



PUBLIC WORKS COMMITTEE MEETING

MONDAY, JULY 3, 2023 | 6 PM

5th Committee Meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.
A quorum of Council will be present.

**PUBLIC WORKS COMMITTEE MEETING
JULY 3, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD**

Committee Members: Jason Kraeling (Chair), Carol King, Michael Reynolds

- | | |
|--|------------------------------|
| 1. <u>Call to Order</u> | The Honorable Jason Kraeling |
| 2. <u>Public Comment</u> | The Honorable Jason Kraeling |
| 3. <u>Reading and Approval of Minutes</u>
a. Public Works Committee Meeting: June 5, 2023 [Pages 3-6] | The Honorable Jason Kraeling |
| 4. <u>Reports or Communications from City Officers</u>
a. PW Director Matthew Fleahman
i. Budget Review | The Honorable Jason Kraeling |
| 5. <u>Unfinished Business</u>
There is no unfinished business. | The Honorable Jason Kraeling |
| 6. <u>New Business</u>
a. Resolution 7-2023 Sale of Fixed Assets [Pages 7-9]
b. GLDTC 612.01 Agreement [Pages 10-13]
c. Discussion: Janitorial Services Contract [Pages 14-25]
d. Discussion: Whispering Oaks Road Acceptance [Pages 26-28] | The Honorable Jason Kraeling |
| 7. <u>Public Comment</u> | The Honorable Jason Kraeling |
| 8. <u>Committee Concerns</u> | The Honorable Jason Kraeling |
| 9. <u>Adjournment</u> | The Honorable Jason Kraeling |

MINUTES
PUBLIC WORKS COMMITTEE MEETING JUNE 5, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
1st committee meeting

Committee Members present: Jason Kraeling (Chair), Carol King, Michael Reynolds
Others present: PW Director Matt Fleahman and City Administrator Seth Duncan

1.Call to Order- Chairman Kraeling

2. Public Comment

Greg Parrish: We have had numerous floods in the last four years; we have had a three-hundred-year flood and every year we have been flooded. Last year there was a lot of rain that flooded my backyard. The catch basin that is in my backyard and the infrastructure between the four of us cannot handle that amount of water coming through my backyard. We are getting water from Crosspoint, the old Celanese facility, TD... the apartments, it comes through my backyard and Gilder Creek begins there. It has formed a sink hole inside the City or County's responsibility. I had public works out there today to look at a repair or at least patch. The simple amount of water, the infrastructure gets flooded. It has flooded John's house and the Purvis' house. They have a series of places that have been flooded. I have drainage easements and sewer easements both listed.

It has always been my take that if there is an easement on your property, the City or County, wherever you live in, maintains control and upkeep. That is why we are here to talk about this ,with all the economic development you are going to talk about later and Crosspoint. Property is being clear cutted and that has increased the amount of water. Case in point, I left my house and turned left onto Miller and saw new apartments right there up the hill from Mauldin High School. Asphalt- where is the water going to go? Into Gilder Creek. Where does Gilder Creek go? Right through downtown Mauldin though Simpsonville. We have just increased the velocity of water that will hamper any improvements in that area. My point is, as we look at economic development, and take a snapshot of this and go a little further. Again, John, Alan...comments?

Alan Jones: I live at 31 Oak Glen Drive. I got two things. First, I want to talk about, my plat has an easement. It starts at the road on his side and goes through my property to a creek in the back. I have a sink hole this big. You can look down the sink hole and see the pipe, under the pipe where it exits into the creek and to the side. It is eating the concrete, making a bigger sink hole. I was told today that it is my problem, that it is on my land. I need to do something to fill in the hole. Is it my responsibility or the City's responsibility if someone falls in the hole? Any ideas?

Chairman Kraeling: We are not permitted to comment at this time, but you can stick around.

Mr. Jones: Ok. The other problem I have is Air BnBs. I have one across the street and in my neighborhood we have six Air BnBs. We started this process five years ago, making rules and all of that.

There seems to be no procedures, but yet the zoning person that writes tickets. I called the police and they see that there are 17 cars there. They said there is nothing that they can do. I came down here two days later and those nice people in records say they have no report. These laws are not being

abided by. If they get three violations in a year, they are not allowed to have an Air BnB. I bet you I have had six. What is the process to get this? If it is a violation, the police officer makes a report and I come the next day, I have to track down the officer. I have placed phone calls and they go to voice mail. I think there should be a procedure to follow through with these violations.

Chairman Kraeling: Could you provide us with the addresses of those Air BnBs?

Greg Parrish: Alan is more involved because there is one across the street. John lives next door to one. 33 Oak Glen Drive, no 30 Oak Glen, it is a square box.

3. Reading and Approval of Minutes

a. Public Works Committee Meeting: May 1, 2023

Motion: Councilwoman King made a motion to approve the minutes with Councilman Reynolds seconding.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers

a. PW Director Matthew Fleahman

i. Budget Review

The roof is being replaced on the Sports Center. It is 85% complete. All divisions are under budget except for Sanitation.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Stormwater Engineering Task Order 3

The stormwater program is not a funded one. It is taken care of by the Street Department. There is no revenue stream for projects. We have reached out to Greenville County who collects a stormwater fee and they let us know the City could collect a stormwater fee. Greenville County would collect it and distribute it to us. Staff met with KCI and asked that they create a task order (Task Order 3) to conduct a stormwater fee analysis and evaluation. The report will identify the potential rates and potential revenue. Additionally, the report would evaluate a 10-year capital improvement plan and provide recommendations.

The City allocated 1,129,724 dollars in year one of the ARPA spending to fund necessary stormwater management projects that improve the City's stormwater infrastructure systems. The engineering services associated with this task order are proposed at 20,000 dollars.

Chairman Kraeling said no one really takes on stormwater because it is a big expense. He is opposed to raising taxes, but there has to be a funding mechanism for stormwater.

City Administrator Duncan said the \$20,000 would come from ARPA funding if the Council is interested in this study.

Motion: Councilman Reynolds made a motion to approve this for further discussion and to send to Council. Councilwoman King seconded the motion.

Vote: The vote was unanimous (3-0).

Councilman Reynolds asked what the study would be comprised of. Mr. Fleahman said residents pay \$25.00 a year for stormwater to the County. KCI would be coming up with a rate structure to charge our residents and also would be looking for what the County does with the stormwater fee it charges. After the rate structure is determined, a Capital Improvement Plan would be proposed regarding what could be funded.

Councilwoman King asked if this proposed fee would be in addition to what the County charges. Mr. Fleahman answered yes.

Councilwoman King thanked Public Works for its work with helping to remediate stormwater issues with the expertise of Mr. Fleahman and his employees.

b. Basin RG2 Sanitary Sewer Rehabilitation Project

The City of Mauldin, Metro Connects, and REWA each own wastewater collection systems within the municipal boundaries of the City of Mauldin. Each entity is responsible for the operation and maintenance of their own respective mains and/or laterals. The City of Mauldin's collection system includes three pump stations, 3056 manholes, and approximately 109 miles of sewers, ranging in size from 6 inches to 18 inches in diameter.

Older portions of the sewer system contain vitrified clay pipes which over time have begun to fail and allow for infiltration into the system to occur. Rehabilitation of the sewer pipes is a necessary requirement; however, the expected cost for their replacement is excessive. Cast In Place Pipe (CIPP) rehabilitation eliminates the need for excavation and can reuse the old clay pipe as the carrier pipe for the new pipe lining. The CIPP lining removes the infiltration into the system and serves as the new structural piping system for the municipal waste stream.

The City identified a need for additional funding for sewer rehabilitation and submitted a grant application to the South Carolina Rural Infrastructure Authority for funding. On April 27, 2023, the City was informed that a grant amount of \$3,399,750 was awarded to the City for the Basin RG2 Sanitary Sewer Rehabilitation. Attached is the grant award letter that must be approved by Council.

The City was awarded 3,399,750 dollars from the South Carolina Rural Infrastructure Authority. A municipal match of \$600,000 is required by the City. The rehabilitation funds from the 2022-2023 and the 2023-2024 fiscal budgets were used as the municipal match.

Staff recommends acceptance of the grant.

Motion: Councilman Reynolds made a motion to send this item to Council. Councilwoman King seconded the motion.

Vote: The vote was unanimous (3-0).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Kraeling adjourned the meeting at 6:36 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

PUBLIC WORKS COMMITTEE AGENDA ITEM

MEETING DATE: July 3, 2023

AGENDA ITEM: 6a

TO: Public Works Committee

FROM: Public Works Director, Matthew Fleahman

SUBJECT: Authorization to Proceed on the Sale of Old/Damaged
Equipment

REQUEST

Authorization is requested to move forward with the listing of old/damaged equipment on the Gov Deals website.

HISTORY/BACKGROUND

With the purchase of new trucks and equipment over the past three years, the City now has several old, outdated, and/or damaged equipment which are stored at the Public Works Facility. Municipalities have historically gotten rid of the old equipment at auctions. This process requires staff hours to both set up and manage the process. This whole process can now be managed easily with the use of the Gov Deals website.

ANALYSIS or STAFF FINDINGS

The items proposed to be sold are included on the attachment to this agenda. Public Works has taken over the sale of equipment from all City Departments. The attached list includes vehicles from the Police Department, the Fire Department, and the Recreation Department. All revenue from the sale of the equipment will be added to the General Fund for the City of Mauldin.

TIMELINE

Should City Council approve the sale, the items can be listed on Gov Deals within thirty days.

RECOMMENDATION

Staff recommends the Public Works Committee and the City Council approve the sale of the old/damaged equipment.

City of Mauldin
Capital Assets to Be Sold

ID	Make	Model	Year	Vin	Department
764	Ford	E350XL	2007	1FBNE31L87DB06365	Recreation
702	Ford	Taurus	2004	1FAFP53U74A149198	Recreation
207	Ford	F150	1997	1FTEF18LXVLB54150	Fire Department
211	Chevy	Blazer	2003	1GNDT13X43K172474	Fire Department
204RT		1500 K Pumper	1984	1AFAB1183E1A18054	Fire Department
201RT	E-One Protector	Pumper	1993	4ENRAAA84P1002904	Fire Department
101	Dodge	Charger	2012	2C3CDXAT7CH237169	Police Department
111	Dodge	Charger	2012	2C3CDXAT5CH237171	Police Department
121	Ford	Crown Vic	2005	2FAFP71W95X115308	Police Department
124	Ford	Crown Vic	2007	2FAFP71WX7X130547	Police Department
131	Jeep	Grand Cherokee	2004	1J4GW48S14C219610	Police Department
133	Chevy	Colorado	2006	1GCCS198568244291	Police Department
139	Ford	Crown Vic	2009	2FAHP71V29X100395	Police Department
147	Chevy	Tahoe	2006	1GNEC03097R302988	Police Department
158	Dodge	Ram	2004	1D7HA18N45S207949	Police Department
301	Ford	Escape	2009	1FMCU49349KA32307	Administration

RESOLUTION 7-2023

A RESOLUTION FOR AUTHORIZATION TO PROCEED ON THE SALE OF OLD DAMAGED EQUIPMENT

WHEREAS, Council has authorized the purchase of new trucks and equipment over the past three years to replace old, outdated, and/or damaged equipment that is of no longer of use to the City; and

WHEREAS, South Carolina Code of Laws Section 5-7-40 authorizes municipalities to dispose of personal property by resolution of the Council adopted at a public meeting; and

WHEREAS, All revenue from the sale of the equipment will be added to the General Fund for the City of Mauldin; and

WHEREAS, Upon Council approval, the items will be listed on Gov Deals within thirty days.

NOW THEREFORE BE IT RESOLVED Council approves on this 17th day of July to sell the equipment listed on the attached Asset Attribute Detail Listing on the Gov Deals website with the proceeds added to the General Fund.

Terry Merritt, Mayor

ATTEST:

Cindy Miller, Municipal Clerk

REVIEWED:

Seth Duncan, City Administrator

PUBLIC WORKS COMMITTEE

AGENDA ITEM

MEETING DATE: July 3, 2023

AGENDA ITEM: 6b

TO: Public Works Committee

FROM: Public Works Director, Matthew Fleahman

SUBJECT: GLDTC Project 612.01

REQUEST

The Public Works Department is requesting the authorization of a contract with the Greenville Legislative Delegation Transportation Committee (GLDTC) as part of the Municipal Match Resurfacing Program for FY 2023-2024.

HISTORY/BACKGROUND

In 2021, IMS conducted an evaluation of the City's road inventory and presented Council with a five-year paving schedule. The City paved sixty (60) roadways for a total of 11.74 miles during the 2021 calendar year. In 2022, the City paved seventeen (17) roadways for a total of 2.51 miles. For the 2023 year seven roadways for a total of 1.27 miles are planned for paving.

ANALYSIS or STAFF FINDINGS

The City of Mauldin has budgeted 395,974 dollars for repaving in the 2023-2024 fiscal year. The municipal match provided by the GLDT is 189,996.78. Following the road paving list provided from IMS the City will pave 2.06 miles of roadway along: Bethel Glenn, Thomas Ln, Bethel Way, Bayou Cove, Old Trail and Vine Hill.

FINCANCIAL IMPACT

The cost associated with repaving is the budgeted amount of 395,974 dollars.

RECOMMENDATION

Staff recommends the Public Works Committee and the City Council approve the GLTDC Participation Agreement for the repaving of the City's roadway inventory.

PARTICIPATION AGREEMENT

Greenville Legislative Delegation Transportation Committee Project # 612.01

Dated: March 27, 2023

WHEREAS, the **City of Mauldin** desires the **Greenville Legislative Delegation Transportation Committee (GLDTC)** to assist the **City of Mauldin** in the resurfacing of various roads/streets within the city limits of the City of Mauldin as part of the Municipal Match Resurfacing Program for FY 23-24, known as GLDTC Project # 612.01; and

WHEREAS, the GLDTC is a duly authorized agent of the State of South Carolina with the authority to enter into contracts necessary for the proper discharge of its functions and duties; and

WHEREAS, the City of Mauldin is duly authorized to enter into contracts necessary for the proper discharge of its functions and duties; and

WHEREAS, the GLDTC has agreed to assist the City of Mauldin with GLDTC Project # 612.01; and

NOW THEREFORE, in consideration of the several promises to be faithfully performed by the parties hereto as set forth, the GLDTC and the City of Mauldin do hereby agree as follows:

Project Description:

The project is divided into two (2) parts as follows:

- a) Preliminary Engineering (PE): Includes field stakeout, compilation of contract quantities, Bid Proposal Preparation, Advertisement and receipt of bid packages, bid evaluation and recommendation for award.
- b) Construction, Engineering and Inspection (CEI): Includes monitoring the actual construction performance, construction inspection, sampling testing of materials, recommendation for contractor payments, and other items associated tasks as necessary.

The term **PROJECT** is intended to refer to the above two Parts collectively unless otherwise indicated.

City initial

GLDTC initial

PARTICIPATION AGREEMENT

Greenville Legislative Delegation Transportation Committee Project # 612.01

Dated: March 27, 2023

COMMITTED PROJECT FUNDING:

GLDTC:	\$189,996.78 (50%)
City of Mauldin:	\$189,996.78 (50%)

The GLDTC shall:

- a) Provide the GLDTC's cost share for the PROJECT, not to exceed the \$189,996.78; and
- b) Provide all preliminary engineering services, bid advertisement, awarding of construction contract, inspection of contractor work during execution of contract, and sampling and testing of construction procedures for compliance with all State and local requirements; and
- c) Verify all contractor pay requests prior to payment.

The City of Mauldin shall:

- a) Provide construction funding equal to the commitment of \$189,996.78; and
- b) Provide funds for all cost overruns (if any).

The GLDTC shall:

- a) Enter into and execute all necessary contracts required to complete the approved project; and
- b) Be responsible for approval of payment requests and payments of all contractors and subcontractors pay requests; and
- c) Secure from the City of Mauldin all remaining funds as described below.

City initial

GLDTC initial

PARTICIPATION AGREEMENT
Greenville Legislative Delegation Transportation
Committee Project # 612.01

Dated: March 27, 2023

The City of Mauldin shall:

- a) Pay all GLDTC invoices within 30 days; and
- b) Make 1st Partial Payment of 50% of the matching funds on March 1st 2024; and
- c) Make 2nd Partial Payment of 25% of the matching funds on July 1st 2024; and
- d) Make Final Payment of 25% and cost overruns, if any, of the matching funds on November 30th, 2024.

Note: Every possible effort will be made to utilize 100% of the available funding for the execution of this contract. However: due to factors beyond everyone's control (PG64-22 price adjustment, utility conflicts, contract underruns/overruns, etc.) it will be impossible to exactly match the dollar amount of funding to the final dollar amount of the work. Therefore: the GLDTC will "roll-forward" to the next Municipal Match Program any surpluses or deficits of funds.

This document may not be modified or revoked without the written consent of all parties.

For: the City of Mauldin (name and title) (date)

Greenville Legislative Delegation Transportation Committee Chairman (date)

PUBLIC WORKS COMMITTEE AGENDA ITEM

MEETING DATE: July 3, 2023

AGENDA ITEM: 6c

TO: Public Works Committee
FROM: Public Works Director, Matthew Fleahman
SUBJECT: Facilities Cleaning Contract

REQUEST

The Public Works Department is requesting the authorization of a contract with ServiceMaster Clean for cleaning services to include the Cultural Center and City Hall.

HISTORY/BACKGROUND

Over the years, cleaning services for City Hall and the Cultural Center have been completed by both paid employees and contract service providers. During the 2022-2023 fiscal year the oversight of this service was transferred to the Public Works Department. During this period, the service was provided by a full-time employee and a part-time employee.

ANALYSIS or STAFF FINDINGS

In June 2023, the City of Mauldin solicited three responsible bids to replace the employees with a professional service in accordance with the City's purchasing policy. Staff met with each vendor and walked through both facilities to explain the scope of service. Bids were received at the end of the month and staff reviewed each submittal.

FINANCIAL IMPACT

The cost associated with the contract is 4,705 dollars per month. The Public Works Department will be forfeiting one full-time position to offset the cost of the professional service.

RECOMMENDATION

Staff recommends the Public Works Committee and the City Council approve the contract with Service Master Clean.



WE SERVE WE CARE WE DELIVER

Local service backed by 80
years of experience.

PREPARED FOR:

City of Mauldin
Michael Simon

8642898904
msimon@mauldincitysc.com

101 East Butler Road
Mauldin, South Carolina 29662



JUNE 21, 2023



DEAR MICHAEL,

Thank you for the opportunity to provide a proposal in your search for a janitorial partner. It is our desire to build a lasting relationship with the City of Mauldin in order to ensure a clean and healthy environment for your employees and customers.

ServiceMaster has been the leading janitorial provider in the U.S. since 1947 and I believe what sets ServiceMaster Clean apart is the proven track record of satisfied customers we have established years while servicing our partners in the Upstate.

We as a ServiceMaster Clean franchise will work diligently to provide a clean, safe, healthy environment for your facility.

Information regarding your scope of work, and pricing is included in this proposal. Please contact me directly should you require further information: (864) 398-8927 or bmonroe@smjanitorialpartners.com

Sincerely,

Bill Monroe
Owner
ServiceMaster Janitorial Partners

(864) 398-8927
bmonroe@smjanitorialpartners.com

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An independent franchise business licensed to serve you by ServiceMaster Clean®.

ABOUT US

Founded in 1947, ServiceMaster has grown to become one of the world's largest professional cleaning companies providing janitorial, commercial and residential cleaning services.

Our commercial cleaning programs are placed in thousands of hospitals, school systems and other commercial and industrial buildings worldwide.

Our franchise, provides commercial cleaning services to Mauldin and surrounding areas.

Our company is well positioned to support our community with staff that includes customer service reps, building inspectors and day/night operation managers, as well as project crews and housekeepers. We manage various site locations ranging from single to multiple facilities on one campus.

WE ARE EXPERTS and dominate the industry in scale and scope with an adaptable, extensive network that consistently delivers exceptional results.

WE ARE COMMITTED to our customers and are guided In all we do by their needs.

WE ARE COMPLETE and seek to provide exceptional service and engage in proactive behavior.

WE ARE DRIVEN to pursue the highest standards and continuously improve in all aspects of our business.

WE ARE STEADFAST and here for the long haul with consistent service that ensures ongoing customer satisfaction.

OUR PEOPLE

In order for our franchise to staff your facility with the most competent employees, a very detailed recruitment plan must be utilized. Our selection process involves a reference check and security check. Successful candidates are then matched with position descriptions. New employees attend an orientation and initial training seminar to familiarize them with the company and ServiceMaster products, procedures, equipment and expectations. This training is accomplished via a series of demonstrations or virtual training modules. On-site, on-the-job training is then accomplished on the first day/night of service.

A program of continuing education is implemented with formal training sessions held on such topics as the Safety Job Skill Review, Hazard Communications and Customer Service. As a leader in the business community, it is our responsibility to help employees develop professionally. To this end, we provide our employees with ongoing opportunities to learn new skills and advance within our company.

Expectations are clearly expressed and merit is rewarded through our system of incentives and awards. By motivating our team to fulfill their own potential and by treating them with respect, we develop their confidence and their ability to contribute to the community, and enhance the quality of their professional performance.

MEET THE OWNER

Bill Monroe and his wife Jennifer have been married over 25 years. This business became a part of their lives after careers in Textile Industrial Engineering and Commercial Roofing came to an abrupt end for Bill. Even as a full time Teacher for Spartanburg District 7 Jennifer supports Bill in all of their business adventures.

Bill as a franchisee has led ServiceMaster Janitorial Partners (SMJP) since 2010. He has strong expertise in operational efficiency and disinfection. He and his office and field managers are leading a team that delivers exceptional results.

Based in Spartanburg and serving surrounding areas, SMJP takes pride in serving their community, ensuring that workers, teachers, students, patients, and guests have clean and healthy spaces where they can work, learn and play.





OUR PROCESS

CAPTURE & REMOVAL

Our Capture and Removal Cleaning system combines powerful products, advanced technologies and a high-productivity approach to create the most efficient and effective cleaning process available today.

Capture and Removal's unique team cleaning process is more productive than the traditional zone method, reducing cleaning time by up to 25%.

Capture and Removal Cleaning system does exactly what it says, trapping and taking away dust, dirt and debris-as much as 55% more airborne particulates than conventional cleaning. And better indoor air quality can mean a healthier, more productive work environment.









SPECIALTY CLEANING PROGRAMS

ServiceMaster Clean offers a wide range of specialty cleaning services for any facility type. Whether a one-time deep cleaning, or recurring specialty service, we can supplement janitorial services with the specialty care you need.

- Carpet Cleaning and Maintenance
- Hard-Surface Floors (linoleum, VCT)
- Tile & Grout
- Hardwood Floors
- Upholstery and Leather Cleaning
- Office Cubicle/ Fabric Dividers
- Computer Rooms and Terminals
- Air Vents and Returns
- Wall Cleaning

CREATING A CLEAN, SAFE, HEALTHY ENVIRONMENT IS OUR POLICY

As a ServiceMaster Clean franchise, our environmental policy is based on the belief that no one operates in isolation. Everyone shares the same earth and everything we do matters to those around us. We put people first. The health, safety and welfare of our customers, employees and the people of the communities we serve are paramount. That is why we take our commitment to environmental stewardship seriously and have developed specific principles to guide us in serving our customers.

	Maintain Compliance	We are committed to complying with all applicable federal, state, and local environmental regulations and internal environmental policies and procedures. We seek to meet these requirements in our continuing effort to preserve and enhance the environment.
	Ensure the Safety and Well-Being of Customers and Employees	We maintain a work environment where risks are understood and minimized and where adherence to safe work practices is expected and commended. We are committed to providing our employees with the tools, training and support they need to do their jobs safely, effectively, and efficiently.
	Consider Environmental, Health and Safety Issues	We provide safe, effective, quality services through the use of proven methods and tested products. We strive to be a leader in understanding the environmental, health and safety issues of the products and methods we use by staying up-to-date on scientific research and trends in new product development.
	Use, Apply and Dispose of all Products Safely	Our products and services are designed to provide maximum benefit with minimal environmental impact through careful use and professional application. We believe the safe use and disposal of these products is vital to protecting the environment. We provide our employees with the resources essential to safely manage the products we use.
	Monitor our Progress	We monitor the effectiveness of, and our compliance with, our environmental stewardship principles. We will audit the methods used by management to monitor, support and adhere to the environmental stewardship principles through the company.
	Minimize Waste	We are committed to reuse and recycling to reduce waste and we help our businesses employ these practices as well.

TASK SCHEDULE

Services will be performed 5 days per week after business hours.

OFFICE & COMMON AREAS	EACH	WEEKLY	MONTHLY
Empty wastebaskets and reline	x		
Clean & sanitize fountains/ water coolers	x		
Spot-clean workstations	x		
Disinfect all high-frequency touch points with EPA-approved disinfectant	x		
Spot-clean interior partition glass, switch-plates, door kick plates, door push plates	x		
Dust mop and/or vacuum hard-surface floors	x		
Vacuum all carpet	x		
Dust visible filing cabinets, bookcases and shelves	x		
Dust window blinds		x	
Dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.		x	
Vacuum air diffusers and returns			x
High dust above hand height all horizontal surfaces, including shelves, ledges, moldings, etc.			x
RESTROOMS & BREAKROOMS	EACH	WEEKLY	MONTHLY
Clean and polish all fixtures, including toilet bowls, urinals, sinks	x		
Disinfect all high-frequency touch points with EPA-approved disinfectant	x		
Clean all glass and mirrors	x		
Empty all containers and disposals, insert liners as required, spot-clean containers	x		
Spot-clean doors, frames, light switches, kick & push plates, handles, & interior glass	x		
Refill all dispensers to normal limits: napkins, soap, tissue, towel, liners, seat covers	x		
Dust mop and damp mop hard-surface floors	x		
Vacuum air diffusers and returns			x
QUALITY CONTROL SERVICES	EACH	WEEKLY	MONTHLY
Notify building contact of any irregularity (i.e., defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies)	x		
Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organizations	x		
Customer service visits			x

TASK SCHEDULE

Services will be performed 5 days per week after business hours.

	DAILY	WEEKLY	MONTHLY	ANNUALLY
Trash and spot clean	X			
Damp mop	X			
Vacuum floor	X			
Disinfect surfaces	X			
Restroom cleaning	X			
Break room cleaning	X			
Refill supplies (paper/soap)	X			
Mop/Disinfect hard surface floors	X			
Window cleaning		X		
Vacuum dust		X		

DAILY CLEANING SCHEDULE

Entrances Waiting Areas Hallways Offices Conference Rooms Break Rooms Common Areas	<ul style="list-style-type: none"> • Trash and spot clean – empty all trash receptacles and move to collection point, replace liners as necessary • Damp Mop - thoroughly sweep and mop all hard surface floors • Vacuum carpeted areas • Disinfect Surfaces in Common Areas and Break rooms – all high touch including disinfect non porous horizontal surfaces (sinks, counters, eating areas, waste containers) • Clean fingerprints and smudges from entrance glass and entry doors • Report maintenance issues in log book
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Restrooms	<ul style="list-style-type: none"> • Empty trash receptacles and wash, if necessary • Disinfect all high touch surfaces (door handle, partition handles, light switches) • Clean dispensers, mirrors, fixtures • Clean and polish sinks, toilets, toilet seats, and urinals • Spot clean walls and partitions removing smudges and marks • Restock paper products and hand soap • Sweep and mop floor with disinfectant
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WEEKLY CLEANING SCHEDULE

- Clean corner to corner all interior entryway glass doors
- Clean exterior of microwaves and refrigerators
- Thoroughly dust all horizontal and vertical surfaces (air vents, tops of doors, frames, ceiling corners, wall art)
- Burnish all hard surface common hallways 3x/week
- Clean and disinfect exterior of restroom trash receptacles
- Polish restroom dispensers, mirrors, and sinks
- Thoroughly clean and disinfect restroom partitions and walls around toilets and urinals

Additional Services Quoted Upon Request:

Carpet	<ul style="list-style-type: none"> • Spot Removal • Bonnet Cleaning, Hot Water Extraction
Hard Surface Floors	<ul style="list-style-type: none"> • Scrub and Finish • Strip and Refinish
Upholstery and Workstations	<ul style="list-style-type: none"> • Vacuum partitions • Spot Removal, Extraction Cleaning
Windows	<ul style="list-style-type: none"> • Outside of windows, Window Coverings, Awnings and Canopies • High surfaces in multistory atrium area
Lighting	<ul style="list-style-type: none"> • Cleaning of lights and light fixtures
Supply Procurement	<ul style="list-style-type: none"> • Paper Products, Hand Soap, Trash can liners, Dispensers and Containers, Products and Disinfectants, Other Consumables

Upon request, and for an additional charge, ServiceMaster will procure such supplies on client's behalf.

QUOTE

Thank you for the opportunity to submit service quote for cleaning services at your facility. The total cost for janitorial cleaning and on-the-job supervision and management has been proposed as follows:

JANITORIAL SERVICE			SUBTOTAL
Recurring Janitorial Services Recurring janitorial services are customized to your facilities and your needs. Based on your request for services and our audit of your spaces, this quote provides the ongoing, monthly service charge. For both buildings.			\$4,705/Month
SPECIAL EVENT ADD ONS (2HOUR MINIMUM)	\$24	0	\$0
TOTAL PER MONTH FOR BOTH BUILDINGS			\$4,705

NOTES:

- Billing based upon 5 days per week service for the Main Court House and Police Station, and 2 day per week service for the Cultural Center.
- Additional Cleaning Service for the Cultural Arts Center will be \$24.00 per hour with a 2 hour minimum. This will be billed at the end of the month. This can be billed as a separate invoice, or a separate line item.
- This proposal expires on September 21, 2023.
- ServiceMaster will provide a new price list annually commencing (1) year from effective date and reserves the right to increase pricing based on the then-current Consumer Price Index ("CPI") or other mutually agreed prices. Provided, however, ServiceMaster shall have the right to further adjust prices at any time due to regulatory changes by providing forty-five (45) days written notice. Upon delivery to the Customer of each updated ServiceMaster Fee price list(s), the price increase(s) or reduction(s) included therein shall be effective immediately.
- ServiceMaster will provide a certificate of insurance. This proposal is a starting point for handling your cleaning needs. The frequency of service and or scope of services can be altered to better suit your facility.

NEXT STEPS

1. Please review this proposal in detail prior to signing. We want to ensure you are 100% comfortable with everything presented.
2. This proposal expires on September 21, 2023.
3. As a ServiceMaster franchise we will provide a certificate of insurance. This proposal is a starting point for handling your cleaning needs. The frequency of service and or scope of services can be altered to better suit your facility.
4. If any questions at all, please contact me at (864) 398-8927 or bmonroe@smjanitorialpartners.com for clarification or further discussion of the proposal.
5. Once you are ready to proceed, please sign below. Once signed, you will receive an email with the completed proposal for your records.
6. We will be in touch shortly with details in moving forward with this service.



SIGNATURE
Bill Monroe

ServiceMaster Janitorial Partners

Bill Monroe
Owner



SIGNATURE
Michael Simon

City of Mauldin

Michael Simon
Building Maintenance Supervisor



PUBLIC WORKS COMMITTEE

AGENDA ITEM

MEETING DATE: July 3, 2023

AGENDA ITEM: 6d

TO: Public Works Committee

FROM: Public Works Director, Matthew Fleahman

SUBJECT: Endeavor Circle Roadway Acceptance

REQUEST

The Public Works Department is presenting a request from the Whispering Oaks Homeowners Association to add Endeavor Circle to the City's roadway inventory.

HISTORY/BACKGROUND

Whispering Oaks townhomes was originally developed by C & K Partnership (Weldon Cook and Darryl Kellet) as a Group Development back in 2003. The site was approved for approximately 59 units with access via three common drives: Endeavor Circle, Discovery Way and Challenger Court. The common drives and construction of 30 townhome units were completed before the development halted around 2007/2008 when the economy took a hit. In 2014/2015, the developer sold the remaining undeveloped townhome lots to Great Southern Homes, who completed the final unit in February 2017.

The City was not able to accept the streets because they were constructed as private driveways which neither meets a public or private street standard. The street standard requires that a competent subbase be provided by either compacted clay or stone. The road shall be constructed as 2.5 inches of binder, 1.5 inches of surface, and another 1.5 inches of surface for a total of 5.5 inches of asphalt. A private drive like Endeavor Circle was not constructed to these requirements. In addition to the roadway standards, a utility right of way at least 44 wide for the streets in this community would be required. The right-of-way in Whispering Oaks is only as wide as the pavement which is 24 feet.

ANALYSIS or STAFF FINDINGS

On May 29, 2023 a leak on a hydraulic hose of one of the City's side-arm trash trucks stained the roadway throughout the length of Endeavor Circle in the Whispering Oaks subdivision. Attempts to remove the stain were made by staff using a degreasing agent and pressure washers. These attempts did improve the aesthetics; however, it did not remove the stain completely.

On June 22, 2023, the Homeowners Association submitted a request to the City to accept the roadway into its inventory or repave the roadway to pre-spill conditions.

FINANCIAL IMPACT

There is no cost associated with accepting the roadway into the inventory; however, there would be costs associated with paving the roadway in the future. Using current pricing from the Greenville Legislative Delegation Transportation Committee (GLDTC) contract, the cost to replace this roadway with full base reclamation would be approximately 143,351 dollars. The justification for full base reclamation prices is that the roadway was not originally constructed to public street standards and a full rebuild would be required to meet our standards.

RECOMMENDATION

Staff makes no recommendation at this time.

Whispering Oaks Homeowners Association

June 22, 2023

Matthew Fleahman
Director
Public Works Department
City of Mauldin
700 E. Standing Springs Rd.
Simpsonville, SC 29680

Dear Mr. Fleahman,

I am writing on behalf of the Whispering Oaks Homeowners Association (WOHOA). We hope to find an amicable resolution regarding the damage to Endeavor Circle resulting from a hydraulic oil spill on May 29, 2023, when a garbage truck suffered a significant leak during routine trash pickup.

The WOHOA believes there are two viable options available to remedy the situation for our neighborhood residents. Based on all of the information gathered through research, external communication, and our correspondence with the City of Mauldin, WOHOA requests that Endeavor Circle be added to the Mauldin Roadway Inventory. Two roads within our community, Challenger Ct. and Discovery Way, are already part of the Inventory. In lieu of repaving Endeavor Circle, we believe this proposal is mutually beneficial for both parties.

We look forward to working with you, and are very appreciative of your eagerness to come to a mutually agreeable solution.

Sincerely,

Taryn Willey
WOHOA Manager

P.O. Box 1081 Mauldin, SC 29662
(864) 304-1114
Whisperingoakshoa1@gmail.com