

Safety Weight Enforcement Facilities



Annual Report



Fiscal Year 2020

(July 1, 2019– June 30, 2020)

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FY 2020 Annual Report

Safety Weight Enforcement Facilities Maintenance Program

Introduction

Safety Weight Enforcement Facilities Maintenance (SWEFM) Program included janitorial, landscape and maintenance services from eight (8) non-profit and for-profit service providers in Fiscal Year 2020. 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.

DSPN Roadside Facilities’ (DSPN RF) 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

Pandemic Impact

No one could have imagined nor fully prepared for the COVID 19 pandemic of 2020. Since its onset DSPN RF developed a Preparedness Plan, Inventory Stock Compliance Plan, and a four-tiered Contingency Plan for keeping sites open. There were a number of months where SWEFs were not fully functional yet custodial, landscape and maintenance service was provided according to contractual obligations. Safety of those providing service to the sites was and continues to be of utmost importance. DSPN RF has and continues to stress to service providers the need for PPE compliance, using EPA approved cleaning products, and for cleaning standards that meet all challenges the virus, customers and building occupants bring to each site.

This report summarizes the program activities in the above categories during the State's Fiscal Year 2020 (July 1, 2019 - June 30, 2020).

Contract Development and Compliance

Work specifications for janitorial, maintenance and landscape services for all SWEFs are kept and maintained by DSPN RF. 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. DSPN RF makes any changes granted to the contracts and sends all contracts to service providers annually for review and signatures.

Service Providers invoiced for 84.93% of the approved SWEFM budget total during the fiscal year.

Annual Work Program

The Annual Work Program is developed by DSPN RF through working with WisDOT and the Service Providers. The Annual Work Program for FY 2020 increased by approximately 16% compared to FY 2019. FY 2020 approved annual work program cost was \$337,628.08

In Fiscal Year 2019 WisDOT terminated Action Clean's contract due to underperformance issues. VIP Services began maintaining the SWEF mid-fiscal year 2019 and budgeted for a partial fiscal year. VIP Services budgeted for a complete fiscal year in FY 2020.

SWEF 34 Wrightstown and SWEF 35 Newton went out for bid due to them being maintained by Erin Huettl Cleaning, LLC, a for-profit vendor. Erin Huettl was awarded the contracts.

Effective March 31, 2020, Waushara Industries terminated providing services to SWEF 44 Coloma. Northwoods, Inc. of WI was awarded the contract and began services April 2020.

DSPN RF 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.

DSPN RF 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. DSPN RF 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.

Quality Assurance

DSPN RF performs cleanliness and condition inspections and records them into FAMIS. These inspections are to assure that each facility meets or exceeds standards set by WisDOT. A work order is created in FAMIS where the DSPN RF inspector notes, successes, deficiencies and corrective actions needed.

Our contract with WisDOT states each SWEF must be inspected at least four times per year. During FY 2020 the old inspection process was replaced with a new process and workflow. The new inspection process is done in WisDOT's FAMIS system. It includes scheduled inspection work orders that are automatically assigned to field staff. Each of these work orders include inspection forms with over 100 items that can be scored for both cleanliness standards and their condition. The FAMIS system allows for easily creating corrective work orders which assures corrective action and an assurance of follow through. The new inspection system started January 1, 2020. As a result, this year's report includes only six months' worth of data. Additionally, because of the pandemic and us not allowing field staff to visit sites for a period of just over two months, the data reflects only one or two inspections. We are including the new data in this report. Even though it does not reflect a full year's worth of inspections, it gives insight into how service providers are doing, nonetheless. And because data from the old system was reported in a much different way, it did not make sense to include it.

Project Management

DSPN RF provides WisDOT assistance with coordinating numerous site repair projects. DSPN RF 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 DSPN RF assisted as needed. Minor Projects totaled approximately \$64, 000 in FY 2020. Some of the projects are listed below. You may contact DSPN RF for a complete list.

- SWEF 16 Madison: Removal of scale pit electrical wiring and fixtures, \$1,181.70.
- SWEF 21 Kenosha: Calibration and function testing completed by JMB & Associates, 1,238.00.
- SWEF 41 Abrams: Gary Rose removed and disposed of Pepsi Vending machine., \$250.00.
- SWEF 44 Coloma: Installation of electronic locks completed by Tru-Lock & Security, Inc., 1,850.26.

- SWEF 52 Sparta: Professional Painting Company applied two coats catalyzed water born epoxy paint to area under desk due to excessive scuff marks from boots, \$1,456.00.
- SWEF 61 Hudson: Roof repairs completed by Built Strong Extensions, \$2,250.00.

Accounting and Record Keeping

DSPN RF maintains comprehensive records for the program management services and program site maintenance services. Revenues and expenses are monitored throughout the State's fiscal year.

The SWEFM Program Fiscal Year 2020 actual versus budgeted site services costs are summarized below:

Actual to Budget Cost Summary FY 2020 (July 1, 2019 - June 30, 2020)				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$234,842.67	\$239,510.28	(\$4,667.61)	98.05%
Lawn Mowing	\$28,510.32	\$36,707.96	(\$8,197.64)	77.67%
Snow Removal	\$5,352.60	\$20,945.40	(\$15,592.80)	25.56%
Janitorial, Mowing & Snow Removal Total	\$268,705.59	\$297,163.64	(\$28,458.05)	90.42%
Tree & Landscape Maintenance	\$2,530.71	\$9,413.69	(\$6,882.98)	26.88%
Minor Repairs	\$64,653.82	\$88,902.50	(\$24,248.68)	72.72%
Landscaping & Minor Repairs Total	\$67,184.53	\$98,316.19	(\$31,131.66)	68.34%
Grand Total	\$335,890.12	\$395,479.83	(\$59,589.71)	84.93%

Actual costs were billed as they were accrued monthly on a per cleaning, per mowing, per snow removal basis, and time and material cost per landscape and repair projects.

Service Provider Support

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

Communications

WisDOT Bureau of Highway Maintenance (BHM), Roadside Facilities personnel, DSPN RF, service providers and State Patrol Inspector Sergeants communicate through various media to ensure SWEFM Program concerns and problems are addressed timely. Whether by email, inspection reports or verbal communication, information is shared by all parties on an ongoing basis providing for a free flow of interaction and participation. Generally, WisDOT and DSPN RF meet annually to discuss budgets and projects prior to each new fiscal year.

Program Actual to Budgets

The following are FY 2020 Actual to Budget reports for each site in the SWEFM Program and FY 2020 Cleanliness Inspection Summary.

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Erin Huettl Cleaning, LLC

Outagamie, SWEF 34-Wrightstown					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$18,200.00	\$18,200.00	\$0.00	100.00%	
Lawn Mowing	\$3,230.00	\$3,420.00	(\$190.00)	94.44%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$21,430.00	\$21,620.00	(\$190.00)	99.12%	
Tree & Landscape Maintenance	\$36.59	\$125.00	(\$88.41)	29.27%	
Minor Repairs	\$1,362.70	\$1,400.00	(\$37.30)	97.34%	
Landscaping & Minor Repairs Total	\$1,399.29	\$1,525.00	(\$125.71)	91.76%	
Erin Huettl Cleaning	Site Total:	\$22,829.29	\$23,145.00	(\$315.71)	98.64%

Manitowoc, SWEF 35-Newton					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$13,000.00	\$13,000.00	\$0.00	100.00%	
Lawn Mowing	\$3,230.00	\$3,420.00	(\$190.00)	94.44%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$16,230.00	\$16,420.00	(\$190.00)	98.84%	
Tree & Landscape Maintenance	\$36.59	\$125.00	(\$88.41)	29.27%	
Minor Repairs	\$756.37	\$1,400.00	(\$643.63)	54.03%	
Landscaping & Minor Repairs Total	\$792.96	\$1,525.00	(\$732.04)	52.00%	
Erin Huettl Cleaning	Site Total:	\$17,022.96	\$17,945.00	(\$922.04)	94.86%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Oconto, SWEF 41-Abrams					
Project	Actual Costs	Budgeted Costs	Differenc e	% of Budget	
Janitorial	\$26,500.00	\$26,500.00	\$0.00	100.00%	
Lawn Mowing	\$3,230.00	\$3,420.00	(\$190.00)	94.44%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$29,730.00	\$29,920.00	(\$190.00)	99.36%	
Tree & Landscape Maintenance	\$23.09	\$386.92	(\$363.83)	5.97%	
Minor Repairs	\$1,263.74	\$1,373.00	(\$109.26)	92.04%	
Landscaping & Minor Repairs Total	\$1,286.83	\$1,759.92	(\$473.09)	73.12%	
Erin Huettl Cleaning	Site Total:	\$31,016.83	\$31,679.92	(\$663.09)	97.91%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Handishop Industries, Inc.

Grant, SWEF 11 - Dickeyville					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$6,099.60	\$6,099.60	\$0.00	100.00%	
Lawn Mowing	\$2,533.68	\$3,237.48	(\$703.80)	78.26%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$8,633.28	\$9,337.08	(\$703.80)	92.46%	
Tree & Landscape Maintenance	\$0.00	\$241.00	(\$241.00)	0.00%	
Minor Repairs	\$6,595.79	\$7,194.08	(\$598.29)	91.68%	
Landscaping & Minor Repairs Total	\$6,595.79	\$7,435.08	(\$839.29)	88.71%	
Handishop Industries	Site Total:	\$15,229.07	\$16,772.16	(\$1,543.09)	90.80%

Monroe, SWEF 54-Sparta					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$30,800.94	\$32,604.13	(\$1,803.19)	94.47%	
Lawn Mowing	\$2,114.84	\$2,719.08	(\$604.24)	77.78%	
Snow Removal	\$1,186.54	\$3,550.00	(\$2,363.46)	33.42%	
Janitorial, Mowing & Snow Removal Total	\$34,102.32	\$38,873.21	(\$4,770.89)	87.73%	
Tree & Landscape Maintenance	\$91.03	\$873.84	(\$782.81)	10.42%	
Minor Repairs	\$4,278.79	\$3,679.30	\$599.49	116.29%	
Landscaping & Minor Repairs Total	\$4,369.82	\$4,553.14	(\$183.32)	95.97%	
Handishop Industries	Site Total:	\$38,472.14	\$43,426.35	(\$4,954.21)	88.59%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Hillary Maurer

St. Croix, SWEF 61-Hudson					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$8,550.00	\$9,000.00	(\$450.00)	95.00%	
Lawn Mowing	\$4,800.00	\$5,400.00	(\$600.00)	88.89%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$13,350.00	\$14,400.00	(\$1,050.00)	92.71%	
Tree & Landscape Maintenance	\$0.00	\$300.00	(\$300.00)	0.00%	
Minor Repairs	\$2,266.87	\$2,550.00	(\$283.13)	88.90%	
Landscaping & Minor Repairs Total	\$2,266.87	\$2,850.00	(\$583.13)	79.54%	
Hillary Maurer	Site Total:	\$15,616.87	\$17,250.00	(\$1,633.13)	90.53%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Indianhead Enterprises, Inc.

Dunn, SWEF 63-Menomonie				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$5,875.00	\$6,500.00	(\$625.00)	90.38%
Lawn Mowing	\$3,150.00	\$3,780.00	(\$630.00)	83.33%
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!
Janitorial, Mowing & Snow Removal Total	\$9,025.00	\$10,280.00	(\$1,255.00)	87.79%
Tree & Landscape Maintenance	\$290.00	\$345.00	(\$55.00)	84.06%
Minor Repairs	\$2,776.12	\$2,815.00	(\$38.88)	98.62%
Landscaping & Minor Repairs Total	\$3,066.12	\$3,160.00	(\$93.88)	97.03%
Indianhead Enterprises, Inc. Site Total:	\$12,091.12	\$13,440.00	(\$1,348.88)	89.96%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Kenosha Achievement Center

Kenosha, SWEF 21-Kenosha				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$31,238.01	\$32,667.20	(\$1,429.19)	95.63%
Lawn Mowing	\$2,434.80	\$2,191.32	\$243.48	111.11%
Snow Removal	\$280.80	\$2,124.50	(\$1,843.70)	13.22%
Janitorial, Mowing & Snow Removal Total	\$33,953.61	\$36,983.02	(\$3,029.41)	91.81%
Tree & Landscape Maintenance	\$483.32	\$1,226.28	(\$742.96)	39.41%
Minor Repairs	\$14,031.29	\$16,512.93	(\$2,481.64)	84.97%
Landscaping & Minor Repairs Total	\$14,514.61	\$17,739.21	(\$3,224.60)	81.82%
Kenosha Achievement Center Site Total:	\$48,468.22	\$54,722.23	(\$6,254.01)	88.57%

Racine, SWEF 22-Racine				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$14,744.10	\$15,033.20	(\$289.10)	98.08%
Lawn Mowing	\$685.44	\$685.44	\$0.00	100.00%
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!
Janitorial, Mowing & Snow Removal Total	\$15,429.54	\$15,718.64	(\$289.10)	98.16%
Tree & Landscape Maintenance	\$193.66	\$384.28	(\$190.62)	50.40%
Minor Repairs	\$2,223.58	\$2,794.28	(\$570.70)	79.58%
Landscaping & Minor Repairs Total	\$2,417.24	\$3,178.56	(\$761.32)	76.05%
Kenosha Achievement Center Site Total:	\$17,846.78	\$18,897.20	(\$1,050.42)	94.44%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Northwoods, Inc. of Wisconsin

Waushara, SWEF 44n-Coloma					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$1,174.56	\$1,957.60	(\$783.04)	60.00%	
Lawn Mowing	\$791.56	\$904.64	(\$113.08)	87.50%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$1,966.12	\$2,862.24	(\$896.12)	68.69%	
Tree & Landscape Maintenance	\$194.85	\$194.85	\$0.00	100.00%	
Minor Repairs	\$1,125.13	\$1,125.13	\$0.00	100.00%	
Landscaping & Minor Repairs Total	\$1,319.98	\$1,319.98	\$0.00	100.00%	
Northwoods, Inc. of WI	Site Total:	\$3,286.10	\$4,182.22	(\$896.12)	78.57%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Superior Vocations Center, Inc.

Douglas, SWEF 72-Superior				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$43,155.00	\$49,140.00	(\$5,985.00)	87.82%
Lawn Mowing	\$705.00	\$3,525.00	(\$2,820.00)	20.00%
Snow Removal	\$2,760.25	\$5,750.00	(\$2,989.75)	48.00%
Janitorial, Mowing & Snow Removal Total	\$46,620.25	\$58,415.00	(\$11,794.75)	79.81%
Tree & Landscape Maintenance	\$330.00	\$900.00	(\$570.00)	36.67%
Minor Repairs	\$12,054.00	\$12,550.00	(\$496.00)	96.05%
Landscaping & Minor Repairs Total	\$12,384.00	\$13,450.00	(\$1,066.00)	92.07%
Superior Vocations Center, Inc. Site Total:	\$59,004.25	\$71,865.00	(\$12,860.75)	82.10%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

VIP Services, Inc.

Dane, SWEF 16-Madison					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$10,075.46	\$10,564.56	(\$489.10)	95.37%	
Lawn Mowing	\$525.00	\$945.00	(\$420.00)	55.56%	
Snow Removal	\$398.45	\$5,413.15	(\$5,014.70)	7.36%	
Janitorial, Mowing & Snow Removal Total	\$10,998.91	\$16,922.71	(\$5,923.80)	64.99%	
Tree & Landscape Maintenance	\$554.70	\$2,157.66	(\$1,602.96)	25.71%	
Minor Repairs	\$6,868.49	\$9,833.59	(\$2,965.10)	69.85%	
Landscaping & Minor Repairs Total	\$7,423.19	\$11,991.25	(\$4,568.06)	61.91%	
VIP Services, Inc.	Site Total:	\$18,422.10	\$28,913.96	(\$10,491.86)	63.71%

Rock, SWEF 19-Beloit					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$21,630.00	\$22,680.00	(\$1,050.00)	95.37%	
Lawn Mowing	\$780.00	\$1,560.00	(\$780.00)	50.00%	
Snow Removal	\$726.56	\$4,107.75	(\$3,381.19)	17.69%	
Janitorial, Mowing & Snow Removal Total	\$23,136.56	\$28,347.75	(\$5,211.19)	81.62%	
Tree & Landscape Maintenance	\$296.88	\$1,381.25	(\$1,084.37)	21.49%	
Minor Repairs	\$5,046.78	\$22,200.00	(\$17,153.22)	22.73%	
Landscaping & Minor Repairs Total	\$5,343.66	\$23,581.25	(\$18,237.59)	22.66%	
VIP Services, Inc.	Site Total:	\$28,480.22	\$51,929.00	(\$23,448.78)	54.84%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2020 (July 1, 2019 – June 30, 2020)**

Waushara Industries, Inc.

Waushara, SWEF 44-Coloma					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$3,800.00	\$4,940.00	(\$1,140.00)	76.92%	
Lawn Mowing	\$300.00	\$1,500.00	(\$1,200.00)	20.00%	
Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	
Janitorial, Mowing & Snow Removal Total	\$4,100.00	\$6,440.00	(\$2,340.00)	63.66%	
Tree & Landscape Maintenance	\$0.00	\$777.60	(\$777.60)	0.00%	
Minor Repairs	\$4,004.17	\$5,140.67	(\$1,136.50)	77.89%	
Landscaping & Minor Repairs Total	\$4,004.17	\$5,918.27	(\$1,914.10)	67.66%	
Waushara Industries	Site Total:	\$8,104.17	\$12,358.27	(\$4,254.10)	65.58%

Safety Weight Enforcement Facilities Maintenance Cleanliness Inspection Report FY 2020 (July 1 2019 - June 30 2020)

(note: Only six months worth of data because new inspection process did not begin until January 1 2020)

Explanation of Average Scores

76% - 80% = Exceeds Standards
70% - 75% = Meets Standards
65 - 69% = Does Not Meet Standards

Name of Property	Number of Times Inspected	When Inspected	Average Score
SWEF 11 DICKEYVILLE	2	March 6 & June 19	74%
SWEF 16 MADISON	2	February 21 & May 5	73%
SWEF 19 БЕЛОIT	2	February 2 & May 5	74%
SWEF 21 KENOSHA	2	February 27 & May 7	71%
SWEF 22 RACINE	2	February 27 & May 7	73%
SWEF 34 WRIGHTSTOWN	1	June 22	74%
SWEF 35 NEWTON	1	May 19	73%
SWEF 41 ABRAMS	1	June 22	74%
SWEF 54 SPARTA	1	June 29	72%
SWEF 61 HUDSON	1	June 30	72%
SWEF 63 MENOMONIE	2	February 25 & May 13	71%
SWEF 72 SUPERIOR	2	February 7 & May 11	74%
OVERALL PERCENTAGE:	19		73%



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Disability Service Provider Network

Roadside Facilities

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