

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			I. CONTRACT ID CODE J	PAGE OF PAGES 1   5
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 19-Jun-2002	4. REQUISITION/PURCHASE REQ. NO. W45XMA-2141-4133	5. PROJECT NO.(If applicable)	
6. ISSUED BY USACE, FT. WORTH DISTRICT CONTRACTING DIVISION 819 TAYLOR STREET, RM 2A19 P O BOX 17300 FORT WORTH TX 76102-0300	CODE DACW63	7. ADMINISTERED BY (If other than item 6)		CODE
		<b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. DACW63-02-T-0105
			X	9B. DATED (SEE ITEM 11) 03-Jun-2002
				10A. MOD. OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.				
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A.THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B.THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C.THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D.OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Solicitation DACW63-02-T-0105, Visitor Center Attendant, Elm Fork Project, Grapevine Lake Office is hereby amended as follows:				
a. Replace the Scope of Work with the attached Scope of Work, adding the following verbiage to paragraph 13. " It is not mandatory that the attendant live at Lake Grapevine. " "Temporary living quarters is optional".				
b. Add the issued by address in block 9 of SF1449, to read as follows: USACE, Ft. Worth District Contracting Division 819 Taylor Street, RM 2A19 P.O. Box 17300 Fort Worth, TX 76102-0300				
c. Extend offer due date to June 28, 2002, 4:00 p.m., local time. Submit offers to the address in paragraph 14.b. above.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		19-Jun-2002

TECHNICAL PROVISIONS  
CONTRACT VISITOR CENTER ATTENDANT  
ELM FORK PROJECT, GRAPEVINE LAKE OFFICE

1. **SCOPE OF WORK:** Contractor shall furnish all labor for the operation of the Visitor Center and reception area at Grapevine Lake Office, Grapevine, Texas. Contractor will possess the skills and knowledge necessary to perform the duties of visitor assistant as required by the contract specifications.
2. **PERIOD AND HOURS OF CONTRACT:** The contract will be in effect for the period of 24 June 2002 through 30 September 2003. Duty hours are Monday through Friday, 8:00 am until 4:30 pm with a lunch break of 30 minutes from 12:00 am to 12:30 pm each workday. One 15-minute work break in the morning and one 15-minute work break in the afternoon may be taken daily according to schedule coordinated with office staff. Work breaks will be scheduled at times other than scheduled breaks taken by office staff so that phones and visitor center will be manned. Contractor will not work on Government holidays. No payment will be made for days and hours not worked including holidays, vacation, emergency leave, or sick leave. Contractor shall work during the peak recreation season (May, June, July, August). Contractor is allowed ten non-paid vacation days off during non-peak recreation season. The desired days off (consecutive or individual days) must be submitted to the Contract Officers Representative (COR) two weeks in advance for approval. Emergency days or sick days may be taken as needed with notification to the COR by 9:00 am on the duty day. A Pre-Work Conference will be scheduled on the first day of work at the Grapevine Lake Office, Grapevine, Texas.

**GOVERNMENT HOLIDAYS:**

For Bid Item 0001

July 4, 2002 (Independence Day)  
September 2, 2002 (Labor Day)

For Bid Item 0002

October 14, 2002 (Columbus Day)  
November 11, 2002 (Veteran's Day)  
November 28, 2002 (Thanksgiving Day)  
December 25, 2002 (Christmas Day)  
January 1, 2003 (New Year's Day)  
January 20, 2003 (Martin Luther King Day)  
February 17, 2003 (President's Day)  
May 26, 2003 (Memorial Day)  
July 4, 2003 (Independence Day)  
September 1, 2003 (Labor Day)

3. **BONDING:** Upon award of contract, the Contractor shall be required to furnish a Business Services, Fidelity, or Dishonesty bond for the minimum amount of \$5000.00. **The Contractor shall not start work without proof of bonding.** The Government will reimburse the cost of the bond, but not for any additional charges. The Contractor shall furnish a copy of the bond at the Pre-Work Conference.

4. **VISITOR CENTER DUTIES:**

a. **Telephone and Pager Calls:** The attendant will have access to a Corps pager phone and telephone and will be responsible for both incoming and outgoing calls on both (used for official business only). The attendant will answer the telephone in a polite and courteous manner and will provide general information and brochures for mailing. The attendant will answer calls inquiring about general information including but not limited to adjacent landowner guidelines, parks, reservations and facilities, passes and permits. Callers requiring information concerning administrative procedures or other special information will be referred to the appropriate Corps team member during office hours. If the Corps team member is not available, the attendant will take a message with name, number, time, date and subject matter from the caller and will leave this message for the responsible team member. In the event of a disturbance or emergency, the attendant will immediately notify the nearest Corps Ranger and will make written note of the time of the notification, the person contacted, and the nature of the emergency. If necessary, the attendant will make emergency calls using telephone numbers from a list furnished by management and give directions to the area where services are needed.

b. **Visitor Assistance:** The attendant will greet and assist visitors in the Visitor Center/Reception Area. At all times attendant will present a courteous and helpful attitude towards all visitors, and will refrain from any conduct, which would reflect unfavorably upon the Government. Attendant will use tact and diplomacy in all circumstances when in contact with the public. Never, under any circumstances, will the attendant be unpleasant, rude, or use harsh, foul, or improper language with the public or Corps personnel. Attendant will not discriminate against the visiting public in regard to race, color, religion, sex, national origin, age, and marital or disabled status. If the attendant uses such attitude or language, it will be documented and will be grounds for termination of the contract. The attendant will advise visitors of brochures, interpretive displays, and programs available to them. Attendant will keep and maintain supplies for visitor center, brochures and other handout material. Attendant will restock brochure case and reproduce handout material as needed. The attendant will be required to advise visitors and inquiries concerning the local hunting program and will provide support for hunting program. Attendant will be required to schedule and provide assistance/support for water safety program and various recreational and visitor related items. This support will be in the form of faxing information, preparing and answering inquiry emails, preparation of letters, copying, listings, memorandums, plans, scheduling, and other document preparation related to facility use and recreational administration.

c. **Pavilions and Group Camping Reservations:** The attendant will be responsible for taking reservations for the day use group shelters and group camping pavilion areas, and will accept payment for these reservations when they are made in person at the Elm Fork Project Office. The attendant will issue permits for the reservations, and will post reservations in the reservation book, in computer and on sheets, according to office policy. The attendant will not reserve group facilities by telephone, fax, letter, or by any other means other than those reservations made in person, unless instructed to do so by a Corps team member. The attendant will notify gate attendants of group shelter rentals.

d. **Issuance of Passports and Permits:** Attendant is responsible for issuing Golden Age, Golden Access Passports and Annual Day Use Passes to eligible persons and for keeping appropriate records. Attendant will be responsible for fees collected and for including them in remittance registers.

e. **Booking Visits and Programs:** Attendant will take requests from schools/organizations for programs and visits to the office. Requests will be coordinated with the Park Ranger personnel dependent upon the request.

f. **Closing Time:** Attendant will end service to the visitor center reception area at approximately 4:30 p.m. each day, and lock the main entrance doors. If situation deems it necessary, the attendant may be required to stay a short time after 4:30 p.m. to complete ongoing business.

g. **Remittance of collected Fees:** On Monday of each week, or in the occurrence of total collections in excess of \$5,000.00, whichever occurs first, the attendant will tally all monies collected, purchase a money for the collected amount at no expense to the Government, and prepare remittance register/summaries for the Rec Fee Cashier, for collection.

5. **DRESS AND APPEARANCE:** Attendant will present a neat physical appearance at all times while dealing with the public. Also the attendant will maintain a clean, orderly work area. The attendant will be required to wear appropriate business type clothing suitable for a business office. Clothing will be clean, wrinkle free and neat. Shorts, cut-offs, athletic type clothing (including but not limited to t-shirts, sweats, jogging suits) and athletic shoes will NOT be permitted while on duty. Smoking is not allowed in the Elm Fork Project Office.

6. **PAYMENT:** Payment will be made monthly for the actual days worked at the unit price indicated on the bid sheet via Electronic Funds Transfer. Payments are Net 30 Days. Any absences will be deducted from monthly payment. Payment deductions will be taken at an hourly rate for hours not worked within an 8-hour day. The Contractor will mail a payment invoice to the Finance Center at the end of each month. The Contractor will also provide a courtesy copy of the invoice each month to the Grapevine Lake Office, and any approved absences, as specified by the COR.

7. **OCCASIONAL ABSENCES:** The Contracting Officer or his authorized representative may grant approved absences. A minimum of one-day advance notice for non-emergencies must be given for the approval of absences. No payment will be made for time not worked.

8. **SUB-CONTRACTING:** No sub-contracting will be allowed under this contract. Alternate may fill only occasional absences. Alternate must be properly trained and Contracting Officer or his authorized representative must grant prior approval.

9. **TERMINATION:** Conduct, excessive absences or unbecoming actions on the part of the attendant may be grounds for immediate dismissal of the attendant and termination of the contract. Examples of actions requiring immediate dismissal include, but are not limited to, the following: consumption of alcoholic beverages and/or drugs or intoxication while on duty; use of foul language and/or harassment of visitors; carrying a firearm; theft of collected fees, monies or supplies; use of collected fees, payments or monies for personal purposes; unwarranted physical contact with visitors or Corps personnel; recurring written and/or verbal complaints from visitors on attendants attitude; lack of cooperation and/or resistance to implementation of policies and programs as directed by Project Manager or his authorized representative; failure to correct deficiencies; lack of performance; excessive absences; etc. Failure to provide items and services listed in the contract specifications may be grounds for termination of the contract.

10. **DUTY TO COMPLETE CONTRACT:** The attendant may not terminate the contract. If the attendant fails to complete the contract through the specified term, the attendant is subject to reprocurement costs. The attendant's failure to comply with contract specifications may be grounds for suspension or debarment for a period of time not to exceed three years. Acceptance of the contract shall be evidence of such knowledge, approval, or acquiescence of all contract specifications.

11. **GOVERNMENT FURNISHED ITEMS:**

a. A work area with desk, chair, telephone, typewriter, Corps radio system and computer with word processor. Reservation/recreation/permit software may be provided.

b. All brochures, regulations, lake maps, envelopes, park maps and handout material will be provided. User fees permit books, Golden Age Cards, Golden Access Cards and Annual Day Use Passes will be hand receipted to the attendant.

c. A manual will be provided to give guidance on day-to-day contact with the public.

12. **BASIS FOR AWARD:** Contract will be awarded based on the following criteria:

(1) Experience, (2) Past Performance, (3) Technical Skills (Computer Experience), (4) Communication Skills (5) References, (6) Price. Potential bidders must submit a resume or other documentation that will indicate the information necessary to form the ratings on the above factors. Bidders may also be required to attend an interview at the Elm Fork Project Office. The purpose of the interview will be to determine the bidder's ability to communicate and to learn more about their experience and qualifications.

13. **TEMPORARY LIVING QUARTERS:** The **Contractor** must furnish a fully operable "self-contained" recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of this contract. Pickup (shell-type) campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, buses, or any other types of recreational vehicles which do not meet general size/type requirement or the "self-contained" classification will not be acceptable. The maximum size of the trailer will be determined by physical limitations of the site furnished. The RV must be equipped with a holding tank and a re-circulating or marine type toilet. The COR reserves the right to inspect and accept or reject a **Contractor's** proposed temporary living quarters. **It is not mandatory that the attendant live at Lake Grapevine. Temporary living quarters is optional.**

14. **TRAILER SITE:** The Government will furnish a site for a self-contained travel trailer or motor home with 110-volt electricity, water, and dump station nearby. **Sewer hook-up at the site is not available.** If the **Contractor's** travel trailer is not compatible with the sewer, water, or electrical outlets available at the site, the Government will not be responsible for making alterations to the utilities or for providing attachments or adapters. The site for the temporary living quarters will typically be near the entrance of the park or in a location designated by the COR. The **Contractor** team will be the sole occupants of their site. Adult family members or friends will not live with the **Contractor**.

15. **TRAILER SITE MAINTENANCE:** The **Contractor** will maintain their trailer site in a clean, neat, and sanitary condition at all times and in accordance with standards established by the COR. No dog pens, horse corrals, poultry cages, or similar facilities for pets or other animals will be allowed. All pets will be confined in the **Contractor's** trailer or on a leash that is six feet or less in length. No pets will be allowed inside or around (i.e. tied to) the gatehouse at any time. No washers, dryers, deep freezers, or excessive personal items will be permitted outside at the trailer site or inside the gatehouse.