

## 11.04 Annual Work Program Invoicing Process

### GENERAL INFORMATION

These guidelines cover the invoicing process and workflow used by SPs to be reimbursed for each month's RF program costs. The RF program includes custodial care, landscape, and maintenance (**CCLM**).

The RF Program reimburses SP costs using the "Cost Plus" model. This means that all expenses are initially incurred by SPs and then reimbursed for the exact amount of the cost. The "plus" portion means each approved budget includes a line-item category called Contractor Services Cost (**CSC**). This line-item is evenly distributed and then invoiced throughout the twelve months of the FY. Budgeting and invoicing procedures are in Chapter 11.05 Information about Specific Line-Item Categories.

### INVOICING FORMS INFORMATION

SP's monthly invoices and all supporting documents are contained in an invoicing workbook and are emailed in their original Excel form (**DO NOT convert to a PDF**) to the PA's assigned invoicing contact for review, to resolve any issues, and to obtain approval.

Each month's invoice workbook is due to the PA within 20 days after the end of the month in which the invoice was issued. Upon a complete review and resolution of issues, the PA will forward the approved invoice workbook to WisDOT Expenditure Accounting for payment.

If an SP does not receive a check within 30 days of submitting an invoice or receiving an incorrect amount, inform the PA immediately so the matter can be resolved.

#### Each month's Invoicing Workbook Submission includes the following:

- Service Provider must include the invoice form provided on the first tab of the Invoicing Workbook.
  - **Invoices must have invoice numbers for each cost group that are unique each month.**
- **Bill to Address to Include on the Invoice:**  
WisDOT DTSD Bureau of Highway Maintenance  
Roadside Facilities Program  
P.O. Box 7986  
Madison, WI 53707-7986

**NOTE:** *Invoices are to be emailed to the PA. The "bill to" address listed above is requested to verify the invoice is being directed to the correct entity.*

- All supporting documentation must be included in the invoice workbook. They are located on tabs within the invoice workbook. Tab number subject to change based on invoicing needs but the standard workbook contains:
  - 1st Tab: Invoice Form
  - 2nd Tab: Invoice Supporting Documentation Summary Forms
  - 3rd Tab: Materials & Supplies Invoicing Detail Form

- 4th Tab: Detailed Salaries Form
  - 5th Tab: Equipment & Vehicle Invoicing Detail Form
  - 6th Tab: Extra Work Identification Form
  - 7th Tab: Extra Work Identification Form
  - 8th Tab: Extra Work Identification Form
  - 9th Tab: Extra Work Identification Form
  - 10th Tab: Equipment & Vehicle Record Form
  - 11th Tab: Equipment & Vehicle Record Form
  - 12th Tab: Equipment & Vehicle Record Form
  - 13th Tab: Equipment & Vehicle Record Form
- For additional help, refer to [Section 11.05: Information About Specific Line-Item Categories](#).

## **INSURANCE CLAIM REIMBURSEMENT INFORMATION**

### **The following is the insurance claim reimbursement process:**

- After first receiving approval from the PA or WisDOT-BHM, SPs pay for incident-related expenses, including the deductible, out of their existing budget authority.
- Incident work orders (created by the SP in FAMIS) are shared with WisDOT Risk Management for the purpose of filing insurance claims.
- Insurance claim expenses are billed to the appropriate monthly invoice for reimbursement by WisDOT.
- WisDOT processes a PO change order if sufficient funds are not available in the current RF budget.
- A copy of the change order is sent to PA and the SP.

## **INSURANCE REQUIREMENTS**

Every contractor and all parties furnishing services or products to the Wisconsin Department of Transportation (WisDOT) or any of its subsidiary companies must provide WisDOT with evidence of the following minimum insurance requirements. In no way do these minimum requirements limit the liability assumed elsewhere in the contract. All parties shall, at their sole expense, maintain the following insurance:

### 1. Commercial General Liability Insurance including contractual coverage:

The limits of this insurance for bodily injury and property damage. Combined shall be at least:

- Each Occurrence Limit \$1,000,000
- General Aggregate Limit \$2,000,000
- Products-Completed Operations Limit \$2,000,000
- Personal and Advertising Injury Limit \$1,000,000

### 2. Business Automobile Liability Insurance:

Should the performance of this Agreement involve the use of automobiles, Contractor shall provide comprehensive automobile insurance covering the ownership, operation and maintenance of all owned, non-owned and hired motor vehicles. Contractor shall maintain

limits of at least \$1,000,000 per accident for bodily injury and property damage combined.

3. Workers' Compensation Insurance:

Such insurance shall provide coverage in amounts not less than the statutory requirements in the state where the work is performed, even if such coverage is elective in that state.

4. Employers Liability Insurance:

Such insurance shall provide limits of not less than \$500,000 policy limit.

5. Excess/Umbrella Liability Insurance:

Such insurance shall provide additional limits of not less than \$5,000,000 per occurrence in excess of the limits stated in (A.), (B.), and (D.) above.