

# Safety Weight Enforcement Facilities

## Annual Report



Fiscal Year 2015

(July 1, 2012– June 30, 2013)

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# Safety Weight Enforcement Facility Maintenance Program

## **Introduction**



SWEFs received janitorial, landscape and maintenance services from an unchanged group of service providers in Fiscal Year 2015. Several improvements were made to facilities over the course of the year, as noted in the “Project Management” section. Overall, the program functioned as expected and performance outcomes met standards. A number of service providers were recognized for particularly good inspections during the course of the year. RFW was involved in construction meetings held by WisDOT regarding the re-build for the new SWEF to replace the existing Superior facility which will be completed in Fiscal Year 2016.

RFW’s responsibilities under the SWEFM Program include the following:

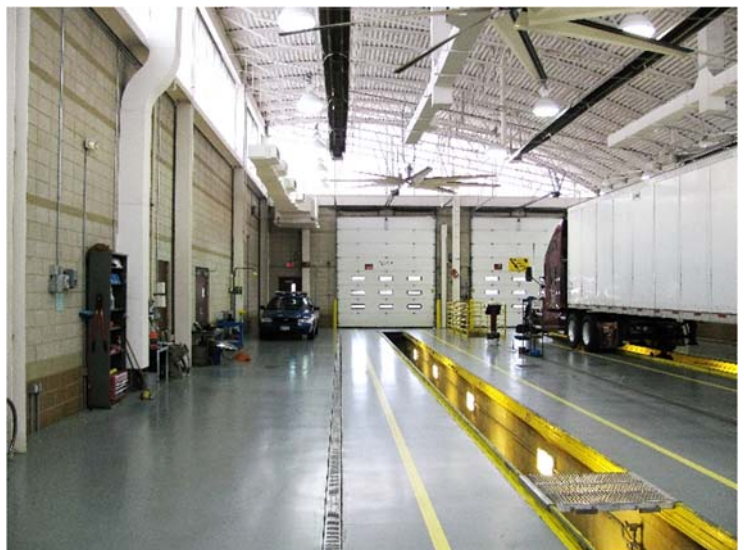
- Contract Development and Compliance
- Annual Work Program Development and Implementation
- Quality Assurance of Custodial, Maintenance and Landscape Services
- Accounting and Record Keeping
- Service Provider Technical Support
- Project Management
- Communication and Recommendations Which Support Facility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

This report summarizes the program activities in the above categories during the State's Fiscal Year 2015 (July 1, 2014 - June 30, 2015).

## **Contract Development and Compliance**

Work specifications for janitorial, maintenance and landscape services for all SWEFs are kept and maintained by RFW. Work specifications are reviewed generally each year for each site to ensure necessary work is being performed per contract and that any required or requested changes are brought to the attention of WisDOT for action there upon. RFW makes any changes granted to the contracts and sends all contracts to service providers annually for review and signatures.

For Fiscal Year 2015, budget line item costs were held at the Fiscal Year 2014 levels for a status quo budget. Service Providers actually invoiced for 86.29% of the approved SWEFM budget total during the fiscal year.



## Annual Work Program

The Annual Work Program is developed by RFW through working with WisDOT, State Patrol and the Service Providers. Generally, the work program for each SWEF remained the same from FY 2014 to FY 2015.

RFW reviews work programs as necessary to make changes as required. When required, contract language is changed and reviewed by WisDOT before being sent to the service provider for signature. RFW works throughout each fiscal year with all parties in the program to assure necessary services are being provided and budgets are in compliance with WisDOT approvals.

The Annual Work Summary for FY 2015 (Table 1) compares the budgeted amount for FY 2015 to the FY 2014 budgeted amount in each category.

Table 1: FY 2015 and FY 2014 Budgeted Annual Work Program Comparison				
	FY 2015	FY 2014	Difference	Percent
Janitorial	\$115,415.56	\$116,442.96	(\$1,027.40)	99.12%
Mowing	\$20,605.27	\$16,368.28	\$4,236.99	125.89%
Snow Removal	\$2,267.53	\$2,593.99	(\$326.46)	87.41%
<b>Janitorial, Mowing &amp; Snow Removal Total</b>	<b>\$138,288.36</b>	<b>\$135,405.23</b>	<b>\$2,883.13</b>	<b>102.13%</b>
Tree-Landscape Maintenance	\$2,742.05	\$3,006.63	(\$264.58)	91.20%
Minor Repairs (by Service Provider)	\$41,472.34	\$50,196.46	(\$8,724.12)	82.62%
Minor Repairs (by Professional Service Vendor-WisDOT Direct PO)	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>Landscaping &amp; Minor Repairs Total</b>	<b>\$44,214.39</b>	<b>\$53,203.09</b>	<b>(\$8,988.70)</b>	<b>83.10%</b>
<b>Grand Total</b>	<b>\$182,502.75</b>	<b>\$188,608.32</b>	<b>(\$6,105.57)</b>	<b>96.76%</b>

## Quality Assurance

RFW performs "Random" and "Announced" inspections to assure each facility meets or exceeds standards set by WisDOT. RFW reports the outcome of these inspections to WisDOT and Wisconsin State Patrol. Any noted deficiencies are reviewed with the service provider so that issues can be resolved promptly.

During Fiscal Year 2015, 76 Random inspections were performed by RFW field staff. See Table 2 for a comparison of percentages that standards were met between FY 2015 and FY 2014.

Site walk-throughs with service providers were performed to assure standards, planning and project execution.



<b>Table 2: Inspection Report Summary of Met Standards: Comparison of FY 2015 &amp; FY 2014</b>		
<b>Category:</b>	<b>FY 2015</b>	<b>FY 2014</b>
Building	99.92%	99.39%
Restrooms (Public)	100%	99.51%
Restrooms (Staff)	100%	100%
Grounds	99.74%	100%
<b>Overall</b>	<b>99.92%</b>	<b>99.58%</b>

## ***Project Management***

RFW provides WisDOT assistance with coordinating numerous site repair projects. RFW recommends projects, develops specifications, tracks progress and coordinates with vendors and service providers to facilitate satisfactory project completion.

Service providers coordinated special minor repairs as budgets allowed under funds allocated for “unforeseen” work. All project concepts and costs were approved by WisDOT and RFW assisted as needed. Some of the projects are listed below. You may contact RFW, Inc. for a complete list.

- 16-Madison: Attached half-door entry to officers’ work area to concrete wall.
- 19-Beloit: Raynor Door Authority repaired garage door on southwest side. .
- 21-Kenosha: A & R Door Service replaced three-button control station and repaired overhead brand trolley operator.
- 22-Racine: Bob Houdek replaced sump pump and pumped out water due to scale pit flooding. A & R Door Service replaced a storm door.
- 34-Wrightstown: Northern Electric, Inc. repaired bad receptacle and weight reader sign.
- 35-Newton: R.F. Brindza painted building interior.
- 41-Abrams: TweetGarot replaced sump pump under the scale.
- 53-West Salem: New water softener installed.

## ***Accounting and Record Keeping***

RFW maintains comprehensive records for the program management services and program site maintenance services. Revenues and expenses are monitored on a monthly, quarterly, and annual basis throughout the State’s fiscal year. The financial data is compiled in reports and distributed to service providers and WisDOT staff for their respective uses.

The SWEFM Program Fiscal Year 2015 actual versus budgeted site services costs are summarized in Table 3. Actual costs were billed as they were accrued monthly on a per cleaning, per mowing, per snow removal, and time and material cost per landscape and repair projects. The Janitorial services were invoiced at 98.88% of the budget for this line item. Mowing services were invoiced at levels below the budgeted amounts by \$2,866.45 as a result of abnormally dry summer conditions. Likewise, Snow Removal services were invoiced at levels below the budgeted amounts by \$5,780.99 as a result of an arid winter.



<b>Table 3: SWEFM Program Actual to Budget Cost Summary FY 2015 (July 1, 2014 - June 30, 2016)</b>				
<b>Project</b>	<b>Actual Costs</b>	<b>Budgeted Costs</b>	<b>Difference</b>	<b>% of Budget</b>
Janitorial	\$115,415.56	\$116,726.48	(\$1,310.92)	98.88%
Lawn Mowing	\$20,605.27	\$23,471.72	(\$2,866.45)	87.79%
Snow Removal	\$2,267.53	\$8,048.52	(\$5,780.99)	28.17%
<b>Janitorial, Mowing &amp; Snow Removal Total</b>	<b>\$138,288.36</b>	<b>\$148,246.72</b>	<b>(\$9,958.36)</b>	<b>93.28%</b>
Tree & Landscape Maintenance	\$2,742.05	\$5,357.60	(\$2,615.55)	51.18%
Minor Repairs (performed by service provider)	\$41,472.34	\$57,884.37	(\$16,412.03)	71.65%
Minor Repairs (performed by Professional Vendors via WisDOT Direct PO )	\$0.00	\$0.00	\$0.00	0%
<b>Landscaping &amp; Minor Repairs Total</b>	<b>\$44,214.39</b>	<b>\$63,241.97</b>	<b>(\$19,027.58)</b>	<b>69.91%</b>
<b>Grand Total</b>	<b>\$182,502.75</b>	<b>\$211,488.69</b>	<b>(\$28,985.94)</b>	<b>86.29%</b>

## ***Service Provider Support***

Service providers are afforded support assistance from RFW staff whenever they may have the need. For its part, RFW regularly communicates with providers through inspections, e-mails and phone calls on all and any issues regarding the service providers' abilities to meet work program and budgetary specifications. Service Providers may contact RFW at any time to discuss concerns, ask for guidance and information or address whatever issue the provider may have.

RFW was informed in Spring of 2015 by Holiday House that they would not be the service provider for the Wrightstown and Newton SWEFs beginning in the 2016 fiscal year. RFW informed WisDOT and a Request For Bid was prepared and sent to regional businesses that were engaged in janitorial services. A new service provider was approved and contracts signed for services for both SWEFs.

## ***Communications***

WisDOT BHM (Bureau of Highway Maintenance), Roadside Facilities Division personnel, RFW, service providers and State Patrol SWEF personnel communicate through various media to ensure SWEF concerns and problems are addressed on as timely a basis as possible. Whether by e-mail, inspection reports or other telecommunicative devices, information is shared by all parties on an ongoing basis providing for a free flow of interaction and participation. Generally, WisDOT, RFW and State Patrol meet as least annually to discuss budgets and projects prior to each new fiscal year so that all parties know what to expect and in what timeframes. SWEF Inspector Sergeants and staff are provided with contact information for service providers and RFW in order that they have ready access for assistance.



# Actual to Budget Report

## Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2015  
(July 01, 2014 - June 30, 2015)

County/Site Name	Invoiced Through		YTD Actual	Overall Budget	% of Budget	Difference	
<b>Grant 11 – Dickeyville</b>	Jun 2015	Janitorial Project Total:	\$5,232.00	\$5,232.00	100.00%	\$0.00	
		Mowing Project Total:	\$3,036.00	\$3,174.00	95.65%	(\$138.00)	
		Snow Removal Total:	\$0.00	\$0.00	0.00%	\$0.00	
	Project ID: 0522-02-11		Janitorial/Mowing Project Total:	\$8,268.00	\$8,406.00	98.36%	(\$138.00)
			Landscape Project Total:	\$102.49	\$200.00	51.25%	(\$97.51)
			Minor Repair Project Total:	\$597.40	\$1,388.00	43.04%	(\$790.60)
	Project ID: 1200-02-60		Landscape/Minor Repair Project Total:	\$699.89	\$1,588.00	44.07%	(\$888.11)
	Service Provider: Handishop Industries		<b>Site Total:</b>	<b>\$8,967.89</b>	<b>\$9,994.00</b>	<b>89.73%</b>	<b>(\$1,026.11)</b>
	<b>Dane 16-Mad – Madison</b>	Jun 2015	Janitorial Project Total:	\$9,595.48	\$10,061.28	95.37%	(\$465.80)
			Mowing Project Total:	\$950.00	\$900.00	105.56%	\$50.00
Snow Removal Total:			\$1,048.55	\$3,189.12	32.88%	(\$2,140.57)	
Project ID: 0522-02-16			Janitorial/Mowing Project Total:	\$11,594.03	\$14,150.40	81.93%	(\$2,556.37)
			Landscape Project Total:	\$394.06	\$696.75	56.56%	(\$302.69)
			Minor Repair Project Total:	\$2,641.45	\$4,769.00	55.39%	(\$2,127.55)
Project ID: 1002-02-64			Landscape/Minor Repair Project Total:	\$3,035.51	\$5,465.75	55.54%	(\$2,430.24)
Service Provider: VIP Services, Inc.		<b>Site Total:</b>	<b>\$14,629.54</b>	<b>\$19,616.15</b>	<b>74.58%</b>	<b>(\$4,986.61)</b>	
<b>Rock 19 – Beloit</b>		Jun 2015	Janitorial Project Total:	\$11,540.80	\$11,540.80	100.00%	\$0.00
			Mowing Project Total:	\$1,350.00	\$1,350.00	100.00%	\$0.00
	Snow Removal Total:		\$910.00	\$2,800.00	32.50%	(\$1,890.00)	
	Project ID: 0522-02-19		Janitorial/Mowing Project Total:	\$13,800.80	\$15,690.80	87.95%	(\$1,890.00)
			Landscape Project Total:	\$795.85	\$805.00	98.86%	(\$9.15)
			Minor Repair Project Total:	\$7,792.22	\$11,250.00	69.26%	(\$3,457.78)
	Project ID: 1002-03-60		Landscape/Minor Repair Project Total:	\$8,588.07	\$12,055.00	71.24%	(\$3,466.93)
	Service Provider: Action Clean		<b>Site Total:</b>	<b>\$22,388.87</b>	<b>\$27,745.80</b>	<b>80.69%</b>	<b>(\$5,356.93)</b>

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(July 01, 2014 - June 30, 2015)

County/Site Name	Invoiced Through		YTD Actual	Overall Budget	% of Budget	Difference	
<b>Kenosha 21 – Kenosha</b>	Jun 2015	Janitorial Project Total:	\$30,789.22	\$31,988.80	96.25%	(\$1,199.58)	
		Mowing Project Total:	\$2,150.82	\$2,150.82	100.00%	\$0.00	
		Snow Removal Total:	\$308.98	\$2,059.40	15.00%	(\$1,750.42)	
	Project ID: 0522-02-21		Janitorial/Mowing Project Total:	\$33,249.02	\$36,199.02	91.85%	(\$2,950.00)
			Landscape Project Total:	\$917.58	\$735.65	124.73%	\$181.93
			Minor Repair Project Total:	\$16,657.54	\$19,916.64	83.64%	(\$3,259.10)
	Project ID: 1032-05-60		Landscape/Minor Repair Project Total:	\$17,575.12	\$20,652.29	85.10%	(\$3,077.17)
	Service Provider: Kenosha Achievement Center Inc.		<b>Site Total:</b>	<b>\$50,824.14</b>	<b>\$56,851.31</b>	<b>89.40%</b>	<b>(\$6,027.17)</b>
	<b>Racine 22 – Racine</b>	Jun 2015	Janitorial Project Total:	\$14,151.20	\$13,862.40	102.08%	\$288.80
			Mowing Project Total:	\$699.20	\$662.40	105.56%	\$36.80
Snow Removal Total:			\$0.00	\$0.00	0.00%	\$0.00	
Project ID: 0522-02-22			Janitorial/Mowing Project Total:	\$14,850.40	\$14,524.80	102.24%	\$325.60
			Landscape Project Total:	\$204.05	\$406.68	50.17%	(\$202.63)
			Minor Repair Project Total:	\$3,030.20	\$1,746.68	173.48%	\$1,283.52
Project ID: 1032-09-60			Landscape/Minor Repair Project Total:	\$3,234.25	\$2,153.36	150.20%	\$1,080.89
Service Provider: Kenosha Achievement Center Inc.		<b>Site Total:</b>	<b>\$18,084.65</b>	<b>\$16,678.16</b>	<b>108.43%</b>	<b>\$1,406.49</b>	
<b>Outagamie 34-hh – Wrightstown</b>		Jun 2015	Janitorial Project Total:	\$7,679.10	\$7,088.40	108.33%	\$590.70
			Mowing Project Total:	\$540.00	\$600.00	90.00%	(\$60.00)
	Snow Removal Total:		\$0.00	\$0.00	0.00%	\$0.00	
	Project ID: 0522-02-34		Janitorial/Mowing Project Total:	\$8,219.10	\$7,688.40	106.90%	\$530.70
			Landscape Project Total:	\$0.00	\$100.00	0.00%	(\$100.00)
			Minor Repair Project Total:	\$1,618.79	\$1,402.00	115.46%	\$216.79
	Project ID: 1130-11-60		Landscape/Minor Repair Project Total:	\$1,618.79	\$1,502.00	107.78%	\$116.79
	Service Provider: Holiday House of Manitowoc, Inc.		<b>Site Total:</b>	<b>\$9,837.89</b>	<b>\$9,190.40</b>	<b>107.05%</b>	<b>\$647.49</b>

# Actual to Budget Report

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(July 01, 2014 - June 30, 2015)

County/Site Name	Invoiced Through		YTD Actual	Overall Budget	% of Budget	Difference	
<b>Manitowoc 35-hh – Newton</b>	Jun 2015	Janitorial Project Total:	\$5,637.50	\$5,863.00	96.15%	(\$225.50)	
		Mowing Project Total:	\$712.25	\$906.50	78.57%	(\$194.25)	
		Snow Removal Total:	\$0.00	\$0.00	0.00%	\$0.00	
	Project ID: 0522-02-35		Janitorial/Mowing Project Total:	\$6,349.75	\$6,769.50	93.80%	(\$419.75)
			Landscape Project Total:	\$75.00	\$180.00	41.67%	(\$105.00)
			Minor Repair Project Total:	\$1,592.46	\$1,498.00	106.31%	\$94.46
	Project ID: 1224-08-60		Landscape/Minor Repair Project Total:	\$1,667.46	\$1,678.00	99.37%	(\$10.54)
	Service Provider: Holiday House of Manitowoc, Inc.		<b>Site Total:</b>	<b>\$8,017.21</b>	<b>\$8,447.50</b>	<b>94.91%</b>	<b>(\$430.29)</b>
	<hr/>						
	<b>Oconto 41-gw – Abrams</b>	Jun 2015	Janitorial Project Total:	\$6,634.54	\$6,509.88	101.91%	\$124.66
Mowing Project Total:			\$700.00	\$1,260.00	55.56%	(\$560.00)	
Snow Removal Total:			\$0.00	\$0.00	0.00%	\$0.00	
Project ID: 0522-02-41			Janitorial/Mowing Project Total:	\$7,334.54	\$7,769.88	94.40%	(\$435.34)
			Landscape Project Total:	\$0.00	\$386.92	0.00%	(\$386.92)
			Minor Repair Project Total:	\$792.90	\$1,518.84	52.20%	(\$725.94)
Project ID: 1152-04-60			Landscape/Minor Repair Project Total:	\$792.90	\$1,905.76	41.61%	(\$1,112.86)
Service Provider: Goodwill Industries Northern WI & Up		<b>Site Total:</b>	<b>\$8,127.44</b>	<b>\$9,675.64</b>	<b>84.00%</b>	<b>(\$1,548.20)</b>	
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<b>Waushara 44 – Coloma</b>		Jun 2015	Janitorial Project Total:	\$4,655.00	\$4,940.00	94.23%	(\$285.00)
	Mowing Project Total:		\$600.00	\$1,500.00	40.00%	(\$900.00)	
	Snow Removal Total:		\$0.00	\$0.00	0.00%	\$0.00	
	Project ID: 0522-02-44		Janitorial/Mowing Project Total:	\$5,255.00	\$6,440.00	81.60%	(\$1,185.00)
			Landscape Project Total:	\$95.52	\$777.60	12.28%	(\$682.08)
			Minor Repair Project Total:	\$1,392.99	\$3,044.65	45.75%	(\$1,651.66)
	Project ID: 1160-05-60		Landscape/Minor Repair Project Total:	\$1,488.51	\$3,822.25	38.94%	(\$2,333.74)
	Service Provider: Waushara Industries, Inc.		<b>Site Total:</b>	<b>\$6,743.51</b>	<b>\$10,262.25</b>	<b>65.71%</b>	<b>(\$3,518.74)</b>

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## Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2015  
(July 01, 2014 - June 30, 2015)

County/Site Name	Invoiced Through		YTD Actual	Overall Budget	% of Budget	Difference	
<b>La Crosse 53 – West Salem</b>	Jun 2015	Janitorial Project Total:	\$5,668.00	\$5,668.00	100.00%	\$0.00	
		Mowing Project Total:	\$3,174.00	\$3,174.00	100.00%	\$0.00	
		Snow Removal Total:	\$0.00	\$0.00	0.00%	\$0.00	
	Project ID: 0270-55-53		Janitorial/Mowing Project Total:	\$8,842.00	\$8,842.00	100.00%	\$0.00
			Landscape Project Total:	\$157.50	\$275.00	57.27%	(\$117.50)
			Minor Repair Project Total:	\$721.97	\$1,452.00	49.72%	(\$730.03)
	Project ID: 1071-01-68		Landscape/Minor Repair Project Total:	\$879.47	\$1,727.00	50.92%	(\$847.53)
	Service Provider: Handishop Industries		<b>Site Total:</b>	<b>\$9,721.47</b>	<b>\$10,569.00</b>	<b>91.98%</b>	<b>(\$847.53)</b>
	<b>St Croix 61-esr – Hudson</b>	Jun 2015	Janitorial Project Total:	\$5,171.92	\$5,171.92	100.00%	\$0.00
			Mowing Project Total:	\$2,268.00	\$1,944.00	116.67%	\$324.00
Snow Removal Total:			\$0.00	\$0.00	0.00%	\$0.00	
Project ID: 0522-02-61			Janitorial/Mowing Project Total:	\$7,439.92	\$7,115.92	104.55%	\$324.00
			Landscape Project Total:	\$0.00	\$374.00	0.00%	(\$374.00)
			Minor Repair Project Total:	\$263.38	\$4,764.00	5.53%	(\$4,500.62)
Project ID: 1020-07-69			Landscape/Minor Repair Project Total:	\$263.38	\$5,138.00	5.13%	(\$4,874.62)
Service Provider: East Suburban Resources		<b>Site Total:</b>	<b>\$7,703.30</b>	<b>\$12,253.92</b>	<b>62.86%</b>	<b>(\$4,550.62)</b>	
<b>Dunn 63 – Menomonie</b>		Jun 2015	Janitorial Project Total:	\$5,200.00	\$5,200.00	100.00%	\$0.00
			Mowing Project Total:	\$3,675.00	\$3,150.00	116.67%	\$525.00
	Snow Removal Total:		\$0.00	\$0.00	0.00%	\$0.00	
	Project ID: 0522-02-63		Janitorial/Mowing Project Total:	\$8,875.00	\$8,350.00	106.29%	\$525.00
			Landscape Project Total:	\$0.00	\$200.00	0.00%	(\$200.00)
			Minor Repair Project Total:	\$3,134.84	\$2,420.00	129.54%	\$714.84
	Project ID: 1022-07-69		Landscape/Minor Repair Project Total:	\$3,134.84	\$2,620.00	119.65%	\$514.84
	Service Provider: Indianhead Enterprises, Inc.		<b>Site Total:</b>	<b>\$12,009.84</b>	<b>\$10,970.00</b>	<b>109.48%</b>	<b>\$1,039.84</b>

# Actual to Budget Report

## Safety Weight Enforcement Facility Maintenance Program

Fiscal Year 2015  
(July 01, 2014 - June 30, 2015)

County/Site Name	Invoiced Through		YTD Actual	Overall Budget	% of Budget	Difference
<b>Douglas 71 – Superior</b>	Jun 2015	Janitorial Project Total:	\$3,460.80	\$3,600.00	96.13%	(\$139.20)
		Mowing Project Total:	\$750.00	\$2,700.00	27.78%	(\$1,950.00)
		Snow Removal Total:	\$0.00	\$0.00	0.00%	\$0.00
Project ID: 0522-02-71		Janitorial/Mowing Project Total:	\$4,210.80	\$6,300.00	66.84%	(\$2,089.20)
		Landscape Project Total:	\$0.00	\$220.00	0.00%	(\$220.00)
		Minor Repair Project Total:	\$1,236.20	\$2,714.56	45.54%	(\$1,478.36)
Project ID: 1190-42-71		Landscape/Minor Repair Project Total:	\$1,236.20	\$2,934.56	42.13%	(\$1,698.36)
Service Provider: Superior Vocations Center, Inc.		<b>Site Total:</b>	<b>\$5,447.00</b>	<b>\$9,234.56</b>	<b>58.98%</b>	<b>(\$3,787.56)</b>
<b>Grand Totals:</b>		Janitorial Project Total:	\$115,415.56	\$116,726.48	98.88%	(\$1,310.92)
		Mowing Project Total:	\$20,605.27	\$23,471.72	87.79%	(\$2,866.45)
		Snow Removal Total:	\$2,267.53	\$8,048.52	28.17%	(\$5,780.99)
		Janitorial/Mowing Project Total:	\$138,288.36	\$148,246.72	93.28%	(\$9,958.36)
		Landscape Project Total:	\$2,742.05	\$5,357.60	51.18%	(\$2,615.55)
		Minor Repair Project Total:	\$41,472.34	\$57,884.37	71.65%	(\$16,412.03)
		Landscape/Minor Repair Project Total:	\$44,214.39	\$63,241.97	69.91%	(\$19,027.58)
<b>Grand Total:</b>			<b>\$182,502.75</b>	<b>\$211,488.69</b>	<b>86.29%</b>	<b>(\$28,985.94)</b>



**Report prepared by:**

**REHABILITATION FOR WISCONSIN, INC.**

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