

AGENDA

THE COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, S.C.

**Meeting Place:
SPARTANBURG MARRIOTT
IN THE HERITAGE F ROOM
299 N. Church Street, Spartanburg, SC 29306**

REGULAR MEETING

Tuesday, September 25, 2018, 4:15 p.m.

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. PUBLIC COMMENT**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 28, 2018**
- 3. MONTHLY FINANCIAL REPORT**

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

- 4. WATER QUALITY REPORT**

Management will provide an update on water quality.

- 5. REPORT ON THE DRINKING WATER RESERVOIRS**

Management will provide an update on activities with the drinking water reservoirs.

- 6. HURRICANE UPDATE**

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

Management will provide an update on preparations taken for Hurricane Florence and its impact to facilities.

7. 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

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 \$129,838.80 (SWS) and \$55,645.20 (SSSD).

8. 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.

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

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

9. 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.

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.

BIDDER

AMOUNT OF BID

Aramark
Duncan, SC

\$53,400.81

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

Cintas Spartanburg, SC	\$64,926.16
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Unifirst Simpsonville, SC	NO BID
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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 SWS (\$48,045.36) and SSSD (\$16,880.80).

10. 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 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

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

CMA Services, Inc. \$104,350.10
Hartsville, SC

DSI Security Services NO RESPONSE
Charlotte, NC

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 SWS (\$81,315.17) and SSSD (\$20,487.86).

11. REPLACEMENT OF VEHICLES AND EQUIPMENT FOR FY 2019

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

- #221 – 2011 Dodge Dakota PU
- #240 – 2011 Dodge Dakota PU
- #437 – 2011 Dodge Dakota PU
- #631 – 2012 Chevrolet PU
- #661 – 2011 Dodge Dakota PU
- #672 – 2000 GMC 8500 Dump Truck
- #675 – 2002 GMC 8500 Dump Truck
- #662 – 2005 Ford F450 Regular Cab 2wd
- #677 – 2007 Ford F750 Dump Truck
- #678 – 2005 Ford F750 Dump Truck
- R3 – 2010 Wacker Asphalt Roller
- RLM15 - 2012 Husqvarna Mower
- Boat 71 – 1989 Monarch Jon Boat
- CC 61 – 2008 Diamond Street Saw
- AC19 – 2006 Sullivan Air Compressor

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

AC20 – 2006 Sullivan Air Compressor

Total budget: \$751,000

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

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

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

12. PROPOSED REVISIONS TO SPARTANBURG WATER'S CROSS CONNECTION CONTROL PROGRAM

Management is proposing revisions to the Spartanburg Water System's Cross Connection Control Program. Spartanburg Water, in accordance with the Federal Safe Drinking Water Act of 1974 and South Carolina State Primary Drinking Water Regulations, has the primary responsibility for preventing water or any other substances from entering the public potable water system by initiating and maintaining a viable cross connection control program. The program consists of locating and eliminating unprotected cross connections and maintaining records of existing backflow prevention assemblies or devices, and that these devices are tested annually to indicate compliance. Spartanburg Water currently has over 4,750 devices that must meet these requirements on an annual basis. The Cross Connection Control Manual last revisions were in May 2011.

These proposed revisions consist of:

- Section 4 Definitions – Word modifications made for added clarity.
- Section 5 Responsibilities – Emphasizes the preferred method of protection as containment behind the meter and the tester qualifications.
- Section 6 Requirements – Wording modifications for liability clarification.

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

- Section 8 Requirements – Identification of time line for non-compliance.
- Section 10 Testing Requirements – Non-compliance time frame shortened and more detailed description of the notification and testing process.
- Section 11 Enforcement Authority – New section – Defines Spartanburg Water System’s enforcement authority and strengthens procedures.

Management provided this as information in the August Commission Meeting and is now recommending approval of these revisions to the Spartanburg Water System’s Cross Connection Control Program.

13. RECEIPT OF BIDS – ALDRICH ROAD-POINT SOUTH WATERLINE INSTALLATION PROJECT

Bids were received for the Aldrich Road-Point South Waterline Installation Project on September 11, 2018. The project consists of installation of approximately 2,000 linear feet of 8-inch ductile iron pipe, and related appurtenances.

Seven contractors obtained the bid documents for the project with six contractors submitting a bid. A tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
NWF Industries, LLC Lexington, SC	\$97,115.00
C.J. Compton Plumbing & Heating, Inc. Spartanburg, SC	\$97,915.00
Double R Utilities, Inc. Gaffney, SC	\$103,633.38
Central Builders, Inc. Rocky Mount, NC	\$133,646.00

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

North American Pipeline Management, Inc. Marietta, GA	\$157,065.00
Holzheimer Construction, Inc. Gilbert, SC	\$189,635.00
Payne, McGinn, & Cummins, Inc. Travelers Rest, SC	NO BID
Engineer's Estimate	\$105,000.00

Management recommended awarding the contract to the lowest responsive bidder, NWF Industries, LLC, of Lexington, SC based on their bid of \$97,115.00. This project is being funded partially by outside participation fees in accordance with the SWS Participation Policy and SWS capital funds.

14. 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 March 28, 1989.

A. Inside City Private Fire Service Agreements

(1) Peddler FS

The Peddler located at 149 W. Main St, Spartanburg, SC wishes to connect to a 6-inch water line to the Commission's 6-inch water main, running under a pedestrian area formally known as Wall St, to serve a private fire protection system for the above-mentioned restaurant. 4 Henry Investments, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$148.76

B. Outside City Water Main Extension Agreements

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

(1) SMC-Powell Mill Road Waterline Extension

Spartanburg Methodist College proposes to install approximately 200 LF of 8-inch water main and one fire hydrant to serve a new student fitness center. The developer will bear all costs.

C. Lake Agreements

Applications have been submitted and all fees have been paid on the following Lake Agreements.

- (1) Randy B. Spitler and Jodie D. Spitler** desire to construct a hard pathway at Lake Blalock.
- (2) Steven P. Leahy** desires to replace a dock at Lake Blalock.
- (3) Bruce R. and Jacquelyn P. Fraedrich** desire to replace a dock and construct a hard pathway at Lake Blalock.
- (4) Roland Elmore and Carolyn Elmore** desire to replace a dock at Lake Bowen.
- (5) Lewis L. Rawls** desires to construct a personal watercraft lift at Lake Bowen.
- (6) Elke H. Schoelkopf** desires to replace a dock at Lake Bowen.
- (7) Donald R. Morrow Sr. and Sandra K. Morrow** desire to construct a personal watercraft lift at Lake Bowen.
- (8) Dee Camp** desires to construct a boat lift and a personal watercraft lift at Lake Bowen.
- (9) Randall A. and Patricia S. Collins** desire to replace a dock and construct a boat lift at Lake Bowen.
- (10) Michael P. Young and Heather A. Lawter** desire to construct a hard pathway and personal watercraft lift at Lake Bowen.

AGENDA – Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 299 N. Church Street, September 25, 2018

- (11) **Dan C. Crow and Gwen K. Crow** desire to construct a dock and stabilize the shoreline at Lake Bowen.
- (12) **Michael D. Lindsay and Ivey I. Lindsay** desire to construct a personal watercraft lift at Lake Bowen.
- (13) **Adrienne Chapman Barnwell, Tracy Lynn Chapman, and Dustin Harold Chapman** desire to replace a dock at Lake Bowen.
- (14) **Christopher Coggins** desires to construct a dock and stabilize the shoreline at Lake Bowen.
- (15) **Charles T. Senn and Lynn Senn** desire to construct a hard pathway and boat lift at Lake Bowen.
- (16) **Robert C. Abrams and Candice W. Abrams** desire to construct a personal watercraft lift at Lake Bowen.

15. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS