientation dates: 26 Mar 03 – 28 Mar 03
Briefing dates: 13 May 03 – 14 May 03
Performance Period: 15 May 03 – 07 Sep 04**

**0002 PARK ATTENDANT CONTRACTOR TEAM "B"-
Tompkins Campground, Cowanesque Lake
Contract Period: 12 May 03 - 07 Sep 04
Total number of performance days: 112 (includes 3 orientation days and 2 briefing days)
Orientation dates: 26 Mar 03 – 28 Mar 03
Briefing dates: 13 May 03 – 14 May 03
Performance Period: 15 May 03 – 07 Sep 04**

NOTE: A separate bid must be submitted for each contract (Park Attendant Contractor Team "A" or Park Attendant Contractor Team "B") in which you are interested, by entering a bid on the corresponding line item numbers on this

project's enclosed Request For Quotation (SF 1449). Contractual responsibilities, terms and other conditions listed in these Specific Recreation Contract Performance Requirements are the same for each contract.

II. PARK DESCRIPTION: Tompkins Campground is located on Cowanesque Lake approximately 5 miles west of Lawrenceville, Pennsylvania, off SR 4022 (Bliss Road). Tompkins Campground contains 86 family campsites and a group camp with 24 sites. The campground has restrooms, laundry and shower facilities, a sanitary dump station, playground, all-purpose court and group shelter. A two-lane boat ramp is also provided. In addition, there is a primitive camping area consisting of sixteen campsites and a pit toilet.

III. SCHEDULED PERFORMANCE HOURS: Park Attendant Contractors "PACs" will operate the campground on a rotating schedule of four (4) days "ON" and four (4) days "OFF". Contract performance will include weekdays, weekends and holidays. The general contract provisions require two (2) persons per contract. Both persons will be available, in the park, at all times, for visitor services and park surveillance during their four performance days. At least one PAC will be available and in the gatehouse each performance day during the scheduled performance hours. During the non-scheduled hours of each performance day, both persons should be in the campground and easily available.

IV. BRIEFING: All PACs are required to attend a two (2) day orientation at the Cowanesque Lakes Park Office site. The orientation session will be held on 13 May – 14 May 2003. The orientation schedule will be from 8:00 a.m. until 4:30 p.m. each day. The orientation session will be considered performance days. Lunch will not be provided. **NOTE: The number of orientation days may be decreased according to the PAC's knowledge and experience with the NRRS program.**

V. AREA-SPECIFIC PROVISIONS AND REQUIREMENTS (Note: The following provisions and requirements are in addition to those stated in the Baltimore District General Specifications for PAC Services. It is important to read and understand both the General Specifications and the Area Specific Provisions and Requirements prior to submitting your bids.)

A. PARK INSPECTIONS: PACs shall inspect the campground area a minimum of three (3) times during regular performance hours, in order to identify problem areas and any performance needed to keep park in a safe and presentable condition. This includes but is not limited to checking the camper mooring slips and removing expired permit receipts from campsite posts, etc. As a minimum, checks should be made of the area immediately after opening camp control, at least once during mid-day at 2:30 PM and prior to closing. The PACs shall advise campers of quiet hours as they enter the park and all violations shall be reported to a ranger as soon as possible.

B. CLEANING AND MAINTENANCE:

1. The gatehouse shall be kept neat and clean at all times. A broom, dustpan, mop and wastebasket are furnished in the gatehouse.

2. The PACs going off schedule must sweep, mop and empty the trash can so that the PACs assuming contractual responsibilities will have a neat, clean environment.

3. The immediate area around the gatehouse should be policed for litter periodically as time permits including, but not limited to, cigarette butts.

C. PET POLICY: Dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will not be allowed. All pets must be either confined in the contractor's RV or on a leash of six (6) feet or less in length when outside. No pets will be allowed inside the gatehouse. For additional information, please refer to the General Specifications for PACs.

D. CONTRACTOR APPEARANCE: PACs shall at all times when performing and when dealing with the public maintain a fully clothed and neat, well groomed appearance. No tank tops, halter tops, flip flops, short-shorts, etc. will be allowed.

E. OTHER SPECIAL CONDITIONS/REQUIREMENTS: PACs are required to furnish a minimum \$3,000 surety bond to the Contracting Officer. For more information, please refer to the General Specifications for PACs.

VI. ADDITIONAL CONTRACTOR-FURNISHED EQUIPMENT/SUPPLIES: In addition to contractor-furnished equipment/supplies listed in the Baltimore District General Specifications for PAC Services, the following is to be provided by the contractor:

A. TELEPHONE: The PACs will be required to furnish a telephone for use inside camper trailer or motor home. Telephone must be compatible for use with either a rotary or touch-tone system.

VII. ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: Please refer to the Baltimore District General Specifications for PAC Services.

VIII. ADDITIONAL INFORMATION: All bidders should contact Paxton Whipple (COR) or Terry Anderson (COTR) at (570) 835-5281 to arrange for a tour of the park and explanation of the contractual responsibilities and requirements. Prospective contractors are urged to inspect the areas they are interested in operating and bidding on before they submit a bid, in order to become familiar with the size and scope of the area and required contractual responsibilities.

0001 PARK ATTENDENT CONTRACTOR TEAM “A”-

IX. SCHEDULE OF STAFFING

A. Camp Control

15 May Through Thursday Before Memorial Day

8:00 AM – 6:00 PM (Sundays through Saturdays).	
<i>2003-40 hrs</i>	<i>2004-60 hrs</i>

Friday Before Memorial Day Through Day After Labor Day

8:00 AM – 7:00 PM (Sundays, Mondays, Tuesdays, Wednesdays, and Thursdays) and one selected day before the 4 th of July.	
<i>2003-385 hrs</i>	<i>2004-374 hrs</i>

8:00 AM – 10:00 PM (All Fridays and Saturdays) and one selected day before the 4 th of July.	
<i>2003-214 hrs</i>	<i>2004-225 hrs</i>

B. Park Inspections

15 May Through Day After Labor Day

Three checks each day.	
<i>2003-152</i>	<i>2004-174</i>

C. ON SITE/ON CALL RESPONSE

On scheduled performance days, **both** members of the performing contractor team will be present within the park **at all times**, and the gatehouse will be continuously staffed by at least one member of the team, during hours outlined on the Specific Recreation Area Contract Performance Requirements. During non-scheduled hours of each performance day (see applicable Specific Recreation Area Contract Performance Requirements), the performing contractor team will be continuously present within, or in the immediate vicinity of, their designated contractor living quarters, and available to provide customer support as needed. Customer support includes, but is not limited to, summoning medical or other emergency assistance. The contractor will include in the monthly invoice only those hours when a person was actually called upon to respond to some type of incident. Each incident must be validated by the COR or the COTR on a case by case basis prior to inclusion on the monthly invoice. Ten (10) hours are set aside each of the two (2) contract years for this type of response.

0002 PARK ATTENDENT CONTRACTOR TEAM “B”-

IX. SCHEDULE OF STAFFING

A. Camp Control

15 May Through Thursday Before Memorial Day

8:00 AM – 6:00 PM (Sundays through Saturdays).	
<i>2003-40 hrs</i>	<i>2004-60 hrs</i>

Friday Before Memorial Day Through Day After Labor Day

8:00 AM – 7:00 PM (Sundays, Mondays, Tuesdays, Wednesdays, Thursdays) and one selected day before the 4 th of July.	
<i>2003-385 hrs</i>	<i>2004-374 hrs</i>

8:00 AM – 10:00 PM (All Fridays and Saturdays) and one selected day before the 4 th of July.	
<i>2003-214 hrs</i>	<i>2004-225 hrs</i>

B. PARK INSPECTIONS

15 May Through Day After Labor Day

Three checks each day.	
<i>2003-56</i>	<i>2004-174</i>

C. ON SITE/ON CALL RESPONSE

On scheduled performance days, **both** members of the performing contractor team will be present within the park **at all times**, and the gatehouse will be continuously staffed by at least one member of the team, during hours outlined on the Specific Recreation Area Contract Performance Requirements. During non-scheduled hours of each performance day (see applicable Specific Recreation Area Contract Performance Requirements), the performing contractor team will be continuously present within, or in the immediate vicinity of, their designated contractor living quarters, and available to provide customer support as needed. Customer support includes, but is not limited to, summoning medical or other emergency assistance. The contractor will include in the monthly invoice only those hours when a person was actually called upon to respond to some type of incident. Each incident must be validated by the COR or the COTR on a case by case basis prior to inclusion on the monthly invoice. Ten (10) hours are set aside each of the two (2) contract years for this type of response.

WAGE RATES

WAGE DETERMINATION DECISION
OF THE SECRETARY OF LABOR

The following wage determination will be used to conform with the requirements of the Service Contract Act of 1965 (29 CFR 4) of the General Provisions:

Decision No. 94-2451 (Rev. 22) dated 28 May 2002

State(s): Ohio, Pennsylvania

Areas: Ohio COUNTIES OF Belmont, Harrison, Jefferson, Tuscarawas
Pennsylvania COUNTIES OF Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland

WAGE DETERMINATION NO: 94-2451 REV (22) AREA: PA,PITTSBURGH

WAGE DETERMINATION NO: 94-2451 REV (22) AREA: PA,PITTSBURGH

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
| WASHINGTON D.C. 20210

William W.Gross | Division of | Wage Determination No.: 1994-2451
Director | Wage Determinations | Revision No.: 22
| | Date Of Last Revision: 05/28/2002

States: Ohio, Pennsylvania
Area: Ohio Counties of Belmont, Harrison, Jefferson, Tuscarawas
Pennsylvania Counties of Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	11.00
Accounting Clerk II	12.04
Accounting Clerk III	14.97
Accounting Clerk IV	20.33
Court Reporter	14.69
Dispatcher, Motor Vehicle	11.83
Document Preparation Clerk	11.66
Duplicating Machine Operator	10.49
Film/Tape Librarian	12.05
General Clerk I	7.76
General Clerk II	8.66
General Clerk III	10.69
General Clerk IV	13.35
Housing Referral Assistant	15.93

Key Entry Operator I	9.14
Key Entry Operator II	11.13
Messenger (Courier)	8.74
Order Clerk I	11.97
Order Clerk II	14.31
Personnel Assistant (Employment) I	12.33
Personnel Assistant (Employment) II	13.75
Personnel Assistant (Employment) III	14.39
Personnel Assistant (Employment) IV	17.80
Production Control Clerk	16.30
Rental Clerk	12.05
Scheduler, Maintenance	13.55
Secretary I	13.55
Secretary II	13.82
Secretary III	15.93
Secretary IV	18.17
Secretary V	20.13
Service Order Dispatcher	12.05
Stenographer I	12.79
Stenographer II	14.30
Supply Technician	18.17
Survey Worker (Interviewer)	11.51
Switchboard Operator-Receptionist	9.63
Test Examiner	12.94
Test Proctor	12.94
Travel Clerk I	10.17
Travel Clerk II	10.90
Travel Clerk III	11.71
Word Processor I	11.61
Word Processor II	15.43
Word Processor III	16.54
Automatic Data Processing Occupations	
Computer Data Librarian	11.81
Computer Operator I	11.76
Computer Operator II	12.91
Computer Operator III	18.29
Computer Operator IV	20.32
Computer Operator V	22.49
Computer Programmer I (1)	18.47
Computer Programmer II (1)	21.00
Computer Programmer III (1)	25.20
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	19.57
Computer Systems Analyst II (1)	24.98
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	13.96
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.80
Automotive Glass Installer	15.60
Automotive Worker	15.60
Electrician, Automotive	16.22
Mobile Equipment Servicer	14.46
Motor Equipment Metal Mechanic	16.80
Motor Equipment Metal Worker	15.60
Motor Vehicle Mechanic	17.06
Motor Vehicle Mechanic Helper	13.89
Motor Vehicle Upholstery Worker	15.03
Motor Vehicle Wrecker	15.60
Painter, Automotive	16.22
Radiator Repair Specialist	15.60
Tire Repairer	13.96
Transmission Repair Specialist	16.80
Food Preparation and Service Occupations	
Baker	10.98
Cook I	10.16
Cook II	10.98

Dishwasher	8.33
Food Service Worker	8.37
Meat Cutter	11.08
Waiter/Waitress	8.86
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	16.22
Furniture Handler	12.62
Furniture Refinisher	16.22
Furniture Refinisher Helper	13.89
Furniture Repairer, Minor	15.03
Upholsterer	16.22
General Services and Support Occupations	
Cleaner, Vehicles	8.44
Elevator Operator	11.02
Gardener	10.36
House Keeping Aid I	8.93
House Keeping Aid II	9.58
Janitor	11.02
Laborer, Grounds Maintenance	9.03
Maid or Houseman	8.93
Pest Controller	12.21
Refuse Collector	11.02
Tractor Operator	9.97
Window Cleaner	11.72
Health Occupations	
Dental Assistant	10.93
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	10.93
Licensed Practical Nurse I	12.06
Licensed Practical Nurse II	13.55
Licensed Practical Nurse III	15.15
Medical Assistant	10.66
Medical Laboratory Technician	12.93
Medical Record Clerk	11.24
Medical Record Technician	13.54
Nursing Assistant I	7.93
Nursing Assistant II	8.92
Nursing Assistant III	9.73
Nursing Assistant IV	10.92
Pharmacy Technician	12.19
Phlebotomist	12.93
Registered Nurse I	19.16
Registered Nurse II	20.13
Registered Nurse II, Specialist	22.06
Registered Nurse III	27.85
Registered Nurse III, Anesthetist	27.85
Registered Nurse IV	29.35
Information and Arts Occupations	
Audiovisual Librarian	16.54
Exhibits Specialist I	20.46
Exhibits Specialist II	26.07
Exhibits Specialist III	28.16
Illustrator I	17.66
Illustrator II	22.51
Illustrator III	24.32
Librarian	24.58
Library Technician	13.89
Photographer I	13.80
Photographer II	16.58
Photographer III	21.13
Photographer IV	22.83
Photographer V	27.60
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	8.25
Counter Attendant	8.25
Dry Cleaner	10.11
Finisher, Flatwork, Machine	8.25

Presser, Hand	8.25
Presser, Machine, Drycleaning	8.25
Presser, Machine, Shirts	8.25
Presser, Machine, Wearing Apparel, Laundry	8.25
Sewing Machine Operator	10.80
Tailor	11.48
Washer, Machine	8.94
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	16.21
Tool and Die Maker	22.76
Material Handling and Packing Occupations	
Forklift Operator	13.68
Fuel Distribution System Operator	16.62
Material Coordinator	16.89
Material Expediter	16.89
Material Handling Laborer	15.05
Order Filler	13.89
Production Line Worker (Food Processing)	13.61
Shipping Packer	13.03
Shipping/Receiving Clerk	12.80
Stock Clerk (Shelf Stocker; Store Worker II)	13.82
Store Worker I	10.91
Tools and Parts Attendant	13.61
Warehouse Specialist	13.61
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.58
Aircraft Mechanic Helper	13.89
Aircraft Quality Control Inspector	18.15
Aircraft Servicer	15.38
Aircraft Worker	16.21
Appliance Mechanic	16.22
Bicycle Repairer	13.96
Cable Splicer	21.69
Carpenter, Maintenance	16.89
Carpet Layer	17.94
Electrician, Maintenance	20.17
Electronics Technician, Maintenance I	18.40
Electronics Technician, Maintenance II	21.70
Electronics Technician, Maintenance III	23.74
Fabric Worker	15.03
Fire Alarm System Mechanic	17.58
Fire Extinguisher Repairer	14.50
Fuel Distribution System Mechanic	19.32
General Maintenance Worker	15.60
Heating, Refrigeration and Air Conditioning Mechanic	16.80
Heavy Equipment Mechanic	16.80
Heavy Equipment Operator	16.80
Instrument Mechanic	17.58
Laborer	13.37
Locksmith	16.96
Machinery Maintenance Mechanic	17.61
Machinist, Maintenance	18.41
Maintenance Trades Helper	13.89
Millwright	18.73
Office Appliance Repairer	16.96
Painter, Aircraft	16.22
Painter, Maintenance	17.50
Pipefitter, Maintenance	22.74
Plumber, Maintenance	18.65
Pneudraulic Systems Mechanic	17.58
Rigger	17.58
Scale Mechanic	16.21
Sheet-Metal Worker, Maintenance	18.05
Small Engine Mechanic	15.60
Telecommunication Mechanic I	16.80
Telecommunication Mechanic II	17.25

Telephone Lineman	17.58
Welder, Combination, Maintenance	16.81
Well Driller	16.80
Woodcraft Worker	16.80
Woodworker	14.45
Miscellaneous Occupations	
Animal Caretaker	9.38
Carnival Equipment Operator	9.78
Carnival Equipment Repairer	10.16
Carnival Worker	8.33
Cashier	7.10
Desk Clerk	7.70
Embalmer	18.08
Lifeguard	8.10
Mortician	18.12
Park Attendant (Aide)	10.17
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.10
Recreation Specialist	12.61
Recycling Worker	12.94
Sales Clerk	8.10
School Crossing Guard (Crosswalk Attendant)	8.33
Sport Official	7.04
Survey Party Chief (Chief of Party)	13.02
Surveying Aide	7.75
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.83
Swimming Pool Operator	14.57
Vending Machine Attendant	12.94
Vending Machine Repairer	14.57
Vending Machine Repairer Helper	12.94
Personal Needs Occupations	
Child Care Attendant	9.40
Child Care Center Clerk	8.86
Chore Aid	8.92
Homemaker	10.89
Plant and System Operation Occupations	
Boiler Tender	18.89
Sewage Plant Operator	16.70
Stationary Engineer	18.89
Ventilation Equipment Tender	13.89
Water Treatment Plant Operator	16.22
Protective Service Occupations	
Alarm Monitor	12.51
Corrections Officer	19.31
Court Security Officer	19.31
Detention Officer	19.31
Firefighter	18.26
Guard I	8.23
Guard II	13.33
Police Officer	22.56
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	16.21
Hatch Tender	16.21
Line Handler	16.21
Stevedore I	14.69
Stevedore II	15.86
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.44
Air Traffic Control Specialist, Station (2)	19.61
Air Traffic Control Specialist, Terminal (2)	21.60
Archeological Technician I	14.84
Archeological Technician II	16.62
Archeological Technician III	20.55
Cartographic Technician	20.32
Civil Engineering Technician	19.74
Computer Based Training (CBT) Specialist/ Instructor	24.32
Drafter I	12.82

Drafter II	16.27
Drafter III	19.55
Drafter IV	25.09
Engineering Technician I	16.04
Engineering Technician II	18.03
Engineering Technician III	20.95
Engineering Technician IV	23.96
Engineering Technician V	27.44
Engineering Technician VI	33.17
Environmental Technician	17.43
Flight Simulator/Instructor (Pilot)	27.44
Graphic Artist	18.69
Instructor	21.53
Laboratory Technician	18.37
Mathematical Technician	23.06
Paralegal/Legal Assistant I	14.45
Paralegal/Legal Assistant II	18.81
Paralegal/Legal Assistant III	22.27
Paralegal/Legal Assistant IV	22.93
Photooptics Technician	20.05
Technical Writer	21.39
Unexploded (UXO) Safety Escort	18.08
Unexploded (UXO) Sweep Personnel	18.08
Unexploded Ordnance (UXO) Technician I	18.08
Unexploded Ordnance (UXO) Technician II	21.87
Unexploded Ordnance (UXO) Technician III	26.22
Weather Observer, Combined Upper Air and Surface Programs (3)	18.24
Weather Observer, Senior (3)	19.09
Weather Observer, Upper Air (3)	18.24
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	17.12
Parking and Lot Attendant	8.33
Shuttle Bus Driver	14.50
Taxi Driver	9.93
Truckdriver, Heavy Truck	16.14
Truckdriver, Light Truck	13.51
Truckdriver, Medium Truck	15.75
Truckdriver, Tractor-Trailer	16.46

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3

weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 years. Length of service

includes the whole span of continuous service with the present contractor or successor,

wherever employed, and with the predecessor contractors in the performance of similar work

at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus

Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for

any of the named holidays another day off with pay in accordance with a plan communicated

to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the

rate of basic pay plus a night pay differential amounting to 10 percent of the rate of

basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments,

and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444

(SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate

level of skill comparison) between such unlisted classifications and the classifications

listed in the wage determination. Such conformed classes of employees shall be paid the

monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by

such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section

4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF

1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s)

and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed

classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including

information regarding the agreement or disagreement of the authorized representative of the

employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30

days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the

action, together with the agency's recommendations and pertinent information including the

position of the contractor and the employees, to the Wage and Hour Division, Employment

Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of

Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

CCR

**DEPARTMENT OF THE ARMY
BALTIMORE DISTRICT, CORPS OF ENGINEERS
P.O. BOX 1715
BALTIMORE, MARYLAND 21203-1715**

CENAB-CT

June 5, 2002

MEMORANDUM FOR ALL CONTRACTORS

SUBJECT: Central Contractor Registration (CCR)

1. Reference memorandum, CEDB, dated June 26, 1997, subject: Central Contractor Registration.
2. The purpose of this memorandum is to advise all contractors that your company must be registered in the CCR or you will not be awarded a Federal contract.
3. The Debt Collection Improvement Act of 1996, requires Federal agencies to have the Taxpayer Identification Number (TIN) for every contractor and to pay every contractor through electronic funds transfer. The CCR registration was also created to be the single source of contractor data for the entire DoD, to avoid administrative duplication and allow contractors to take responsibility for the accuracy of their own business information supplying it through a single registration.
4. CCR allows Federal Government contractors to provide basic information, capabilities, and financial information one time to the government. This requirement applies to all solicitations and awards. The only exemptions will be for purchases made with the Government wide commercial purchase card, contracting offices located outside the U.S., classified contracts, and contracts executed to support contingency or emergency operations.
5. The Department of Defense (DoD) has implemented the capability for contractors to register in the CCR through the World Wide Web. For information regarding CCR registration, the CCR Web site may be accessed at

<http://www.ccr.gov/index.cfm>.

Other information regarding registration can be obtained through CCR Assistance Center (CCRAC) at 1-888-227-2423. A paper form for registration may be obtained from the DoD Electronic Commerce Information Center at 1-800-334-3414. (Note: Companies that do not wish to conduct electronic commerce with the Federal Government at this time can reduce the amount of information they must provide by answering "no" to the question "Are you Electronic Data Interchange capable?")

6. Effective immediately, the use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.
- Vendors wishing to register their subsidiaries and other entities, should ensure that each additional location obtains a separate DUNS number from Dun & Bradstreet. Dun & Bradstreet can be contacted at 1-800-333-0505.

CENAB-CT

SUBJECT: Central Contractor Registration (CCR)

- Vendors that are currently registered in CCR using a DUNS+4 number for reasons other than mentioned above will be contacted by a CCR Team designated to assist in the change. Until at time, all registrations using the DUNS+4 are considered active and complete. The DUNS+4 vendors require no action until they receive instruction from the designated CCR Team.
7. This memorandum supersedes CENAB-CT memorandum, dated 1 January 2002, Subject: Central Contractor Registration (CCR).

James J. Rich

JAMES J. RICH, PhD.
Chief, Contracting Division

