

Scope of Work

Conditional Major Air Permit Renewal

C.1 Background: WJB Dorn VA Medical Center Currently has a conditional major air permit issued by SCDHEC permit number CM1900-0023 which will expire on December 31, 2012. The permit is for major source and exempt source emissions which include boilers, emergency generators, ETO sterilizers, and above ground fuel storage tanks.

C.2 Scope: The contractor shall perform a review of existing air program and applicable federal and state regulations and prepare a permit renewal application

C.3 Task: The contractor shall perform the following task:

- a. Review current air program related information provided by facility personnel
- b. Review applicability of federal Area Source MACTs finalized since most recent permit issued
- c. Perform a site visit to observe current equipment and activities at the facility and compare to information previously submitted to SCDHEC, as well as listed on the current operating permit
- d. Verify that updated air dispersion modeling demonstration is not required
- e. Complete SCDHEC operating permit renewal forms with supporting information
- f. Provide operating permit renewal request package to the WJB Dorn VA Medical Center for submission to SCDHEC

C.3.1 Performance: Perform Work in accordance with applicable SCDHEC and EPA regulations.

C.4 Contractor Qualification: Contractor shall have at least 2 year of successful experience in performing and preparing permit applications.

C.5 Place of Performance: VA Medical Center Columbia, 6439 Garners Ferry Road, Columbia, SC 29209.

C.6. Contract Performance Monitoring:

The government reserves the right to monitor services in accordance with Performance Based Matrix.

C.7. Invoices:

Payment will be made upon receipt of a properly prepared detailed invoice, prepared by the Contractor, validated by the Contracting Officer's Technical Representative (COTR), and submitted to VA FSC, P. O. BOX 149971, AUSTIN, TX 78714.

A properly prepared invoice will contain:

- o Invoice Number and Date

- Contractor's Name and Address
- Accurate Purchase Order Number
- Supply or Service provided
- Total amount due

C.8. Records Management Language for Contracts

The following standard items relate to records generated in executing the contract and should be included in a typical Electronic Information Systems (EIS) procurement contract:

- a. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
- b. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
- c. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
- d. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
- e. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
- f. The Government Agency owns the rights to all data/records produced as part of this contract.
- g. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
- h. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
- i. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701.

Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

- j. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.