

STATEMENT OF WORK

- I. Entity Name:** Board of County Commissioners of Routt County for the use and benefit of Routt County
Department of Environmental Health
Term: July 1, 2019 – June 30, 2020
- II. Project Description:** This project serves to allow the Contractor to perform the following air pollution activity acting as a delegated agent of the Air Pollution Control Division (APCD):
Conducting air monitoring site visits to perform first-line maintenance, install clean filters, and collect sampled filters and data at particulate monitoring sites.
- III. Definitions:**
1. APCD – Air Pollution Control Division
 2. AQS – Air Quality System, EPA’s air pollution database and data repository
 3. CDPHE – Colorado Department of Public Health and Environment
 4. CFR – Code of Federal Regulations
 5. COC – Chain-of-Custody
 6. EPA – U.S. Environmental Protection Agency
 7. Hi-Vol - PM₁₀ filter based monitors with a high volume flow rate (1.132 m³/min or 1132 L/min)
 8. ID – Filter identification number
 9. LPM – Liters per minute
 10. NAAQS - National Ambient Air Quality Standards
 11. PM – Particulate Matter
 12. PM₁₀ - Particulate matter or particles in ambient air less than ten (10) micrometers in aerodynamic diameter
 13. PSFE – Particulate Sampling Field Envelopes, which also serves as the COC form for each PM₁₀ sample
 14. SOP – Standard Operating Procedure
 15. SOW – Statement of Work document (this document)
 16. Tare filter – clean un-sampled filter that has been equilibrated and pre-weighed by a contract laboratory
- IV. Work Plan:**

Goal: To measure particulate air pollution concentrations in ambient air and ensure compliance with EPA and AQCC regulations to protect air quality in Colorado.	
Objective: No later than the expiration date of this contract, operate and maintain particulate monitors.	
Primary Activity #1	The contractor shall operate and maintain four PM ₁₀ Hi-Volume flow (Hi-Vol) monitors which will collect daily filter samples and data located at the Routt County Courthouse Annex site, 136 6th Street, Steamboat Springs, CO 80477.
Sub-Activities #1	<ol style="list-style-type: none"> 1. The Contractor shall install new tare filters, collect data and retrieve sampled filters. 2. The Contractor shall conduct first line maintenance of the PM₁₀ Hi-Vol samplers which shall include: <ol style="list-style-type: none"> a. keep samplers clean and operational; b. trouble-shoot problems; and c. contact the APCD immediately when problems cannot be resolved by operators. 3. The Contractor shall ship PM₁₀ sampled filters and associated data using the mailing envelopes provided by the APCD.
Standards and Requirements	<ol style="list-style-type: none"> 1. The contractor shall follow the Hi-Vol PM₁₀ SOP (Appendix PM1 - High Volume MFC Sampler.pdf). 2. SOP documents are available on the Colorado Air Quality website http://www.colorado.gov/airquality/tech_doc_repository.aspx and are incorporated and made part of this contract by reference. 3. The Contractor shall ensure that all employees who conduct Particulate Matter (PM) monitoring be trained by: <ol style="list-style-type: none"> a. CDPHE APCD, or

version: Purchase Order Statement of Work for Services or Services with Goods December 2015

Routt County_Purchase Order_SOW FINAL.docx

**APPROVED AS TO FORM
ROUTT COUNTY ATTORNEY'S OFFICE**

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By: Ek Date: 6/17/19

	<p>b. the Contractor, who has been trained by the APCD, and only with prior approval of the APCD.</p> <p>4. The Contractor shall comply with the applicable sections of each SOP pertinent to each parameter being monitored and associated instrument and sign the APCD Particulate Training log.</p> <p>5. The Contractor shall immediately notify the Particulate Monitoring program staff in person by telephone following the call down list provided and must reach a person (not a voice mail) to resolve any instrument malfunction or other critical problem requiring APCD staff attention. The Contractor shall not rely on phone mail or electronic mail for this notification.</p> <p>6. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The contractor shall monitor documents and website content for updates and comply with all updates.</p>	
Expected Results of Activity(s)	To successfully monitor and regulate sources of air pollution emissions and ensure compliance with EPA regulations to protect air quality in Colorado.	
Measurement of Expected Results	Field data entered into the Particulate Database are validated based on review of the Hi-Vol PSFE data.	
		Completion Date
Deliverables	1. Hi-Vol PM ₁₀ sampled filters and PSFE's must be submitted, via mail to: CDPHE Laboratory Services Division (LSD) Air Resources Laboratory (ARL) at 8100 Lowry Blvd, Denver, CO 80230.	No later than 2 weeks after sampling; all PM ₁₀ Hi-Vol filters must be mailed to CDPHE
	2. PM ₁₀ Hi-Vol Monthly Log form as referenced in Attachment 1 must be sent via email (preferably) or fax to the Particulate Monitoring Supervisor. A sample of a completed form is referenced in Attachment 2 .	No later than 10 calendar days after the end of each month

V. **Budget:** incorporated herein by this reference and identified as "**Attachment 4**".

VI. **Additional Provisions:**

The following terms and conditions are in addition to the standard purchase order terms and conditions and are to be read and interpreted in conjunction with the provisions of the purchase order. Wherever used in the following provisions, "Contractor" and "Vendor" shall have the same meaning. Contractor and/or Vendor – any party to which a Purchase Order is issued.

To receive compensation under the Contract, the Contractor shall submit a signed **Quarterly Invoice Form**. This form will be sent to you electronically (sample reimbursement/invoice form is attached as **Attachment 3** or it is also accessible from the CDPHE internet website. This form is titled "Air Pollution Control Division (APCD) Custom Invoice for Locals" and can be found here: <https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links> this form is incorporated and made part of this Contract by reference. The Invoice Form must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work and **Budget, Attachment 4**. The Contractor shall submit the invoice using one of the three methods listed below.

Mail to:

Peggy DeOrio, Contract Manager
Air Pollution Control Division (APCD)
Colorado Department of Public Health and Environment
APCD-ADM-B1
4300 Cherry Creek Drive South
Denver, Colorado 80246

Scan the completed and signed Invoice Form into an electronic document. Email the Invoice form to: Peggy DeOrio, Contract Manager, peggy.deorio@state.co.us

Fax the completed and signed Invoice Form to: Attention: Peggy DeOrio, Contract Manager, 303-782-5493.

Final billings under the Contract must be received by the State within a reasonable time after the expiration or termination of the Contract; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Contract.

A. ENTIRE AGREEMENT

These Provisions together with the Purchase Order constitute the entire agreement between the parties, and supersedes all prior proposals, agreements or other communications between the parties.

V. Monitoring:

CDPHE's monitoring of the purchase order for compliance with performance requirements will be conducted throughout the purchase order period by the APCD Particulate Monitoring Supervisor. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and review of inspection reports along with review of monthly reports. The Contractor's performance will be evaluated at set intervals and communicated to the contractor.

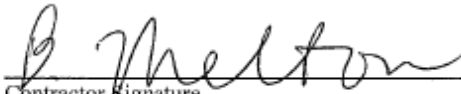
VI. Resolution of Non-Compliance:

The Contractor will be notified in writing within (30) calendar days of discovery of a compliance issue. Within (30) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the Particulate Monitoring Supervisor and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Terms and Conditions of this Purchase Order.

VII. Attestation:

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

M. Elizabeth Melton, Chair BCC
Contractor Name (Print) and Title


Contractor Signature

6/17/2019
Date



CONTRACT REIMBURSEMENT STATEMENT

Attachment 3

INVOICE NUMBER:
(maximum 12 characters)

To: Colorado Dept. of Public Health & Environment

Attn: Peggy DeOrto

Air Pollution Control, B1-A,DM

4300 Cherry Creek Drive South

Denver, CO 80246

Phone: 303-692-3107 - Fax: 303-782-5493

From:

Dates: From:

To:

Final Bill:

FEIN#:

Contract/PO #

Activity/Task	Hourly/Task Rate	Enter No. of Tasks/Samples Completed	Hours Paid Per Task	Reimbursement Requested
Title V Source Inspections	\$0.00		0.00	\$0.00
Syn Minor Source Inspections	\$0.00		0.00	\$0.00
Minor Source Inspections	\$0.00		0.00	\$0.00
Complaint Investigation	\$0.00		0.00	\$0.00
Open Burning Permits	\$0.00		0.00	\$0.00
Professional Training Activities	\$0.00		0.00	\$0.00
Other:	\$0.00		0.00	\$0.00
Gaseous Site:	\$0.00		0.00	\$0.00
Gaseous site:	\$0.00		0.00	\$0.00
Gaseous Training	\$0.00		0.00	\$0.00
Air Toxics	\$0.00		0.00	\$0.00
Operation & Maintenance of PM10 Monitors	\$12.00		Enter Number of Actual Hours	\$0.00
Operation & Maintenance of PM10 Low Vol Monitors	\$0.00		0.00	\$0.00
Operation & Maintenance of PM2.5 TEOM Monitors	\$0.00		0.00	\$0.00
Operation & Maintenance of PM2.5 FRM Monitors	\$0.00		0.00	\$0.00
Operation & Maintenance of PM2.5 Speciation Monitors	\$0.00		0.00	\$0.00
Asbestos	\$0.00		0.00	\$0.00
CFC Activities	\$0.00		0.00	\$0.00
TOTAL				\$0.00

(Use affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, that all relevant progress or other reports have been timely filed, and all contract milestones/vendor tasks related to the billing period have been achieved.)

E. Miller

Signature & Title

Chair, BEC

6/17/2019

To be Signed by CDPHE Program Director or Delegate

I affirm that I or my staff have reviewed the contractor's invoice and supporting documentation (as required), progress reports and other communications with the contractor, and believe to the best of my knowledge that the contractor is in compliance with all contract provisions.

Signature & Title

Date

To be Signed by CDPHE Fiscal Officer or Delegate

I certify that the claimed expenses have been reviewed by me for compliance with the requirements of the funding source and the State of Colorado Fiscal Rules, and are eligible for the appropriate funding source.

Signature & Title

Date

FY20 BUDGET

County: Routt		Rate	\$12.00		Do not overwrite		
Project Manager and Contact Information	Activity/Task	Budgeted By	Number of Tasks/Samples	Hours per Task	Total Hours	Hourly Rate	Total
Patrick McCreary phone #: 303-652-3235 p.mccreary@routt.co.us	Operation & Maintenance of PH110 Members	Samples	365			\$12.00	\$4,380.00
			365		0		\$0.00
Total							\$4,380.00

Shaded cells are formula driven - Do Not overwrite.