



Safety Weight Enforcement Facility  
Maintenance Program

# Annual Report

Fiscal Year 2005  
(July 1, 2004 - June 30, 2005)

Report Date: September 2005  
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# Safety Weight Enforcement Facility Maintenance Program Annual Report Fiscal Year 2005

## Introduction

As the Safety Weight Enforcement Facility Maintenance (SWEFM) Program closes out its third complete season, the program continues to evolve and improve. The SWEFM Program services were started in the spring of 2001. The State of Wisconsin, Department of Transportation, Division of State Patrol and Division of Transportation System Development, Bureau of Highway Operations (BHO) administers the Safety Weight Enforcement Facility Maintenance (SWEFM) Program. The Wisconsin Department of Transportation (WisDOT) contracted with Rehabilitation For Wisconsin, Inc. (RFW), a statewide private not-for-profit association of over fifty Community Rehabilitation Programs, to provide the program management services for Wisconsin's Rest Area Maintenance and Safety Weight Enforcement Facility Maintenance Program.

Currently, thirteen (13) safety weight enforcement facilities (SWEFs) are in operation.

Currently, thirteen (13) safety weight enforcement facilities (SWEFs) are in operation. One facility is a large observation/office facility with two enclosed inspection bays that opened in late 2003. All of the SWEFs are staffed by State Patrol and are used to monitor motor carrier weights and perform safety inspections. The SWEFM Program provides for the janitorial and landscape maintenance and minor facility repair services for buildings, walks, plantings and grounds. The area of work is generally within the developed portion of the facility, which requires manual labor. These contracts include all labor, equipment and supplies necessary to meet the requirements set forth in the program. The maintenance service that requires heavy equipment has been excluded from the contracts and continues to be provided under separate contract (normally with the appropriate County Highway Department).

RFW is responsible for inspecting work sites, implementing continuous quality improvements, accounting for program revenue and expenses, overseeing repair and remodeling projects, and other management activities to ensure that clean, fully functional sites are provided to WisDOT. RFW works cooperatively with the BHO and the State Patrol to perform these services.

### **RFW's responsibilities under the SWEFM Program include the following:**

- Quality Assurance of Custodial and Landscape Services
- Annual Work Program Development and Implementation
- Accounting and Record Keeping
- Service Provider Technical Support
- Contract Development and Compliance
- Project Management
- Communication and Recommendations Which Support Facility Management

This report summarizes the program activities in the above categories during the State's Fiscal Year 2005 (July 1, 2004 - June 30, 2005).

## Quality Assurance

The objective of “quality maintenance” is a clean, neat, attractive facility, which meets or exceeds established standards for health and sanitation and projects a positive image of the State of Wisconsin. In addition, a concept of preventative maintenance is promoted by monitoring operations on a regular basis, normal wear and tear can be noted and replacements, adjustments or modifications can be made before major breakdowns occur. To this end RFW performs quarterly inspections of SWEF sites and reports the outcome of these inspections to WisDOT. The main areas inspected include the building, the restrooms/portable toilet, and the grounds.

**During  
FY 2005, RFW  
field staff  
documented a  
total of 62  
inspections.**

During FY 2005, RFW field staff documented a total of 62 inspections. RFW field staff made additional site visits when they were in the area. Site meetings with state and vendor representatives were arranged to discuss site issues as necessary. During inspections, the areas not meeting standards were indicated on the report. See Table 1 for an overall inspection summary and a comparison of times standards were met (as a percent) between FY 2005 and FY 2004. Overall, the standards were met slightly more frequently in FY 2004 than in FY 2005.

**Table 1: Inspection Report Summary:  
Comparison Between FY 2005 & FY 2004**

<b>Category:</b>	<b>FY 2005 Met Standards:</b>	<b>FY 2004 Met Standards:</b>
Building	92.80%	93.92%
Restrooms/Portable Toilet	96.94%	97.16%
Grounds	94.15%	96.60%
<b>Overall</b>	<b>94.63%</b>	<b>95.90%</b>

## Annual Work Program

RFW develops the Annual Work Program for the SWEF Program sites. See Table 2 for an Annual Work Program Summary for FY 2005. This summary compares the budgeted amounts for FY 2005 and 2004 for each budget category. Table 2 indicates the overall difference between the two fiscal periods. The overall program dollars increased in FY 2005, specifically due to the Minor repairs performed by professional service vendors through direct WisDOT purchase orders. Other budget categories decreased in FY 2005, particularly the Janitorial line due to the revision of the work schedule at the Kenosha SWEF. RFW, WisDOT and the Service Provider revised the work specifications to better meet the needs of the customer in specific areas of the large facility.

The maintenance service provider budgeted dollars decreased in FY 2005.

Overall, the Landscaping and Minor Repair Costs by the service provider continued to decline in 2005. The SWEF sites are in good repair in general. Major repairs are brought to the Department's attention as they become necessary.

**Table 2: FY 2005 and FY 2004 Annual Work Program Comparison**

	<b>FY 2005</b>	<b>FY 2004</b>	<b>Difference</b>	<b>Percent</b>
Janitorial	\$94,350.16	\$108,777.52	(\$14,427.36)	-13.26%
Mowing	\$20,947.38	\$18,297.52	\$2,649.86	14.48%
Snow Removal	\$1,707.90	\$2,674.90	(\$967.00)	-36.15%
<b>Janitorial, Mowing &amp; Snow Removal Total</b>	<b>\$117,005.44</b>	<b>\$129,749.94</b>	<b>(\$12,744.50)</b>	<b>-9.82%</b>
Tree-Landscape Maintenance	\$2,815.30	\$2,901.42	(\$86.12)	-2.97%
Minor Repairs (by Service Provider)	\$23,967.90	\$27,047.96	(\$3,080.06)	-11.39%
Minor Repairs (by Professional Service Vendor-WisDOT Direct PO)	\$32,017.00	\$0.00	\$32,017.00	
<b>Landscaping &amp; Minor Repairs Total</b>	<b>\$58,800.20</b>	<b>\$29,949.38</b>	<b>\$28,850.82</b>	<b>96.33%</b>
<b>Grand Total</b>	<b>\$175,805.64</b>	<b>\$159,699.32</b>	<b>\$16,106.32</b>	<b>10.09%</b>

A detailed Annual Work Program is created for each individual site. This program provides the guidelines for the routine janitorial, landscape and minor repair activities. The Annual Work Program is a detailed document, which consisted of work specifications, budget estimates, and cost analyses for each SWEF in the program -- contact RFW to request a copy of the complete Fiscal Year 2005 actual to budget information for each individual site.

## Accounting and Record Keeping

RFW maintains records for both the program management services and for the program site maintenance services. The revenues and expenses for the program are based upon the state's fiscal year. Revenues and expenses are monitored on a monthly, quarterly, and annual basis.

For Fiscal Year 2005, the SWEFM Program actual versus budgeted costs are summarized in Table 3. Actual costs were billed as they accrued monthly on a per mowing, per cleaning and time and material cost per repair project.

**Table 3: SWEFM Program  
Actual to Budget Cost Summary  
FY 2005 (July 1, 2004 - June 30, 2005)**

<b>Project</b>	<b>Actual Costs</b>	<b>Budgeted Costs</b>	<b>Difference</b>	<b>% of Budget</b>
Janitorial	\$93,018.12	\$94,350.16	(\$1,332.04)	98.59%
Lawn Mowing	\$15,105.26	\$20,947.38	(\$5,842.12)	72.11%
Snow Removal	\$935.46	\$1,707.90	(\$772.44)	54.77%
<b>Janitorial, Mowing &amp; Snow Removal Total</b>	<b>\$109,058.84</b>	<b>\$117,005.44</b>	<b>(\$7,946.60)</b>	<b>93.21%</b>
Tree & Landscape Maintenance	\$767.34	\$2,815.30	(\$2,047.96)	27.26%
Minor Repairs (performed by service provider)	\$11,999.58	\$23,967.90	(\$11,968.32)	50.07%
Minor Repairs (performed by Professional Vendors via WisDOT Direct PO )	\$32,017.00	\$32,017.00	\$0.00	100.00%
<b>Landscaping &amp; Minor Repairs Total</b>	<b>\$44,783.92</b>	<b>\$58,800.20</b>	<b>(\$14,016.28)</b>	<b>76.16%</b>
<b>Grand Total</b>	<b>\$153,842.76</b>	<b>\$175,805.64</b>	<b>(\$21,962.88)</b>	<b>87.51%</b>

## Service Provider Support

RFW provides the technical assistance necessary to maintain a high quality level of standardized services statewide. RFW works cooperatively with service providers to resolve quality issues, develop and implement standard specifications, and research and test new maintenance techniques. RFW develops and provides to the service provider the necessary documents, forms, and reports to operate a SWEF Program contract. This includes agreements, billing forms, inspection reports, and work specifications.

In previous years, RFW developed a preventative maintenance program in an effort to standardize the frequency and type of preventative maintenance performed on systems and equipment at the SWEF sites. By keeping equipment histories, RFW and WisDOT will be better able to determine equipment types and systems that best meet quality standards at SWEF sites. RFW follows up with service providers on ways of making the maintenance performed easier to track. Changes to the PM binder used for each site were implemented. RFW collects the records kept by the service provider annually to update the central

database which notes the maintenance performed on the facility systems. The records are then updated and returned to the service provider for continued maintenance record-keeping.

## **Contract Development and Compliance**

RFW developed specifications for all of the SWEF sites included in the program. RFW worked with WisDOT Purchasing and the State Patrol central office and districts to ensure the specifications were complete. The specifications are reviewed on an annual basis and any discrepancy between the existing work specifications and the actual work performed is noted and discussed with both WisDOT and the contracting service provider. RFW negotiates contract terms, prepares and sends contracts to service providers, on behalf of WisDOT for review and signature.

## **Project Management**

RFW provides assistance to WisDOT in site repair projects. RFW assists WisDOT by recommending and listing projects, developing specifications, tracking progress, and working with vendors to facilitate project completion. Several repair or site enhancement projects were completed by professional service vendors through direct WisDOT purchase orders. Two group projects were completed at several sites: twenty-foot external halyard flagpoles were installed at seven sites and quarry floor tile was installed at four sites in the officer work areas. Other projects included replacement of an air conditioning unit, emergency replacement of a furnace, and a roof replacement. Maintenance service providers also completed a number of minor repairs through their budget; each budget was allocated \$500 for unforeseen/unplanned minor repairs (with exception to Kenosha-21 which was allocated \$1,000).



**Major projects in FY 2005 focused on flags and floors.**

See attached report Projects Completed on pages 8-9.

## **Communications and Recommendations**

RFW provides policy and procedure recommendations to WisDOT for the SWEFM Program in the areas of record keeping, purchasing, cost reimbursement, and dealing with emergencies at the sites. WisDOT approves the policies and procedures before distribution or implementation.

During this Fiscal period, RFW continued to observe the physical structure of each SWEF. Recommendations will continue to be made to WisDOT for future improvements or replacements as they become necessary.

# Actual to Budget Report

Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2005  
(July 1, 2004 - June 30, 2005)

County/Site Name	Month Invoiced Thru	Project ID #	YTD Actual	Overall Budget	% of Overall Budget	Difference
<b>Grant 11--Dickeyville</b>	Jun 2005	Janitorial - Mowing: 0522-02-11	\$7,788.00	\$7,660.00	101.67%	\$128.00
		Landscape - Repair: 1200-02-60	\$1,623.28	\$1,802.60	90.05%	(\$179.32)
Service Provider: Handishop Industries		Site Total:	<b>\$9,411.28</b>	<b>\$9,462.60</b>	<b>99.46%</b>	<b>(\$51.32)</b>
<b>Dane 16--Kegonsa</b>	Jun 2005	Janitorial - Mowing: 0522-02-16	\$1,762.75	\$2,105.50	83.72%	(\$342.75)
		Landscape - Repair: 1002-02-64	\$1,111.56	\$2,153.50	51.62%	(\$1,041.94)
Service Provider: VIP Services, Inc.		Site Total:	<b>\$2,874.31</b>	<b>\$4,259.00</b>	<b>67.49%</b>	<b>(\$1,384.69)</b>
<b>Dane 17--Utica</b>	Jun 2005	Janitorial - Mowing: 0522-02-17	\$1,804.25	\$2,105.50	85.69%	(\$301.25)
		Landscape - Repair: 1002-03-60	\$1,045.56	\$2,153.50	48.55%	(\$1,107.94)
Service Provider: VIP Services, Inc.		Site Total:	<b>\$2,849.81</b>	<b>\$4,259.00</b>	<b>66.91%</b>	<b>(\$1,409.19)</b>
<b>Kenosha 21--Kenosha</b>	Jun 2005	Janitorial - Mowing: 0522-02-21	\$44,403.36	\$46,187.40	96.14%	(\$1,784.04)
		Landscape - Repair: 1032-05-60	\$1,275.08	\$4,778.78	26.68%	(\$3,503.70)
Service Provider: Kenosha Achievement Center Inc.		Site Total:	<b>\$45,678.44</b>	<b>\$50,966.18</b>	<b>89.63%</b>	<b>(\$5,287.74)</b>
<b>Racine 22--Racine</b>	Jun 2005	Janitorial - Mowing: 0522-02-22	\$10,873.32	\$11,445.48	95.00%	(\$572.16)
		Landscape - Repair: 1032-09-60	\$377.01	\$2,174.50	17.34%	(\$1,797.49)
Service Provider: Kenosha Achievement Center Inc.		Site Total:	<b>\$11,250.33</b>	<b>\$13,619.98</b>	<b>82.60%</b>	<b>(\$2,369.65)</b>
<b>Outagamie 34-as--Wrightstown</b>	Jun 2005	Janitorial - Mowing: 0522-02-34	\$3,828.86	\$4,547.12	84.20%	(\$718.26)
		Landscape - Repair: 1130-11-60	\$223.69	\$961.88	23.26%	(\$738.19)
Service Provider: ASPIRO		Site Total:	<b>\$4,052.55</b>	<b>\$5,509.00</b>	<b>73.56%</b>	<b>(\$1,456.45)</b>
<b>Manitowoc 35-n--Newton</b>	Jun 2005	Janitorial - Mowing: 0522-02-35	\$3,176.00	\$3,326.00	95.49%	(\$150.00)
		Landscape - Repair: 1224-08-60	\$1,422.02	\$1,625.00	87.51%	(\$202.98)
Service Provider: T & L Services		Site Total:	<b>\$4,598.02</b>	<b>\$4,951.00</b>	<b>92.87%</b>	<b>(\$352.98)</b>
<b>Oconto 41-as--Abrams</b>	Jun 2005	Janitorial - Mowing: 0522-02-41	\$7,293.08	\$8,177.04	89.19%	(\$883.96)
		Landscape - Repair: 1152-04-60	\$203.80	\$990.38	20.58%	(\$786.58)
Service Provider: ASPIRO		Site Total:	<b>\$7,496.88</b>	<b>\$9,167.42</b>	<b>81.78%</b>	<b>(\$1,670.54)</b>
<b>Waushara 44--Coloma</b>	Jun 2005	Janitorial - Mowing: 0522-02-44	\$3,050.00	\$3,500.00	87.14%	(\$450.00)
		Landscape - Repair: 1160-05-60	\$1,969.82	\$1,494.50	131.80%	\$475.32
Service Provider: Waushara Industries, Inc.		Site Total:	<b>\$5,019.82</b>	<b>\$4,994.50</b>	<b>100.51%</b>	<b>\$25.32</b>
<b>La Crosse 53--West Salem</b>	Jun 2005	Janitorial - Mowing: 0522-02-53	\$7,464.00	\$7,660.00	97.44%	(\$196.00)
		Landscape - Repair: 1071-01-68	\$1,822.95	\$1,657.00	110.02%	\$165.95
Service Provider: Handishop Industries		Site Total:	<b>\$9,286.95</b>	<b>\$9,317.00</b>	<b>99.68%</b>	<b>(\$30.05)</b>
<b>St. Croix 61--Hudson</b>	Jun 2005	Janitorial - Mowing: 0522-02-61	\$6,761.25	\$7,845.00	86.19%	(\$1,083.75)
		Landscape - Repair: 1020-07-69	\$843.95	\$2,527.00	33.40%	(\$1,683.05)
Service Provider: St. Croix Industries		Site Total:	<b>\$7,605.20</b>	<b>\$10,372.00</b>	<b>73.32%</b>	<b>(\$2,766.80)</b>

# Actual to Budget Report

Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2005  
(July 1, 2004 - June 30, 2005)

County/Site Name	Month Invoiced Thru	Project ID #	YTD Actual	Overall Budget	% of Overall Budget	Difference
<b>Dunn 63-le--Menomonie</b>	Jun 2005	Janitorial - Mowing: 0522-02-63	\$7,200.00	\$7,596.00	94.79%	(\$396.00)
		Landscape - Repair: 1022-07-69	\$400.80	\$2,505.00	16.00%	(\$2,104.20)
Service Provider: L.E. Phillips Career Development Center		Site Total:	<b>\$7,600.80</b>	<b>\$10,101.00</b>	<b>75.25%</b>	<b>(\$2,500.20)</b>
<b>Douglas 71--Wentworth</b>	Jun 2005	Janitorial - Mowing: 0522-02-71	\$3,653.97	\$4,850.40	75.33%	(\$1,196.43)
		Landscape - Repair: 1190-42-71	\$447.40	\$1,959.56	22.83%	(\$1,512.16)
Service Provider: Superior Vocations Center, Inc.		Site Total:	<b>\$4,101.37</b>	<b>\$6,809.96</b>	<b>60.23%</b>	<b>(\$2,708.59)</b>
<b>Grand Totals:</b>						
Janitorial Project Total:			\$93,018.12	\$94,350.16	98.59%	(\$1,332.48)
Mowing Project Total:			\$15,105.26	\$20,947.38	72.11%	(\$5,842.12)
Snow Removal Total:			\$935.46	\$1,707.90	54.77%	(\$772.44)
Janitorial/Mowing Project Total:			\$109,058.84	\$117,005.44	93.21%	(\$7,946.60)
Landscape Project Total:			\$767.34	\$2,815.30	27.26%	(\$2,047.96)
Minor Repair Project Total:			\$11,999.58	\$23,967.90	50.07%	(\$11,968.32)
Landscape/Minor Repair Project Total:			\$12,766.92	\$26,783.20	47.67%	(\$14,016.28)
<b>Grand Total:</b>			<b>\$121,825.76</b>	<b>\$143,788.64</b>	<b>84.73%</b>	<b>(\$21,962.88)</b>

# Projects Completed by WisDOT Direct PO Projects

Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2005  
Prepared by RFW, Inc.

**Site: Racine 22**                      **Landscape - Repair Proj ID: 1032-09-60**

RFW #	Project Description	Final Project \$
450	Replace Air Conditioning unit (2.5ton) 6/30/2005 AC -- PO to Advance Mechanical Contractors	\$2,031.00
<b>Site Total:</b>		<b>\$2,031.00</b>

**Site: Wrightstown 34-as**                      **Landscape - Repair Proj ID: 1130-11-60**

RFW #	Project Description	Final Project \$
557	Replace Carpet in work area with ceramic tile flooring 5/21/2005 Install quarry tile, remove carpet tile. PO Issued to Maly Ceramic Tile Co, Sun Prairie.	\$4,475.00
569	Install 20' aluminum flagpole with external halyard 5/15/2005 Flagpole - PO to Fly Me Flag Co, Green Bay	\$484.00
<b>Site Total:</b>		<b>\$4,959.00</b>

**Site: Newton 35-n**                      **Landscape - Repair Proj ID: 1224-08-60**

RFW #	Project Description	Final Project \$
558	Replace front and south windows and frames with thermal pane windows. Install 1 blind for front window Not completed in FY 2005, moved project to FY 2006.	\$0.00
567	Emergency Furnace Replacement 2/9/2005 Emergency Furnace Replace - New furnace 50,000 BTU Armstrong, 91% efficient w/ evaporator coil, 5 yr part & labor	\$2,197.00
568	Install 20' aluminum flagpole with external halyard 5/15/2005 Flagpole - PO to Fly Me Flag Co, Green Bay	\$540.00
<b>Site Total:</b>		<b>\$2,737.00</b>

**Site: Abrams 41-as**                      **Landscape - Repair Proj ID: 1152-04-60**

RFW #	Project Description	Final Project \$
564	Replace carpet with ceramic tile in office and work area (contract tile to existing) 4/30/2005 Install quarry tile, remove carpet tile. PO issued to Maly Ceramic Tile Co., Inc., Sun Prairie	\$5,294.00
570	Install 20' aluminum flagpole with external halyard 5/15/2005 Flagpole - PO to Fly Me Flag Co, Green Bay	\$484.00
<b>Site Total:</b>		<b>\$5,778.00</b>

**Site: Coloma 44**                      **Landscape - Repair Proj ID: 1160-05-60**

RFW #	Project Description	Final Project \$
571	Install 20' aluminum flagpole with external halyard 4/20/2005 Flagpole - PO to Flag Center, Inc., Wauwatosa	\$615.00
578	Replace Carpet with ceramic tile 5/7/2005 Install quarry tile, remove carpet tile. PO issued to Maly Ceramic Tile Co., Inc.	\$5,214.00

# Projects Completed by WisDOT Direct PO Projects

Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2005

Prepared by RFW, Inc.

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**Site Total: \$5,829.00**

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**Site: West Salem 53**                      **Landscape - Repair Proj ID: 1071-01-68**

<b>RFW #</b>	<b>Project Description</b>	<b>Final Project \$</b>
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469	Roof replacement 11/30/2004 Roof replacement. PO issued to Interstate Roofing & WTP, Inc., Onalaska.	\$3,184.00
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559	Replace carpet with ceramic tile in office and work area 5/14/2005 Install quarry tile, remove carpet tile. PO issued to Maly Ceramic Tile Co., Inc., Sun Prairie	\$5,294.00
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572	Install 20' aluminum flagpole with external halyard 4/20/2005 Flagpole - PO to Flag Center, Inc., Wauwatosa	\$675.00
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**Site Total: \$9,153.00**

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**Site: Hudson 61**                              **Landscape - Repair Proj ID: 1020-07-69**

<b>RFW #</b>	<b>Project Description</b>	<b>Final Project \$</b>
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573	Install 20' aluminum flagpole with external halyard 4/20/2005 Flagpole - PO to Flag Center, Inc., Wauwatosa	\$785.00
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**Site Total: \$785.00**

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**Site: Menomonie 63-le**                      **Landscape - Repair Proj ID: 1022-07-69**

<b>RFW #</b>	<b>Project Description</b>	<b>Final Project \$</b>
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574	Install 20' aluminum flagpole with external halyard 4/20/2005 Flagpole - PO to Flag Center, Inc., Wauwatosa	\$745.00
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**Site Total: \$745.00**

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**Grand Total: Final Project \$  
\$32,017.00**

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The End  
Safety Weight Enforcement Facility  
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**Report created by:**



**REHABILITATION FOR WISCONSIN, INC.**

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