

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, September 25, 2018, 2:45 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. PUBLIC COMMENT**
- 3. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 28, 2018**
- 4. MONTHLY FINANCIAL REPORT**

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

- 5. 2019 RETIREE SUPPLEMENTAL INSURANCE**

Current Spartanburg Water retirees who are 65 and over are covered on a Medicare Supplement Insurance Plan provided by United American that includes prescription coverage. The plan renews in January 2019, and the renewal rates are shown below, this represents a 5.7% increase.

Spartanburg Water requested additional quotes for the supplemental insurance plan.

United American Insurance Company	\$185,484
Hartford	\$188,210
Transamerica	\$189,564

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Management recommends approval of the lowest bid United American Insurance Company as the provider of over 65 retiree Medicare supplemental benefits effective January 1, 2019. The approximate cost for each company is \$55,645.20 (SSSD) and \$129,838.80 (SWS).

6. 2019 HEALTH INSURANCE AGENT/BROKER RENEWAL

Since October 2009, Steinberg and Associates has been acting as Spartanburg Water's consultant/broker of record for health, dental, disability, and voluntary life plans. (This includes vision, prescription drug cards, and reinsurance as applicable).

During these past several years, the value of having Steinberg & Associates as our agent has been demonstrated by their attention to details that resulted in savings and significant reimbursement to the company from our re-insurer. Their knowledge and oversight provides the expertise needed in the complicated medical insurance industry.

Steinberg and Associates submitted a renewal proposal for their professional services of \$30,000 for the 2019 calendar year. This represents no increase in cost from the previous year.

Management recommends renewing the agent/broker agreement with Steinberg and Associates. The allocation between companies is \$7,500 for SSSD and \$22,500 for SWS.

7. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

Proposals were received on August 9, 2018, from suppliers that have the ability to furnish and maintain employee uniforms for the Spartanburg Water System and Spartanburg Sanitary Sewer District. The solicitation for proposals asked for prospective suppliers to supply expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all Spartanburg Water uniform wearing employees. As part of the solicitation, prospective suppliers were also asked to provide a proposal to furnish and maintain building floor mats for SWS and SSSD facilities. Participating suppliers were required to have a service center within 75 miles of the city limits of Spartanburg in Spartanburg County.

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An evaluation team made up of staff from various departments was formed to receive input from the employees about the uniforms provided. 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; transition and service 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 local media and forwarded to prospective suppliers. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial twelve month term with two optional renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Aramark Duncan, SC	\$53,400.81
Cintas Spartanburg, SC	\$64,926.16
Unifirst Simpsonville, SC	NO BID

Management recommends an award be granted to Cintas at an annual cost of \$64,926.16 based on their highest scoring proposal. Funding will be provided from Operating Funds and allocated between SSSD (\$16,880.80) and SWS (\$48,045.36).

8. UNARMED SECURITY GUARD SERVICES

Proposals were received on August 1, 2018, from qualified firms to provide unarmed security guard services. The scope of services includes site visits at specified locations and the inspection of critical assets at designated areas. The firms are required to furnish uniformed guards and logoed vehicles with the applicable technology to electronically document the

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completion of each site visit. Guards will also address and respond to any special needs as they occur.

Proposals were solicited from suppliers requiring them to address submittal requirements pertinent to the scope of services. These requirements were scored as part of the evaluation criteria by a five person evaluation team. Requirements included the firm’s approach; warranty and risk mitigation; organization and experience; MWBE utilization; Community Benefit Program; and cost.

Invitations were forwarded to prospective contractors and advertised in the local media. A tabulation of the annual costs are listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Chief Security Services Greenville, SC	\$84,818.67
Allied Universal Security Services, LLC Greenville, SC	\$101,803.03
CMA Services, Inc. Hartsville, SC	\$104,350.10
DSI Security Services Charlotte, NC	NO RESPONSE

Management recommends an award to Allied Universal Security Services, LLC with a cost of \$101,803.03 based on their highest scoring proposal.

Funding will be provided from Operating Funds and allocated between SSSD (\$20,487.86) and SWS (\$81,315.17).

9. REPLACEMENT OF VEHICLES AND EQUIPMENT FOR FY 2019

Staff has evaluated the SSSD vehicle and equipment fleet for replacement needs for FY 2019. Of the items considered, ten items have been selected for replacement. All vehicles and equipment selected meet the established depreciation replacement criteria, having in excess of 125,000 miles, being

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in service for 10 years, or are experiencing excessive repair needs and down time. Performance history is also factored into the recommendation.

Management proposes the following replacements for FY 2019:

- #518 – 2010 Dodge Dakota PU
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- #RLM 14 – 2011 Exmark Zero turn mower
- #714 - 2009 Ford F250 4WD, Open Body Service Truck
- #726 – 2009 Ford F250 4WD, Open Body Service Truck
- #751 – 2001 GMC 8500 Dump Truck
- #715 – 2009 Dodge 3500 Sprinter Van
- #539 – 2008 Peterbilt Pumper Truck
- #PGD 01 – 1989 Onan Portable Generator
- #PGD 7 – 1996 John Deere Portable Generator

Total Budget: \$809,000

Where possible, vehicle and equipment replacement purchases will be completed through the South Carolina Materials Management Office Contracts. Applicable local dealers will be given an opportunity to meet the State Contract pricing.

Alternative fuel vehicle replacements will be evaluated based on application and the availability of electric/gasoline hybrids.

Management recommends approval of the vehicle and equipment replacement schedule to be funded from the depreciation fund.

**10. RECEIPT OF BIDS – EVANS MOBILE HOME PARK PUMP STATION
ELIMINATION SEWER PROJECT PHASE 2**

Bids were received on September 13, 2018, for the Evans Mobile Home Park Pump Station Elimination Sewer Project Phase 2. This project will complete the 1,250 linear feet extension of an 8-inch gravity sewer line from an existing manhole on Wadsworth Drive, proceeding along Lundquist Drive and continuing through easements to the pump station site. This project will allow the elimination of the pump station serving the Evans Mobile Home Park. This pump station was initially placed in service in 2001 and was

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acquired by the Sewer District in 2008 as part of the Spartanburg City Sewer System. The first phase of this project was previously constructed as a public-private partnership with the developer of the Weststone Townhomes. The developer’s contractor installed the initial ± 350 linear feet of gravity sewer in an easement that was obtained from the developer at no cost to the District.

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

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
C.J. Compton Plumbing & Heating, Inc. Spartanburg, SC	\$270,721
North American Pipeline Management, Inc. Marietta, GA	\$288,704
Greenstone Construction, LLC Seneca, SC	\$305,335
Bradley Contracting, Inc. Inman, SC	NO BID
Engineer’s Estimate	\$248,463

Management recommends awarding the contract to the lowest responsive bidder, C.J. Compton Plumbing & Heating, Inc., of Spartanburg, SC for the amount of \$270,721. This project will be funded by capital funds.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS