



**CONFIDENTIAL**  
**SCOPE OF WORK**  
**(“SOW”) Rev. 1**

**Lube Oil Analysis for Jefferson Parish Department of Public Works-  
Drainage, Pumping Station Operations, and All Jefferson Parish Agencies and  
Municipalities.**

**September 5, 2018**

**I. PROJECT OVERVIEW AND OBJECTIVE**

Vega Oil Reclamation, commonly referred to as VOR and/or VOR Oil in this SOW, will provide periodic reports and recommendations upon execution of bid award and contract. VOR will analyze oil analysis results after each sample is tested. VOR will recommend any further actions necessary that can be derived from oil analysis results. VOR will also provide all necessary equipment for Jefferson Parish employees to oil sample. This includes but is not limited to bottles, labels, boxes, shipping costs, and testing and analysis.

**II. PLACE OF PERFORMANCE**

- A) Samples are to be pulled by Jefferson Parish employees and sent to 7451 Winton Dr, Indianapolis, Indiana 46268.
- B) The appropriate sampling, labeling, shipping, and safety procedures will be provided through training from Vega Oil Reclamation employees upon being awarded the contract for bid.
  - VOR will meet with Jefferson Parish shortly after being awarded the bid to coordinate and schedule sample intervals, sample collection, identifications, provision of an adequate supply of sample bottles and shipping containers, reporting procedures, billing procedures and similar details.

**III. PERIOD OF PERFORMANCE**

- A) The period of award for this SOW will begin upon contract award and continue for a period of two (2) years.

**IV) Scheduling**

- A) Jefferson Parish and VOR will agree upon sampling scheduling, on a monthly (or as needed) basis.
  - (1) Updated scheduling will identify
    - (a) All equipment that Jefferson Parish requires program participation from
    - (b) Date of last testing



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- (c) Scope last testing (test/package type, regular test, retest, etc.)
- (d) Results of last testing
- (e) Date of next scheduled testing required
- (f) Scope of next scheduled testing required

**V) Oil/Fuel Sampling Preparation**

A) VOR Oil will provide packages to Jefferson Parish locations a week prior to being needed. Packages must include required material for pulling and packaging the samples for a DOT/EPA compliant shipment to the laboratory:

- 1) Bottles
- 2) Labels for bottles
- 3) Return container (with postage) to properly package and return samples to lab facility for analysis. Will be shipped FOP Delivered, paid for and provided by VOR.

B) Jefferson Parish will supply labor for sampling, packaging the samples and shipping them with the sample data sheet to VOR's designated laboratory (address and shipping instruction will be included).

**V) Testing Procedures**

- A. Samples will be processed and tested according to ASTM standards.
- B. Samples will be tested for all contaminants, metallic elements, gear wear, and physical properties requested by Jefferson Parish.