

AGENDA

**THE COMMISSIONERS OF PUBLIC WORKS
OF THE CITY OF SPARTANBURG, S.C.
Meeting Place: 301 South Avenue, Spartanburg, SC, 29306**

REGULAR MEETING

**Tuesday, September 23, 2025, 3:00 p.m.
(or immediately following SSSD meeting)**

This is a regular meeting of The Commissioners of Public Works of the City of Spartanburg, S.C. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies have been forwarded to local and nearby news media (including Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 26, 2025**

OLD BUSINESS

- 3. NATIONAL LEAGUE OF CITIES (NLC) WARRANTY PROGRAM BY HOMESERVE**

The NLC Service Line Warranty Program by HomeServe was created to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. The NLC Service Line Program will utilize Spartanburg Water's logo to brand the materials used to educate our customers about the repair service plans. Program marketing literature clearly discloses that the NLC Program and Spartanburg Water are separate entities and that the program is voluntary for customers of Spartanburg Water. The NLC Service Line Warranty Program will create all marketing materials with input from Spartanburg Water and will submit all marketing/communication materials to Spartanburg Water for final approval before sending any information out to our customers.

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There will be no cost for Spartanburg Water to participate in this program, and Spartanburg Water will receive 10% of payments received in the form of a royalty, paid annually. In addition, Spartanburg Water will receive a license fee of \$60,000 paid over three years. All royalty received from this program will be credited to the Spartanburg Water Good Neighbor Program that is used to assist customers who are struggling financially with paying their Spartanburg Water, water and/or sewer bills. We do not expect to launch this program until January 2026.

The NLC Service Line Warranty Program requires that Spartanburg Water permit the use of our company logo/branding, which management requests Commission approval.

NEW BUSINESS

FINANCE AND PROCUREMENT

AGENDA ITEMS 4-7

4. MONTHLY FINANCIAL REPORT

A financial summary of SWS expenditures and revenues for the two-month period ending August 30, 2025, will be reviewed by the Chief Financial Officer.

5. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

Proposals were received on August 13, 2025, from suppliers that can furnish and maintain employee uniforms for the Spartanburg Water System (SWS) and Spartanburg Sanitary Sewer District (SSSD). The service is currently under contract with Cintas at an annual cost of \$85,000. The solicitation requested proposals from suppliers who provide expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all uniform wearing employees. In addition, suppliers were to furnish and maintain building floor mats for SWS and SSSD facilities and to have a processing center within 75 miles of the city limits of Spartanburg, SC.

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A cross functional evaluation team consisting of staff from various departments was formed to evaluate the proposals from potential uniform suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide cost; approach and strategy; schedule; technical competency; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, Demand Star bid platform and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial 36-month term with two optional one-year renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
ALSCO Charlotte, NC	\$47,432.85
Prudential Uniforms Duncan, SC	\$52,724.98
Unifirst Simpsonville, SC	\$59,372.80
Cintas Spartanburg, SC	\$81,031.34

Management recommends an award to Unifirst. While their proposal was not the lowest bid, Unifirst was the lowest bid with the highest scoring proposal at an annual cost of \$59,372.80. Funding will be provided from operating funds and allocated between SWS (\$41,560.96) and SSSD (\$17,811.84).

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6. PROPOSALS FOR BILL PRINTING, INSERTING, AND MAILING SERVICES

Proposals were received on August 19, 2025, from suppliers that can receive formatted billing data and to print, insert, sort, and mail water and sewer bills to customers. The current contract for these services is with Amsive, LLC at an annual cost of \$422,000.

An evaluation team was formed to evaluate the proposals from potential bill printing and mailing service suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of five areas and required the supplier to demonstrate their ability to provide approach and strategy; technical competency; cost; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, and Demand Star bid platform. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Surebill Duluth, GA	\$446,640
OneSource Buffalo Grove, IL	\$469,346
Infosend Anaheim, CA	\$469,543
Matrix Coppell, TX	\$500,064
RevSpring Nashville, TN	\$540,166

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Management recommends an award to Infosend. While their proposal was not the lowest bid, Infosend was the lowest bid with the highest scoring proposal at an annual cost of \$469,543. Funding will be provided from operating funds and allocated between SWS (\$328,680.10) and SSSD (\$140,862.90).

7. INVITATION FOR BID FOR CONSTRUCTION MATERIALS

Invitations for Bid were received on August 17, 2025, from suppliers who provide and deliver construction materials such as screenings, crusher run, #5 stone, surge stone and rip rap to SWS locations.

Invitations were placed in the local media, posted to the Spartanburg Water website, Demand Star a bidding platform, and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs were determined based on prior year tonnage and delivery costs. The contract is for an initial twelve-month term with two optional one-year renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Inman Stone Inman, SC	\$124,026.50
Demtek LLC Spartanburg, SC	\$132,530.00
Envirogreen LLC Greenville, SC	\$146,572.00
Vulcan Materials Piedmont, SC	\$149,162.50
Green Dream International Erie, PA	\$175,345.09

Management recommends an award to Inman Stone at the presented cost of \$124,026.50. Funding will be provided from SWS operating funds.

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AGENDA ITEM 8 OPERATIONS

8. UPDATE ON THE LEAD AND COPPER TRIENNIAL COMPLIANCE SAMPLING

Management will update the Commission on the status of Lead and Copper triennial sampling program.

AGENDA ITEMS 9-10 ENGINEERING

9. RECEIPT OF BIDS – HIGHWAY 221 REGULATOR AND HIGHWAY 9 ALTITUDE VALVE IMPROVEMENTS

Bids were received on September 4, 2025, for the Highway 221 Regulator and Highway 9 Altitude Valve Improvements Project. The Highway 221 Pressure Reducing Station was constructed in 1954, and the Highway 9 Altitude Valve facility was constructed in 1977. Both facilities provide important pressure regulating functions for the distribution system. The regulators, altitude valve, controls, and isolation valves have reached the end of their useful lives and are in need of replacement.

Four contractors obtained the bid documents for the project and four contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Greenstone Construction LLC Seneca, SC	\$582,680
Cove Utility LLC Easley, SC	\$588,000
Langston Construction Company of Piedmont LLC Piedmont, SC	\$764,000
T.P. Howard's Plumbing Co., Inc. Fairview, NC	\$1,620,000
Engineer's Estimate	\$675,000

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Management recommends awarding the contract to the lowest responsive bidder, Greenstone Construction LLC, of Seneca, SC for the amount of \$582,680. This project will be funded by depreciation funds.

10. AGREEMENTS EXECUTED BY THE CHIEF EXECUTIVE OFFICER ON BEHALF OF THE COMMISSION

The following agreements have been executed on behalf of the Commission by the Chief Executive Officer in accordance with the resolution adopted by the Commission on January 26, 2023.

A. Outside City Private Fire Service Agreements

1) Extra Space Storage FS

Extra Space Storage, located at 1909 Boiling Springs Road in Boiling Springs, SC wishes to connect a 6-inch water line to the Commission's 8-inch water line, in an easement off 4th Street, to serve a private hydrant for the above-mentioned storage facility. Oak Springs, Blakeway Fund and Palm Management, LLC's wish to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

2) Spartanburg Zimmerman FS

Spartanburg Zimmerman located at 658 Zimmerman Road in Spartanburg, wishes to connect a 6-inch water line to the Commission's 8-inch water line within an easement to serve a private fire protection system, including five private hydrants, for the above-mentioned speculative warehouse. SC Spartanburg Zimmerman I, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$1,338.96

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3) Spartanburg Zimmerman FS

Spartanburg Zimmerman located at 670 Zimmerman Road in Spartanburg, wishes to connect a 6-inch water line to the Commission's 8-inch water line within an easement to serve a private fire protection system, including five private hydrants, for the above-mentioned speculative warehouse. SC Spartanburg Zimmerman I, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$1,338.96

B. Outside City Water Main Extension Agreements

1) Evergreen Subdivision

Holly Drive Properties, Inc., is developing Evergreen Subdivision off Fairview Church Road. The development will consist of 99 residential lots, approximately 2,390 linear feet of 8-inch water main; 810 linear feet of 6-inch water main; 300 linear feet of 4-inch water main; 270 linear feet of 2-inch water main; and three hydrants. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

11. PERMITS ISSUED AT THE RESERVOIR

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with new construction and replacement.

LAKE BOWEN RESERVOIR

- (1) Timothy Joel Edwards Alicia Holcombe Edwards, and Coltan Drue Edwards,** desire to construct a hard pathway on Lake Bowen.
- (2) Anthony R. Guarriello,** desires to construct a boat lift on Lake Bowen.
- (3) Lasse Nienhaus,** desires to construct a dock, hard pathway, and stabilize the shoreline on Lake Bowen.

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- (4) **Jeffrey D. Stanley**, desires to stabilize the shoreline on Lake Bowen.
- (5) **Jeffery Robert Todd and Melissa Ballard Todd**, desire to stabilize the shoreline on Lake Bowen.
- (6) **Halford Gaines Warlick, III**, desires to construct a dock and hard pathway on Lake Bowen.

LAKE BLALOCK RESERVOIR

- (1) **Charles A. Wofford, III**, desires to construct a hard pathway on Lake Blalock.

MUNICIPAL RESERVOIR 1

NONE

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with acknowledgement of ownership.

LAKE BOWEN RESERVOIR

- (1) **LeeAnn Egolf**, personal watercraft lift on Lake Bowen.
- (2) **Dustin Craig Humphries and Meagan Humphries**, personal watercraft lift on Lake Bowen.
- (3) **Randel Roberts and Nancy Roberts**, personal watercraft lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (4) **Richard D. Street, Jr., Patricia L. Street, and Margret Street**, (“Grantee”) as joint tenants with rights of survivorship and not as tenants in common, boat ramp, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.

LAKE BLALOCK RESERVOIR

- (1) **Bradley Clark and Lori Clark**, dock replacement on Lake Blalock.

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- (2) **Stephen Lochner**, dock replacement and hard pathway on Lake Blalock.
- (3) **Christian Rodriguez**, dock replacement and hard pathway on Lake Blalock.

MUNICIPAL RESERVOIR #1

NONE

- 12. **CHIEF EXECUTIVE OFFICER REPORT**
- 13. **REFERRALS**
- 14. **ADJOURNMENT**