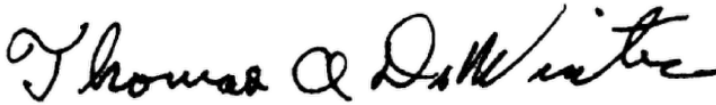


7.2. Professional Service Costs

1. Some types of tasks requested or needed are based on the skills that the individual work crew may have. The work crews will have to decide which tasks are beyond their capabilities. The tasks beyond the work crew's capabilities will be performed by a professional crafts person. The service provider can engage Professional craftspeople directly for projects costing \$2000 or less. For projects over \$2000, the service provider should contact Program Administrator.
2. Professional Services could include HVAC, electrical, plumbing, water, septic/holding tank pumping, and other repairs/services beyond the service provider's capabilities.
3. A copy of all vendor invoices should be attached to the invoice in which they are paid. Service provider hours spent overseeing professional services should be indicated on the Landscaping and Minor Repairs Log as part of the invoice supporting documentation.
4. Extra Work: Project work orders are created and maintained in FAMIS. Include the minor repair and professional services and hours performed on the landscaping & minor repair log. Complete the Extra Work Form and provide the FAMIS work order # for extra work costs included on your invoice. The Extra Work form is located in the invoicing workbook.

Section 07 Record of WisDOT Review and Approval:



02-26-26

Reviewed and Approved by WisDOT Bureau of Highway Maintenance

Date