

## MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, February 27, 2018, at 3:00 p.m.

Copies of the agenda were forwarded to the following news media: 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.

Commissioners present were Ms. Viney, Mr. Littlejohn, and Mr. Montgomery. No one was absent.

The meeting was opened with the following statement:

This is a regular meeting of The Commissioners of Public Works of the City of Spartanburg, SC. 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 forwarded to local and nearby news media, at least 24 hours prior to this meeting.

### 1. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 23, 2018

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve the minutes as written. The motion passed unanimously.

### 2. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SWS expenditures and revenues for the seven-month period ending January 31, 2018. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

### 3. 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 recommended 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 \$125,567.64 for SWS and \$41,855.88 for SSSD.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation to remain with Summit as the Workers' Compensation carrier. The motion passed unanimously.

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**4. RECEIPT OF BIDS – SOUTHGATE ROAD WATERLINE INSTALLATION PROJECT**

Bids were received for the Southgate Road Waterline Installation Project on February 13, 2018. The project consists of the installation of approximately 2,200 linear feet of 8-inch ductile iron pipe, and related appurtenances. Three contractors obtained the bid documents for the project and three contractors submitted a bid. The bids were as follows:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Payne, McGinn & Cummins, Inc. Travelers Rest, SC	\$114,830
C.J. Compton Plumbing Spartanburg, SC	\$149,945
Crystal Sewer and Water Seneca, SC	\$149,970
Engineer's Estimate	\$138,100

Management recommended awarding the contract to the lowest responsive bidder, Payne, McGinn & Cummins, Inc., of Travelers Rest, SC based on their bid of \$114,830. This project will be funded partially by outside participation fees in accordance with the SWS Participation Policy and SWS capital funds.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to award the bid to Payne, McGinn & Cummins, Inc. The motion passed unanimously.

**5. 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.

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<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
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 Service 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 recommended 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: SWS – \$104,360.16 and SSSD – \$50,511.84.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to approve management’s recommendation to award the bid to USS Facility Services. The motion passed unanimously.

**6. 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.

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**A. Inside City Private Fire Protection Agreement**

**(1) Duncan Park Baseball Stadium**

Duncan Park Baseball Stadium located at 81 W. Park Drive in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's 6-inch water line along W. Park Drive to serve a private fire protection system, including one private fire hydrant, for the above-mentioned baseball stadium. The City of Spartanburg wishes to enter into an agreement for this service.

Annual Stand-by Revenue – \$297.52

**B. Lake Agreements**

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

**(1) Gladys L. Henry** desires to replace a dock on Lake Bowen.

The above was provided as information to the Commission.

**7. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

Ms. Schneider had no negotiations and miscellaneous administrative matters.

Meeting adjourned at 3:50 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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