

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, February 27, 2018, 2:15 p.m.

This is a regular meeting of the Spartanburg Sanitary Sewer District Commission. 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. **PRAYER**
2. **APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 23, 2018**
3. **MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2018.

4. **CUSTOMER SURVEY**

Debbie Liberty of Research, Inc., will present the results of the Fall 2017 Customer Survey.

5. **SPARTANBURG WATER WAS THE RECIPIENT OF TWO NATIONAL AWARDS AT THE NATIONAL ASSOCIATION OF CLEAN WATER AGENCIES (NACWA) WINTER CONFERENCE IN NAPA, CALIFORNIA**

Water Resources Utility of the Future Award: Spartanburg Water was the sole recipient of The *Water Resources Utility of the Future Award*, given to member agencies that demonstrate bold, transformational leadership in managing resources, partner effectively in local economic development, and engage stakeholders – resulting in environmental, economic, and social benefits.

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Public Information & Education Award: Spartanburg Water was recognized for its innovative programs to engage its customers, including Choose Tap, Water Matters and events like Paddle Fest and Lake Sweep. The *Public Information & Education Awards* honor agencies for their inventive efforts to educate the public on the effects of wastewater treatment and pollution control on the environment.

6. WORKERS' COMPENSATION INSURANCE RENEWAL

Spartanburg Water's Workers' Compensation insurance renews on April 1, 2018. The current carrier, Summit, has submitted a renewal quote of \$167,423.52 which is a 2.8% reduction in our current plan.

Staff also received additional quotes from Brickstreet, Key Risk, and Amerisure:

Brickstreet	\$163,237
Key Risk	\$173,036
Amerisure	\$177,451

Based on the findings of the evaluation committee, management recommends approval of Summit as the Workers' Compensation carrier.

The recommendation is to remain with Summit for 2017-2018 as our Workers' Compensation carrier. The allocation between companies is \$41,855.88 for SSSD and \$125,567.64 for SWS.

7. GREENPOND PUMP STATION, FORCE MAIN, AND GRAVITY SEWER PROJECT – PROFESSIONAL SERVICES

Following the completion of the Ben's Creek Sewer Master Plan, staff proceeded to procure design services to implement the recommendations contained in this report. The goal was to identify engineering firms who had completed projects which were similar in scope to those outlined in this report. The Idlewood Pump Station and Force Main Project, designed by Hill Engineering, LLC, met this criterion. This project, and others designed by Hill Engineering, LLC, had been performing well for a number of years.

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Hill Engineering, LLC, was contacted; and, over the past two months, has conducted a detailed evaluation of the Ben’s Creek report and project concept, along with preliminary field work related to property availability and force main routing.

Hill Engineering, LLC, has submitted a proposal to design, permit, and provide construction management services for the pump station, 15,700 LF of force main, and approximately 2,500 LF of gravity sewer along Ben's Creek.

This project will include the design of a regional pump station and force main to serve the currently unserved area of the Sewer District located west of Greenpond Road, south of Lightwood Knot Road, north of Hwy. 417, and east of Hwy. 101. The project will also include approximately 2,500 LF of gravity sewer that will drain into the pump station, which will encourage subdivision development. The preliminary estimate for construction of the pump station and force main is \$2,270,000 and \$965,000 for the gravity sewer.

The engineering services provided by Hill Engineering, LLC, will also include the preparation of necessary easement plats and assistance with bidding the project.

The project will proceed in two phases as follows:

Phase 1A: The Greenpond Pump Station and Force Main Project

Engineering	\$152,500
Surveying and Easement Plat Preparation	\$ 22,000
Construction Management	<u>\$ 9,000</u>
Subtotal	\$183,500

Phase 1B: Gravity Sewer from Pump Station to Fowler Road

Engineering	\$ 48,000
Surveying and Easement Plat Preparation	\$ 8,500
Construction Management	<u>\$ 5,700</u>

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Subtotal	\$ 62,200
<u>Owner-directed allowance</u>	<u>\$ 25,000</u>
Total Not-To-Exceed Cost	\$270,700

8. JANITORIAL SERVICES CONTRACT

Proposals were received on January 23, 2018, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

The scope of work calls for placing personnel as needed at the Administrative Complex, the C&D complex, the R.B. Simms Water Treatment Plant (including the Pavilion), and the Fairforest Reclaimed Water Treatment Plant to provide services at each facility as detailed in the Request for Proposals.

A pre-bid conference was held and guided site tours provided to further familiarize the bidders with the locations, the overall size of the facilities, and the work required.

Ten prospective contractors attended the pre-bid meeting and a tabulation of the responses is listed below. The costs are represented in annual totals, based on an initial 12-month term with two optional renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
USS Facility Services Greenville, SC	\$154,872
Quality Cleaning Service Spartanburg, SC	\$139,080
Commercial & Industrial Cleaning Management (CICM) Spartanburg, SC	No Response

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Carolina Building Services Welford, SC	No Response
Stratus Building Solutions Greenville, SC	No Response
Jani-King Greenville, SC	No Response
City-Wide Spartanburg, SC	No Response
Sunbelt Janitorial Group Spartanburg, SC	No Response
Professional Custodial Services (PCS) Spartanburg, SC	No Response
Clean Crew, Charles Lee Spartanburg, SC	No Response

Quality Cleaning Services is the current service provider.

Based on the findings of the evaluation committee, an examination of provided references, and the cumulative scores of the proposals, management recommends an award be granted to USS Facility Services in the annual amount of \$154,872.

The services will be funded from the operating budget as follows:
SSSD – \$50,511.84 and SWS – \$104,360.16.

**9. RESPONSES TO A REQUEST FOR PROPOSAL (RFP) FOR THE
INSTALLATION OF SIXTY-NINE ARC FLASH DISCONNECT BOXES**

Responses to a Request for Proposal (RFP) for the installation of sixty-nine arc flash disconnect boxes at SSSD lift stations were received on February 15, 2018. The Installation of arc flash disconnect boxes was recommended in the November 2016, Arc Flash Risk Assessment. The arc flash disconnect boxes are being installed to allow the disconnect from the power

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source and provide a safer work area for employees while performing routine maintenance, troubleshooting and repairs on electrical equipment.

Invitations to respond were forwarded to prospective bidders and publicized in the local media and State Procurement Website. Six contractors received RFP documents and two submitted a proposal. A cost tabulation of the response is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Gregory Electric Spartanburg, SC	\$345,829.05
Paul Young Electric Inman, SC	\$394,781.49

The RFP required a defined approach and strategy, technical competence, adherence to the schedule, cost proposal, reply to the Community Benefit Program and MWBE participation. Due to scheduling conflicts and timing constraint the responses were limited. Gregory Electric submitted a complete proposal successfully addressing the requirements of the RFP.

Management recommends awarding the project to Gregory Electric for the amount of \$345,829.05. Funding for the project will be provided through the Sewer District capital budget.

10. ECONOMIC DEVELOPMENT REPORT

Management will provide the Commission with a summary of economic development activities in the service area for 2017.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS