The above solicitation is hereby amended to update the Performance Work Statement (Changes are highlighted). The Date for the submission of quotes has been extended. All other terms and conditions remain the same.
I. GENERAL

1. **Scope**
   The scope includes the daily operation and maintenance of 24 campsites, a registration building, host site, a comfort station, playground/horseshoe pits, dump station, amphitheater, picnic shelter, and 2 visitor parking lots at West Thompson Lake Campground. All work will be completed to the satisfaction of the Technical Point of Contact.

2. **Location**
   West Thompson Lake Project Office is located at 449 Reardon Road in North Grosvenordale, CT 06255.

3. **Site Visit**
   To arrange a site visit contact the Technical Point of Contact, Park Ranger, Michelle Cucchi (978-318-8050 or michelle.l.cucchi@usace.army.mil).

4. **Schedule**
   The period of performance is from 16 May 2019 through 08 September 2019. Option year period of performance is from 14 May 2020 through 13 September 2020. The contractors will work a rotating schedule of 5 days on and 5 days off. See below for more details.

5. **Pre-work Conference**
   Successful bidders will be required to attend a pre-work conference to be conducted by the Technical Point of Contact. The contractor will also be instructed and trained in user fee collection procedures, uniforms and demeanor,
emergency/disturbance response, and will be given a more detailed description of their duties.

The following is a general list of items for discussion during the pre-work conference:

i. Authority of the Technical Point of Contact
ii. Bond
iii. Modified Activity Hazard Analysis
iv. Abbreviated Accident Prevention Plan
v. Weekly Safety Meetings
vi. Accident Reporting
vii. Correspondence, communication, and administrative procedures.
viii. Invoice and payment

6. Submittals

Although the Government technically reviews submissions required by this scope of work, it is emphasized that the Contractor’s work must be prosecuted using proper internal controls and review procedures. The documents identified below must be prepared in accordance with the applicable standards, submitted to the Technical Point of Contact for review and accepted by the government prior to the commencement of any field activities.

- Bond
- Modified Activity Hazard Analysis
- Abbreviated Accident Prevention Plan

7. Safety

The contractor will comply with all pertinent provisions of the latest edition of the U.S. Army Corps of Engineers Safety and Health Requirements COE EM 385-1-1. A copy of COE EM 385-1-1 is available for reference at the project office or may be ordered from Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954 (TEL: 202-783-3238). In addition, the manual may be viewed at the following link http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1.pdf. The contractor shall also comply with all OSHA work safety standards. The project staff can and will order the cessation of work at any time should the safety of employees and visitors become jeopardized.

8. Security

The contractor will comply with all established security policies at West Thompson Lake. During periods of heightened security, the Government reserves the right, at any time, to close any property or portion of property and reschedule and/or cancel any subsequent service in an area. The contractor shall be given at least 24 hour notice of any such closure.

9. Payment

The contractor will submit two invoices to the Technical Point of Contact, one at contract midpoint and one on the final date. Payment will be made only for the
number of days noted in the bid sheet at the applicable contract unit price rate. Reduc- 
tions in payment will be made on a per diem basis on the prorated amount of the total cost of services. Short periods of emer-

gency absence may be approved on an individual basis, based on need and workload at the discretion of the Technical Point of Contact. No payment will be made for time not worked.

The invoices may be directed via regular mail, email or fax as identified below:

West Thompson Lake
449 Reardon Road
North Grosvenordale, CT 06255
Email: michelle.l.cucchi@usace.army.mil
Fax: (860) 923-1126

II. TECHNICAL REQUIREMENTS

1. General
Services to be accomplished under this contract will be performed by a two-person team. The contractor will be required to furnish all labor necessary to provide the specified services for the duration of the contract period. The scope of this contract includes the daily operation and maintenance of 24 campsites, registration building, host site, a comfort station, playground/horseshoe pits, dump station, amphitheater, picnic shelter, and 2 visitor parking lots.

1.1. Background Check
Park Attendants will be subject to background security checks by the US Army Corps of Engineers (USACE). Failure to pass background checks will result in termination of the contract. The apparent low bidder will be required to complete the attached form entitled “Questionnaire for Public Trust Positions” SF 85P. Failure to complete the form and complete the finger printing process within 10 business days of notification that you are the apparent low bidder will be considered a declination of the contract.

1.2. Bonding
Contractors are required at their own expense, to furnish a bond to the government in the amount of $1,000 prior to the start of the contract.

1.3. Inspections and Contract Performance
The services performed by the contractors under the provision of this contract shall be subject to evaluation by the Contracting Officer to insure strict compliance with the terms of this contract. The contractors will be advised as soon as possible of any deficiency in work.

1.4. Uniforms and Demeanor
The contractors will promote and maintain a favorable image of the US Army Corps of Engineers through their personal appearance and actions. The Corps of Engineers identification in the form of a shirt, jacket and/or cap, provided by the Corps, will be
worn while on duty at all times. A supplied nametag will be worn in addition to the Corps identification. Appropriate closed-toe footwear, furnished by the contractor, will be worn at all times. Contractors must comply with CFR 36 Rules and Regulations at all times.

1.5 Government Property
The contractors will be required to return all Government property on the last day of the contract. This includes keys, and all items listed under this contract regarding fee collection, supplies and equipment.

1.6 Temporary Living Quarters
The contractors are required to live on site at the campground in a designated site. The contractors must provide their own fully operable “self-contained” RV, or other self-contained camper unit. Maximum length of the camper/trailer cannot exceed 45’. Pickup (shell-type) campers, pop-up tent trailers, tents, mobile homes, converted school buses, or other type of recreational vehicle which does not meet general “self-contained” classification will not be acceptable. The campsite can be described as partial sun/shade, level, and is in view of the registration building and visitor parking lot. Host site amenities include electric (50 amp, 120 v), water, and sewer hookups, picnic table and fire ring. A phone line is available at each host site; however, activation is the contractor’s responsibility.

The contractors will maintain the campsite in a clean and sanitary condition at all times. No animal pens, fences, cages, or similar facilities for pets or raising animals will be allowed. The Technical Point of Contact has final discretion. While on duty the host team will be the sole overnight occupants of their site. Relatives and friends are welcome to register at other available sites.

2. Service Requirements
2.1 Base Year Schedule (2019)

The contractors will work a rotating schedule of 5 days on and 5 days off. A Park Ranger will hold a meeting each week at a time to be mutually agreed upon by both parties. The contractors are required to remain on site overnight when on duty. The actual camping season is from 17 May 2019 to noon on 08 September 2019. Contractors may arrive up to 3 days prior to training day and depart up to 3 days after closing, subsequent to an exit meeting with Technical Point of Contact if necessary. The quantity of days and the schedule provided are estimated amounts only and are not guaranteed. Unforeseen factors, such as weather, may require a decrease in the estimated number of services performed under this contract. In addition to scheduled work days Park Attendants may be requested to work up to 10 optional unscheduled days when mutually agreed upon by both the Government and the Contract Park Attendants during the period of performance.

The 2019 schedule for Host 2 includes a total of 56 days (55 days working and 1 additional day for training).

Training: May 16
Week 1: May 22 – May 26
Week 2: June 1 – June 5
Week 3: June 11 – June 15
Week 4: June 21 – June 25
Week 5: July 1 – July 5
Week 6: July 11 – July 15
Week 7: July 21 – July 25
Week 8: July 31 – August 4
Week 9: August 10 – August 14
Week 10: August 20 – August 24
Week 11: August 30 – September 3

2.2 Option Year Schedule (2020)

The 2020 schedule for Host 2 includes a total of 61 days (60 days working and 1 additional day for training).

Training: May 14
Week 1: May 20 – May 24
Week 2: May 30 – June 3
Week 3: June 9 – June 13
Week 4: June 19 – June 23
Week 5: June 29 – July 3
Week 6: July 9 – July 13
Week 7: July 19 – July 23
Week 8: July 29 – August 2
Week 9: August 8 – August 12
Week 10: August 18 – August 22
Week 11: August 28 – September 1
Week 12: September 7 – September 11

2.3 Park Entrance Gate Operation
At the start of business each day, contractors will get computer system and the registration building prepared. Contractors will unlock the entrance gate at 8:00 am each morning and lock the entrance gate at 9:00 pm each night after ensuring that all visitors have left the campground. The contractors will ensure all campers returning to the campground after 9:00 pm park their vehicles in the visitor parking lot.

2.4 Registration Services
Contractor services include the include making on-site reservations; checking campers in and out; collecting and processing fees; checking site availability for customers; signing in visitors, and receiving daily arrival reports. Contractors will record and maintain a detailed daily log of all activities occurring in the campground. Contractors will be trained on all aspects of the campground management program by the park ranger. The contractors will maintain the Registration Building in a clean, orderly, and sanitary condition at all times. Smoking is not permitted near the registration building.

2.5 Reports
Contractors are responsible for printing out and mailing all financial reports and mailing the bill for collection, receipts, and any funds collected to NRNS. All envelopes, stamps, and labels will be provided by the Government, and the contractor will be responsible for converting any cash into a money order. At the weekly meeting the contractor should supply the park ranger with a copy of the bill for collection, money order, daily log, and parking pass/camper survey. At the first of each month the contractor will supply the park ranger with Campground Visitation Report.

2.6 Campsite Cleaning
The contractors are required to maintain all vacant campsites in a clean and orderly appearance and prepared for new campers. Each site is to be raked and any litter removed; unused firewood returned to the woodshed; the fire ring, grills and picnic tables cleaned and relocated to their original position, and Adirondack shelters swept out and free of cobwebs, insect nests, and litter. All campsites shall be cleaned after each check-out, prior to the 2:00 pm check-in time. All cleaning supplies and an area for ash will be furnished by the Government.
2.7 Comfort Station Cleaning
The contractor will clean the comfort station at least once daily on weekdays and twice
daily on weekends. The comfort station must be maintained to the Technical Point of
Contact’s standards. Duties include cleaning and disinfecting of 5 toilets, 2 urinals, 4
sinks, doors, stall partitions, shower stalls, shower seats/benches, restroom benches,
windows, interior walls, ceilings and floors. Trash will be removed from the trash
receptacles, receptacles washed as necessary, and relined. The contractor will replenish
toilet tissue and light bulbs as necessary, and check at least twice a day to insure all
toilets, showers, sink faucets, exhaust fans, hand dryers, GFI outlets, pay phone, exterior
and interior lighting, and bathroom water holding tank are operating properly. All
cleaning supplies will be furnished by the Government.

2.8 Playground Maintenance
The playground equipment will be visually inspected weekly and any safety concerns
reported immediately to the park ranger. The playground will be raked, and all litter
removed. The Basketball court will be leaf blown and the horseshoe pits will be raked as
needed.

2.9 Dump Station
The campground has a RV septic dump station on site. The areas is to be checked daily
and any signs of overflow or leaky faucets are to be reported to the rangers. Any litter
must be picked up.

2.10 Visitor Parking Lot Patrols
On a daily basis the parking area should be patrolled, litter picked up, and dumpster
checked for adequate room.

(End of Summary of Changes)