

# Safety Weight Enforcement Facilities



## Annual Report



Fiscal Year 2017

(July 1, 2016– June 30, 2017)

# Safety Weight Enforcement Facility Maintenance Program

## ***Introduction***

SWEFs received janitorial, landscape and maintenance services from an unchanged group of service providers in Fiscal Year 2017. 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. Several service providers were recognized for particularly good inspections during the course of the year.

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 2017 (July 1, 2016 - June 30, 2017).

## ***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.

Service Providers actually invoiced for 87.79% 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 most SWEFs remained the same from FY 2016 to FY 2017.

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 2017 (Table 1) compares the budgeted amount for FY 2016 to the FY 2017 budgeted amount in each category.

**Table 1: FY 2017 and FY 2016 Budgeted Annual Work Program Comparison**

	<b>FY 2017</b>	<b>FY 2016</b>	<b>Difference</b>	<b>Percent</b>
Janitorial	\$191,516.40	\$164,951.28	\$26,565.12	116.10%
Mowing	\$27,007.92	\$27,457.92	(\$450.00)	98.36%
Snow Removal	\$13,967.41	\$13,967.41	\$0.00	100.00%
<b>Janitorial, Mowing &amp; Snow Removal Total</b>	<b>\$232,491.73</b>	<b>\$206,376.61</b>	<b>\$26,115.12</b>	<b>112.65%</b>
Tree-Landscape Maintenance	\$5,273.88	\$5,408.80	(\$134.92)	97.51%
Minor Repairs (by Service Provider)	\$68,032.40	\$71,351.36	(\$3,318.96)	95.35%
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>\$73,306.28</b>	<b>\$76,760.16</b>	<b>(\$3,453.88)</b>	<b>95.50%</b>
<b>Grand Total</b>	<b>\$305,798.01</b>	<b>\$283,136.77</b>	<b>\$22,661.24</b>	<b>108.00%</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 2017, 86 Random inspections were performed by RFW field staff. See Table 2 for a comparison of percentages that standards were met between FY 2017 and FY 2016.

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

**Table 2: Inspection Report Summary of Met Standards: Comparison of FY 2017 & FY 2016**

<b>Category:</b>	<b>FY 2017</b>	<b>FY 2016</b>
Building	99.93%	99.93%
Restrooms (Public)	100%	100%
Restrooms (Staff)	99.88%	99.90%
Grounds	100%	100%
<b>Overall</b>	<b>99.95%</b>	<b>99.95%</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.

11-Dickeyville: Friesens’ Plumbing & Heating replaced well pump, \$3,900.00.

16-Madison: Carroll Electric installed five new LED flood lights and mounting posts, \$3,175.74.

19-Beloit: Thiele Heating & Air Conditioning replaced boiler pump, \$906.24.

21-Kenosha: Lee Plumbing replaced a leaking 80-gal water heater with new 50-gal commercial grade quality water heater, \$4,350.00.

22-Racine: Southport Heating installed new furnace, \$2,500.00.

41-Abrams: Replaced storage shed, \$1711.00

44-Coloma: Your Home Comfort Solutions replaced eye wash station, \$968.72, installed stainless steel sink and faucets, \$452.50, and replaced pressure tank, \$625.45.

63-Menomonie: Replaced bathroom faucet and water supply line, \$117.03.

Below are repair projects that were completed by professional service vendors through direct WisDOT purchase orders:

53-West Salem: This facility was demolished shortly before the new Sparta SWEF was open for business in September 2017.

## ***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 2017 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 85.76% of the budget for this line item. Mowing services were invoiced at levels below the budgeted amounts by -\$6,427.17 as a result of abnormally dry summer conditions. Likewise, Snow Removal services were invoiced at levels below the budgeted amounts by \$10,846.03 as a result of a benign winter.

**Table 3: SWEFM Program  
Actual to Budget Cost Summary  
FY 2017 (July 1, 2016 - June 30, 2017)**

<b>Project</b>	<b>Actual Costs</b>	<b>Budgeted Costs</b>	<b>Difference</b>	<b>% of Budget</b>
Janitorial	\$175,692.43	\$191,516.40	(\$15,823.97)	91.74%
Lawn Mowing	\$20,580.75	\$27,007.92	(\$6,427.17)	76.20%
Snow Removal	\$3,121.38	\$13,967.41	(\$10,846.03)	22.35%
<b>Janitorial, Mowing &amp; Snow Removal Total</b>	<b>\$199,394.56</b>	<b>\$232,491.73</b>	<b>(\$33,097.17)</b>	<b>85.76%</b>
Tree & Landscape Maintenance	\$2,161.19	\$5,273.88	(\$3,112.69)	40.98%
Minor Repairs (performed by service provider)	\$66,903.71	\$68,032.40	(\$1,128.69)	98.34%
Minor Repairs (performed by Professional Vendors via WisDOT Direct PO)	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>Landscaping &amp; Minor Repairs Total</b>	<b>\$71,464.90</b>	<b>\$73,306.28</b>	<b>(\$1,841.38)</b>	<b>97.49%</b>
<b>Grand Total</b>	<b>\$270,859.46</b>	<b>\$305,798.01</b>	<b>(\$34,938.55)</b>	<b>88.57%</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.

At end of FY 2017, ESR terminated its contract to provide services to the Hudson SWEF. A new service provider was not awarded the contract until FY 2018.

### ***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.



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