

LAKE BARKLEY  
PRE-BID CONFERENCE  
July 29, 2003

Solicitation Number: DACW62-03-R-0007

The pre-bid conference was held at the Lake Barkley Resource Managers Office Conference Room, Grand Rivers, KY.

The following attended the meeting:

Dwight D. Watson - Ecotone Services, Inc.  
Valerie Guthrie - ValCo, LLC  
Albert Wade - ValCo, LLC  
Bill Henegar - Trident Resource  
Mary Golden - GLR Corp.  
M.S. Golden - GLR Corp.  
John Grayson - Corps of Engineers, Nashville, TN  
Kit Atkinson - Hardaway Const.  
Zane Atkinson - TG Inc.  
Buddy Pool - Park System  
Chuck Bickerstaff - Bickerstaff Bros.  
Ron Campbell - Graham Services LLC  
Bill Scott - Graham Services LLC  
Greg Graham - Graham Services LLC  
Carlton Graham - Graham Services LLC  
Kerry Johnson - Ace Services Inc.  
Suzanne Coleman - Coleman Contracting  
Judy Sibe Bottom - Coleman Contracting  
Carolyn Bauer - Corps of Engineers, Nashville, TN  
Jerry Kaelin - US Dept. of Labor  
Galon Ramey - Corps of Engineers, Lake Barkley  
Terry Burlaw - Corps of Engineers, Lake Barkley  
Jeff Lasley - Corps of Engineers, Lake Barkley  
Deana Gerding - Corps of Engineers, Lake Barkley  
Mike Looney - Corps of Engineers, Lake Barkley  
Carol McDaniels - Corps of Engineers, Lake Barkley  
David Landis - Corps of Engineers, Lake Barkley  
Phil Brown - Corps of Engineers, Lake Barkley

OPENING REMARKS - Mike Looney

Mr. Looney requested all attendees introduce themselves and identify the company or agency they represent. He outlined the contract would begin January 1, 2004 for one year with four option years, is set aside for HUBZone certified companies, and

bidders should review the solicitation carefully. Additional HUBZone information and application procedures can be found on the Small Business Administration web site.

<https://eweb1.sba.gov/hubzone/internet/index.cfm>

U.S. DEPARTMENT OF LABOR - Jerry Kaelin

Mr. Kaelin discussed the Service Contract Act:

Vacation Pay - If company awarded this contract should keep any employees working under present contract they are entitled to continue years of service. The current contractor is required to provide records.

Holiday Pay - Must be paid for holidays worked.

SCA Record Requirement - Accurate and detailed records are essential. They must be maintained for three years. If detailed records of job classifications/wage rates are not maintained, in disputes the contractor is liable for the highest wage rate.

Sub Contractors - Accurate and detailed records are essential. Hours worked and wages paid must be within scale and records maintained.

Quality Control Position - Rate for this position is not listed on the solicitation. **Follow Up: Rate should be requested from the Dept. of Labor through the conformance process.**

Wage Determination - Required to be posted.

Overtime - Paid based on the way wage rates are listed on records.

Job Classification - Employees are paid according to job classification for each job.

QUESTIONS TO Mr. Kaelin

- Q. What are the requirements for travel time in a personal vehicle. A. Mileage rate is .36 per mile and consideration is given to the time the work day begins, amount of time traveling to various locations, and the end of the work day.

- Q. When are employees considered janitors vs. motor vehicle operators when traveling from one job location to another job location? A. Usually when the travel time exceeds 30 minutes between locations.

CONTRACT BID SHEET & SPECIFICATIONS - Mike Looney

Price proposal is due August 17, 2003. **Follow Up: Since that is a Sunday, offers must be received by the Friday before, August 15, 2003.**

- Q. Can offers be hand delivered. A. Yes

SCHEDULE OF PRICES are pages 2 - 36.

SECTION L - Instructions, Conditions and Notices to Bidders

Content and Format Proposal, Part I - Information on content and format of the Technical Proposal begins on page 126. Read each section very carefully, factors must be addressed and should be submitted in the manner and format specified in this solicitation. Part I - Technical Proposal has five factors that are listed in order of descending importance. Each should be addressed separately.

SECTION M - Evaluation Factors For Award

Section M begins on page 130. Read very carefully as it contains the evaluation criteria.

No special consideration is given for graphics, binders, or special printing.

OVERVIEW OF CONTRACT - Mike Looney, Resource Manager

SECTION 1 - General

Page 37 (TP-1.1) - Quantities are estimated, they are not guaranteed and actual quantities may vary.

Page 37 (TP-1.3) - Work is performed on holidays.

Page 38 (TP-1.6) - Contractors must comply with OSHA and Corps Safety Manual 385-1-1, manual can be found on the Internet.

Page 39 (TP-1.9) - All contract employees and subcontractors shall conduct themselves in a proper manner at all times.

Page 39 (TP-1.10) - The government is not responsible for loss of supplies and property.

Page 39 (TP-1.11) - Superintendent must be on site, superintendent's first and foremost responsibility is to manage and coordinate work. Superintendent will work directly with COR, Deana Gerding on a day-to-day basis.

Page 39 (TP-1.12) - Contractor shall identify all hazardous materials and hazardous waste and fill out an Activity Hazard Analysis (AHA) form prior to commencing work.

Page 41 (TP-1.16) - Emergency work is defined as work required to correct problems caused by failures or deficiencies to facilities. Fees are paid for emergency work as a surcharge added to the basic hourly rate of service.

- Q. Define or give examples of emergency work. A. Tree damage, electrical or plumbing problems.

Page 42 (TP-1-18) - Government Furnished Items. An area will be available for the contractor to store items.

Page 46 (TP-1.30) - Definitions. The government recognizes and works with contractor, not sub contractors. Subs are the contractor's employees.

- Q. Define left bank and right bank. A. Right bank is area located below the power plant located in Lyon County, left bank is the area located below the lock located in Livingston County.

## SECTION 2 - Water Treatment Plant

Page 48 (TP-2.2) - Water Treatment Plant is located in Tennessee at Bumpus Mills Campground. Specific license is required by the State. No wastewater treatment is required.

- Q. What is the schedule for plant operation? A. Daily while the campground is open, usually 1 May - 1 Sep.
- Q. Is it surface water? A. Well water.

## SECTION 3 - Grass Mowing

Page 51 (TP-3.2) - Changes to "Rough Cut" areas.

Left Bank Tailwater Embankment (Slope) will be changed to 6 mowing per year.

Canal Main Lift Station Area will be deleted. **Follow Up: This is bid item number 61.**

Left Bank Berm will be changed to 8 times per year.

Mowing maps are on site for viewing, we will try and have them available online for Mod.

Page 51 (TP-3.5) - Note safety equipment requirements.

- Q. Where is bagging required? A. Resource Managers Office area - 30 ft. from the tree line. **Follow Up: Correct answer is 30-ft from the perimeter of building.**

#### SECTION 4 - Cleaning Services

Page 54 (TP-4.1) - Explanation of Levels. Level I - Summer heavy usage, Level II - Spring/Fall medium usage, Level III - Winter little usage, and IV - No usage.

Page 55 (TP-4.2 d.) Change winter accumulation of leaves may be removed.

Page 55 (TP-4.2 f.) During winter months, the contractor may request in writing to the Resource Manager or COR certain dumpsters be allowed to stay in place for disposal of refuse at no cost to the government otherwise all dumpsters shall be removed from camping areas after they close. During camping season dumpsters are not to be used by contractors for trash.

- Q. Where can contractors have their own dumpsters? A. Dyers Creek is currently permitted; otherwise it is our call on a case-by-case basis. We can request removal if not emptied properly.

#### SECTION 5 - Janitorial Services for the Visitor's Center, Resource Manager's Office, Shop, and Operations Area.

Page 61 (TP-5.2 p.) Hospitality Center is defined as the kitchen area.

SECTION 6 - Beach, Playground, and Buoy Maintenance

Page 66 (TP-6.3) Water testing/samples required on swim beaches usually called for on Tuesday.

SECTION 7 - Marking and Painting Boundary Lines

Definition - 100% inspection of work.

Page 67 (TP-7.2 a.) Change - See Exhibit F should read Exhibit E.

- Q. Is surveying required? A. No actual surveying, just remarking.

SECTION 8 - Janitorial Services For Kentucky Lock

This area will be toured today.

SECTION 9 - Janitorial Services for Barkley Power Plant

This area will be toured today, located on right bank.

SECTION I - Contract Clauses

The clauses are only referenced but very important.

Contractor must conform to 52.219-14, Limitations on Subcontracting.

EXHIBIT C - pages 92-98 list acres and the number of facilities.

QUESTIONS AFTER THE OVERVIEW

- Q. Why is bonding required, this is a service contract and not a construction contract? A. Service contracts don't require bonding, but this is the Government's choice to require bonding.
- Q. What is the business size standard? A. Contact the Small Business Administration as they make that determination.  
**Follow Up: This contract is set-a-side for HubZone and has a NAICS Code of 561210, Base Maintenance, with a business size standard of \$23 million.**

- Q. What are the additional requirements for special events, what are they? A. Extra hours are called for during these events. There is a line item for extra cleaning hours. An example is the Cadiz Ham Festival.
- Q. Explain audits and assessments, how often and what type of participation is required. A. Usually ERGO inspections done yearly. Contractor will be expected to comply with environmental and safety regulations.
- Q. How much area is required to be cleaned of liter in the riprap areas? A. Both left and right banks are required, cleaning is the top portion of the area. The area adjacent to the water is not cleaned.
- Q. Define the unit of 6500 days for litter pickup on the Schedule of Prices? A. Quantity of 6500 is based on the different levels of service. It is estimated that an average of 250 litter pickups will be performed for each of the 26 areas each year. Some areas will have more pickups ordered, some will have less, depending on the level of service ordered for the particular area. (Average of 250 pickup days per year times 26 areas equals a total estimate of 6,500 pickup days per year for entire project)

#### QUESTIONS AT BARKLEY POWER PLANT TOUR

- Q. How many employees do you have? A. 19, (Monday - Thursday usually 14 or 15, Friday only 3 work).

Don't use any wax on generator room floor.

- Q. Who provides safety equipment? A. Safety equipment is contractor's responsibility.
- Q. Is there a separate safety equipment checklist for personnel at each location? A. No, AHA's will cover safety requirements. Safety Manual will also give info.

BAR/P does waxing and stripping of floors at BAR/P.

Warned about touching equipment in control room.

- Q. Do you provide janitor closets for storing cleaning supplies? A. Janitorial supply storage rooms are available.

- Q. Do you require dusting the tops of generators? A. No.

#### QUESTIONS DURING THE TOUR OF FACILITIES AND AREAS

- Q. How far does the right bank slope extend? A. Approx. 1.5 miles.
- Q. Are there acreages broken out that show slope acres vs. non-slope acres? A. No.
- Q. How often are mowings called for? A. Depends upon rainfall, average is 13 times per year. Usually 3 times/month in spring and once per month during hot months.  
**Follow Up: Correct answer is twice per month during hot months.**
- Q. Can contractor use the pipe chase at the campground shower houses for janitorial storage? A. Not if it clutters or blocks access to anything inside.
- Q. Is the bulletin board beside the beach loop shower house in Canal representative of all bulletin boards? A. Yes.
- Q. Do you use DGA or screenings on the surface of campsites? A. We use both.
- Q. Is sand replacement on beaches the contractor's responsibility? A. No, but we may wish to pay the contractor thru a non-routine delivery order to do this work.
- Q. Are there any restrictions on mowing around campsites when they are occupied? A. Yes, we want you to ask the camper if they mind if you mow, at the very least see if the camper will allow you to use a string trimmer.
- Q. Is the walking trail at Eureka Rec. Area included in the trash pick up? A. No.
- Q. Who is responsible for unlocking areas, buildings etc. for the contractor to enter in order to accomplish the work? A. The contractor will be issued their own set of keys.

- Q. Is the contractor responsible for cleaning up illegal dumping? A. Yes, but we want to work with you to get the names and addresses of persons responsible in order to stop it.
- Q. The trash cans in the campgrounds cannot be emptied into the campground dumpster correct? A. Yes except for periods of low or very little use of the campground.
- Q. Do you have drift problems during high water? A. Yes, however problems are usually limited to certain areas.
- Q. Are porta-johns covered under this contract? A. No.
- Q. Is Bumpus Mills Campground going to open this year? A. Currently there are no plans to open Bumpus Mills before 2004.

#### QUESTIONS AT KENTUCKY LOCK TOUR

- Q. How many employees work here? A. Ten, operators are on duty 24 hours a day, seven days a week.
- Q. How often are employees on the floors? A. Every day.
- Q. How often are floors stripped and waxed? A. Referred and read from specs, quarterly.
- Q. What about Mayflies? A. You will have to get them off.
- Q. Who paints the floor? A. The Corps does.
- Q. How often are floors painted? A. It varies, last done about a year ago.

Since 9/11 visitors are allowed by appointment only, usually school groups are the visitors.

- Q. Would the contractor be notified if you have a school group? A. Yes, we try to. Groups have a tour guide, and are kept under control. There isn't much mess - minimum.
- Q. Is mowing involved at this location? A. No, mowing is done by TVA.

## QUESTIONS AT BUMPUS MILLS

- Q. Is CWI the only dumpster rental agency in the area?  
A. Yes, that's the only one I know.
- Q. Can you give out the amount Park System is paid each month? A. I will have to do a follow up on what is public record. **Follow Up: Only annual award amount is available by contacting Contracting officer Beryl Newsome at (615) 736-7933.**
- Q. Is a history of estimated quantities vs. actual quantities available? A. I will have to do a follow up on what is public record. **Follow Up: Information is only available through a Freedom of Information Act request. Contact Contracting Officer Beryl Newsome at (615) 736-7933 for more information.**
- Q. What is the frequency of testing water at Bumpus Mills? A. Chlorine and pH are tested seven days a week. Bacteria samples are performed as the State requires.