

Safety Weight Enforcement Facilities

Annual Report



Fiscal Year 2021

(July 1, 2020– June 30, 2021)

FY 2021 Annual Report

Safety Weight Enforcement Facilities Maintenance Program

Introduction

Safety Weight Enforcement Facilities Maintenance (SWEFM) Program included janitorial, landscape and maintenance services from six (6) non-profit and two (2) for-profit service providers in Fiscal Year 2021. 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

This report summarizes the program activities in the above categories during the State's Fiscal Year 2021 (July 1, 2020 - June 30, 2021).

Pandemic Impact

Safety of those providing service to the sites 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.

Contract Development and Compliance

Work specifications for janitorial, maintenance and landscape services for all SWEFs are managed 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 80.76% of the approved SWEFM budget total during the fiscal year. This data does not include change orders or monthly expenditures for COVID-19.

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 2021 increased by approximately 21.75% compared to FY 2020. FY 2021 approved annual work program cost was \$461,083.61 which includes \$3,000.00 per site WisDOT approved added maintenance dollars.

SWEF 41 Abrams and SWEF 61 Hudson went out for bid due to them being maintained by Erin Huettl Cleaning, LLC and Hillary Maurer respectively. Both are a for-profit vendor. Erin Huettl and Hillary Maurer were awarded and maintain the contract for their sites.

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 quarterly cleanliness and condition inspections and records results into FAMIS. These inspections are to assure that each facility meets or exceeds standards set by WisDOT.

Our contract with WisDOT states each SWEF must be inspected at least four times per year. The 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 FAMIS inspection system started January 1, 2020.

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 \$96,000 in FY 2021. Of that, approximately \$36,000.00 was identified as extra work. Some of the projects are listed below. You may contact DSPN RF for a complete list.

- SWEF 11 Dickeyville: CCS Carpenter's Construction replaced shingles on building and removed existing chimney, \$3,253.20.
- SWEF 19 Beloit: Pieper Power LED upgrades, \$13,066.00.
- SWEF 21 Kenosha: A & R Door replaced (2) torsion springs, northwest door. Reconnected operator drive chain. Replaced (3) bad bearings in trolley operator. Oiled and checked doors and operators over, southwest door., \$2,415.00. Misurelli Sorensen Heating installed a 1/3 hp cartridge circulator pump. 115V., \$1,085.00
- SWEF 34 Wrightstown: Lewins Electric converted exterior lights and interior lights to LED, \$677.79.
- SWEF 41 Abrams: Lewins Electric converted florescent lights to LED., \$190.00.
- SWEF 44 Coloma: Apollo Painting painted basement floors, exterior trim and doors, \$3,540.00.
- SWEF 54 Sparta: Overhead Door Company replaced (3) broken windows in overhead door in bay, \$546.00. Mid Wisconsin Pump & Well extended well casing per DNR inspection, \$213.00.
- SWEF 63 Menomonie: Site crew replaced tile in SWEF office, \$614.72. Thaler Oil Co resealed pipe that was underground and old regulator at building, \$777.00. Halverson Bros repaired broken pipe on well, \$223.39

- SWEF 72 Superior: Walter Power System repaired generator, \$1,914.36. Belknap Plumbing repaired frozen exhaust, \$751.92. Overhead Door Company and Belknap Electric repaired garage door, \$2,685.00.

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 2021 actual versus budgeted site services costs are summarized below:

Actual to Budget Cost Summary FY 2021 (July 1, 2020 - June 30, 2021)				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$250,826.77	\$256,681.20	(\$5,854.43)	97.72%
Lawn Mowing	\$28,895.43	\$36,917.60	(\$8,022.17)	78.27%
Snow Removal	\$5,774.98	\$23,360.06	(\$17,585.08)	24.72%
Janitorial, Mowing & Snow Removal Total	\$285,497.18	\$316,958.86	(\$31,461.68)	90.07%
Tree & Landscape Maintenance	\$3,486.05	\$10,011.00	(\$6,524.95)	34.82%
Minor Repairs (performed by service provider)	\$96,838.69	\$150,748.75	(\$53,910.06)	64.24%
Landscaping & Minor Repairs Total	\$100,324.74	\$160,759.75	(\$60,435.01)	62.41%
Grand Total	\$385,821.92	\$477,718.61	(\$91,896.69)	80.76%

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.

Additional funding was infused to Service Provider's FY 2021 budgets to cover additional costs due to COVID-19. WisDOT issued change orders amounting to approximately \$41,790.00. Actual costs invoiced for COVID-19 is listed below. DSPN RF provided WisDOT with monthly updates of costs and justifications as related to the coronavirus.

SWEFM Program Fiscal Year 2021 (July 1, 2020 - June 30, 2021) COVID-19 Expense Summary	
Service Providers - Materials and Supplies - Invoiced:	\$832.14
Service Providers - Compensation - Invoiced:	\$49,920.00
Invoiced/Invoicing Total:	\$50,752.14

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

Following are FY 2021 Actual to Budget reports for each site in the SWEFM Program and the FY 2021 Cleanliness Inspection Report.

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Erin Huettl Cleaning, LLC

SWEF 34 Wrightstown / Outagamie County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$18,200.00	\$18,200.00	\$0.00	100.00%
Lawn Mowing	\$2,660.00	\$3,420.00	(\$760.00)	77.78%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$20,860.00	\$21,621.00	(\$761.00)	96.48%
Tree & Landscape Maintenance	\$18.75	\$125.00	(\$106.25)	15.00%
Minor Repairs (performed by service provider)	\$2,897.01	\$4,399.00	(\$1,501.99)	65.86%
Landscaping & Minor Repairs Total	\$2,915.76	\$4,524.00	(\$1,608.24)	64.45%
Erin Huettl Cleaning	Site Total: \$23,775.76	\$26,145.00	(\$2,369.24)	90.94%

SWEF 35 Newton / Manitowoc County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$13,000.00	\$13,000.00	\$0.00	100.00%
Lawn Mowing	\$3,040.00	\$3,420.00	(\$380.00)	88.89%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$16,040.00	\$16,421.00	(\$381.00)	97.68%
Tree & Landscape Maintenance	\$32.12	\$125.00	(\$92.88)	25.70%
Minor Repairs (performed by service provider)	\$1,382.06	\$4,399.00	(\$3,016.94)	31.42%
Landscaping & Minor Repairs Total	\$1,414.18	\$4,524.00	(\$3,109.82)	31.26%
Erin Huettl Cleaning	Site Total: \$17,454.18	\$20,945.00	(\$3,490.82)	83.33%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

SWEF 41 Abrams / Oconto County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$26,000.00	\$26,000.00	\$0.00	100.00%
Lawn Mowing	\$2,850.00	\$3,420.00	(\$570.00)	83.33%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$28,850.00	\$29,421.00	(\$571.00)	98.06%
Tree & Landscape Maintenance	\$5.25	\$386.92	(\$381.67)	1.36%
Minor Repairs (performed by service provider)	\$1,290.48	\$4,372.00	(\$3,081.52)	29.52%
Landscaping & Minor Repairs Total	\$1,295.73	\$4,758.92	(\$3,463.19)	27.23%
Erin Huettl Cleaning	Site Total: \$30,145.73	\$34,179.92	(\$4,034.19)	88.20%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Handishop Industries, Inc.

SWEF 11 Dickeyville / Grant County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$6,282.64	\$6,282.64	\$0.00	100.00%
Lawn Mowing	\$2,319.68	\$3,334.54	(\$1,014.86)	69.57%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$8,602.32	\$9,618.18	(\$1,015.86)	89.44%
Tree & Landscape Maintenance	\$98.35	\$246.70	(\$148.35)	39.87%
Minor Repairs (performed by service provider)	\$3,817.15	\$10,193.08	(\$6,375.93)	37.45%
Landscaping & Minor Repairs Total	\$3,915.50	\$10,439.78	(\$6,524.28)	37.51%
Handishop Industries	\$12,517.8	\$20,057.96	(\$7,540.14)	62.41%
Total:	2			

SWEF 54 Sparta / Monroe County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$35,180.00	\$36,660.00	(\$1,480.00)	95.96%
Lawn Mowing	\$2,178.26	\$2,800.62	(\$622.36)	77.78%
Snow Removal	\$311.85	\$3,656.50	(\$3,344.65)	8.53%
Janitorial, Mowing & Snow Removal Total	\$37,670.11	\$43,117.12	(\$5,447.01)	87.37%
Tree & Landscape Maintenance	\$0.00	\$900.00	(\$900.00)	0.00%
Minor Repairs (performed by service provider)	\$6,082.51	\$12,324.80	(\$6,242.29)	49.35%
Landscaping & Minor Repairs Total	\$6,082.51	\$13,224.80	(\$7,142.29)	45.99%
Handishop Industries	\$43,752.62	\$56,341.92	(\$12,589.30)	77.66%
Total:				

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Hillary Maurer

SWEF 61 Hudson / St. Croix County					
Project	Actual Costs	Budgeted Costs	Difference	% of Budget	
Janitorial	\$8,800.00	\$9,000.00	(\$200.00)	97.78%	
Lawn Mowing	\$3,900.00	\$5,400.00	(\$1,500.00)	72.22%	
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%	
Janitorial, Mowing & Snow Removal Total	\$12,700.00	\$14,401.00	(\$1,701.00)	88.19%	
Tree & Landscape Maintenance	\$0.00	\$300.00	(\$300.00)	0.00%	
Minor Repairs (performed by service provider)	\$531.09	\$3,299.00	(\$2,767.91)	16.10%	
Landscaping & Minor Repairs Total	\$531.09	\$3,599.00	(\$3,067.91)	14.76%	
Hillary Maurer	Site Total:	\$13,231.09	\$18,000.00	(\$4,768.91)	73.51%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Indianhead Enterprises, Inc.

SWEF 63 Menomonie / Dunn County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$6,630.00	\$6,760.00	(\$130.00)	98.08%
Lawn Mowing	\$3,440.00	\$3,870.00	(\$430.00)	88.89%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$10,070.00	\$10,631.00	(\$561.00)	94.72%
Tree & Landscape Maintenance	\$347.39	\$400.00	(\$52.61)	86.85%
Minor Repairs (performed by service provider)	\$8,215.91	\$8,019.00	\$196.91	102.46%
Landscaping & Minor Repairs Total	\$8,563.30	\$8,419.00	\$144.30	101.71%
Indianhead Enterprises, Inc. Site Total:	\$18,633.30	\$19,050.00	(\$416.70)	97.81%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Kenosha Achievement Center

SWEF 21 Kenosha / Kenosha County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$32,436.85	\$33,483.20	(\$1,046.35)	96.88%
Lawn Mowing	\$2,121.26	\$2,246.04	(\$124.78)	94.44%
Snow Removal	\$393.40	\$2,180.90	(\$1,787.50)	18.04%
Janitorial, Mowing & Snow Removal Total	\$34,951.51	\$37,910.14	(\$2,958.63)	92.20%
Tree & Landscape Maintenance	\$509.95	\$615.66	(\$105.71)	82.83%
Minor Repairs (performed by service provider)	\$14,754.13	\$22,229.92	(\$7,475.79)	66.37%
Landscaping & Minor Repairs Total	\$15,264.08	\$22,845.58	(\$7,581.50)	66.81%
Kenosha Achievement Center Site Total:	\$50,215.59	\$60,755.72	(\$10,540.13)	82.65%

SWEF 22 Racine / Racine County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$14,816.50	\$15,409.16	(\$592.66)	96.15%
Lawn Mowing	\$644.00	\$702.54	(\$58.54)	91.67%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$15,460.50	\$16,112.70	(\$652.20)	95.95%
Tree & Landscape Maintenance	\$382.34	\$372.92	\$9.42	102.53%
Minor Repairs (performed by service provider)	\$1,595.60	\$4,601.92	(\$3,006.32)	34.67%
Landscaping & Minor Repairs Total	\$1,977.94	\$4,974.84	(\$2,996.90)	39.76%
Kenosha Achievement Center Site Total:	\$17,438.44	\$21,087.54	(\$3,649.10)	82.70%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Northwoods, Inc. of Wisconsin

SWEF 44 Coloma / Waushara County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$10,179.52	\$10,179.52	\$0.00	100.00%
Lawn Mowing	\$1,922.36	\$2,148.52	(\$226.16)	89.47%
Snow Removal	\$0.00	\$1.00	(\$1.00)	0.00%
Janitorial, Mowing & Snow Removal Total	\$12,101.88	\$12,329.04	(\$227.16)	98.16%
Tree & Landscape Maintenance	\$637.75	\$573.30	\$64.45	111.24%
Minor Repairs (performed by service provider)	\$6,337.89	\$5,660.93	\$676.96	111.96%
Landscaping & Minor Repairs Total	\$6,975.64	\$6,234.23	\$741.41	111.89%
Northwoods Inc. of WI	Site Total: \$19,077.52	\$18,563.27	\$514.25	102.77%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

Superior Vocations Center, Inc.

SWEF 72 Superior / Douglas County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$45,000.00	\$46,800.00	(\$1,800.00)	96.15%
Lawn Mowing	\$2,585.00	\$3,525.00	(\$940.00)	73.33%
Snow Removal	\$2,387.50	\$7,525.00	(\$5,137.50)	31.73%
Janitorial, Mowing & Snow Removal Total	\$49,972.50	\$57,850.00	(\$7,877.50)	86.38%
Tree & Landscape Maintenance	\$650.00	\$3,400.00	(\$2,750.00)	19.12%
Minor Repairs (performed by service provider)	\$24,639.71	\$31,785.00	(\$7,145.29)	77.52%
Landscaping & Minor Repairs Total	\$25,289.71	\$35,185.00	(\$9,895.29)	71.88%
Superior Vocations Center, Inc. Site Total:	\$75,262.21	\$93,035.00	(\$17,772.79)	80.90%

**Safety Weight Enforcement Facility (SWEF)
Actual to Budget Cost Summaries by Service Provider
FY 2021 (July 1, 2020 – June 30, 2021)**

VIP Services, Inc.

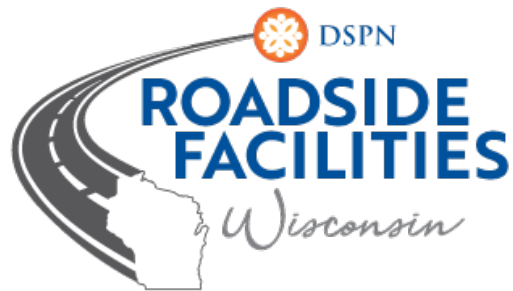
SWEF 16 Madison / Dane County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$10,887.26	\$11,092.68	(\$205.42)	98.15%
Lawn Mowing	\$606.43	\$992.34	(\$385.91)	61.11%
Snow Removal	\$1,296.00	\$5,676.31	(\$4,380.31)	22.83%
Janitorial, Mowing & Snow Removal Total	\$12,789.69	\$17,761.33	(\$4,971.64)	72.01%
Tree & Landscape Maintenance	\$877.67	\$1,145.25	(\$267.58)	76.64%
Minor Repairs (performed by service provider)	\$7,603.02	\$14,068.60	(\$6,465.58)	54.04%
Landscaping & Minor Repairs Total	\$8,480.69	\$15,213.85	(\$6,733.16)	55.74%
VIP Services, Inc.	Site Total: \$21,270.38	\$32,975.18	(\$11,704.80)	64.50%

SWEF 19 Beloit / Rock County				
Project	Actual Costs	Budgeted Costs	Difference	% of Budget
Janitorial	\$23,814.00	\$23,814.00	\$0.00	100.00%
Lawn Mowing	\$819.00	\$1,638.00	(\$819.00)	50.00%
Snow Removal	\$1,386.23	\$4,313.35	(\$2,927.12)	32.14%
Janitorial, Mowing & Snow Removal Total	\$26,019.23	\$29,765.35	(\$3,746.12)	87.41%
Tree & Landscape Maintenance	\$139.44	\$1,420.25	(\$1,280.81)	9.82%
Minor Repairs (performed by service provider)	\$23,646.57	\$25,396.50	(\$1,749.93)	93.11%
Landscaping & Minor Repairs Total	\$23,786.01	\$26,816.75	(\$3,030.74)	88.70%
VIP Services, Inc.	Site Total: \$49,805.24	\$56,582.10	(\$6,776.86)	88.02%

**Safety Weight Enforcement Facilities Maintenance Cleanliness Inspection Report:
FY 2021 (July 1 2020 - June 30 2021)**

<p><u>Explanation of Average Scores</u> 76% - 80% = Exceeds Standards 70% - 75% = Meets Standards 65 - 69% = Does Not Meet Standards</p>
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Name of Property	Number of Times Inspected	When Inspected	Average Score
SWEF 11 DICKEYVILLE	4	September 1, December 17, April 23, June 18	74%
SWEF 16 MADISON	3	September 15, February 11, May 3	73%
SWEF 19 БЕЛОIT	4	August 24, December 14, February 4, May 3	75%
SWEF 21 KENOSHA	3	August 21, February 22, May 22	74%
SWEF 22 RACINE	3	August 21, February 22, May 22	74%
SWEF 34 WRIGHTSTOWN	4	September 29, January 4, March 29, May 25	73%
SWEF 35 NEWTON	4	September 28, January 4, March 30, May 24	75%
SWEF 41 ABRAMS	4	September 29, January 4 , March 29, May 24	74%
SWEF 44 COLOMA	4	September 3, December 9, March 4, May 14	74%
SWEF 54 SPARTA	4	October 20, December 18, April 5, May 21	74%
SWEF 61 HUDSON	4	September 1, December 28, February 8, June 23	73%
SWEF 63 MENOMONIE	4	July 21, November 3, February 8, May 11	73%
SWEF 72 SUPERIOR	3	November 3, February 9, April 13	73%
OVERALL PERCENTAGE:	48		74%



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Roadside Facilities

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