

State of Florida

Department of Transportation



DISTRICT FOUR

**APPENDIX 7
SAMPLES OF THE BI-WEEKLY STATUS
REPORTS, MEETING AGENDA AND SUMMARY
MINUTES**

Transportation Systems Management and
Operations (TSM&O) Device Maintenance
Contract, District Four

Financial Project Number(s): 406795-7-72-01 and various

Proposal/Contract Number: E4X61



FDOT District Four ITS Maintenance Status Report

Bi-Weekly Status Report

Contract No.:

**Fiscal Year: xxxx-
xxxx**

**Weeks covered
(xx/xx/xxxx-xx/xx/xxxx)**

Date:

Bi-Weekly Status Meeting Date



**Bi-Weekly Status Meeting
Agenda District Four ITS
Maintenance
xx/xx/xxxx– xx/xx/xxxx**

1. Topics

- 1.1. General System Status
- 1.2. Bi-Weekly Preventive Maintenance Report
- 1.3. Bi-Weekly Preventive Maintenance Schedule
- 1.4. Bi-Weekly Repair Services Report
- 1.5. Bi-Weekly Major Repairs Report
- 1.6. Inventory and Procurement Status Report (every other bi-weekly status report)
- 1.7. Monthly Parts Purchase Projection Report (every other bi-weekly status report)
- 1.8. Average ITS Device Availability (every other bi-weekly status report)
- 1.9. Special Projects and ITSFM Updates
- 1.10. Non-Performance Penalties and Invoice Payment Reductions (every other bi-weekly meeting)

2. Additional Discussion Points

- 2.1. Others

3. Upcoming Meetings:

- Monthly Status Meeting: date



1.1 Bi-Weekly Meeting General System Status Report FDOT District Four ITS Maintenance



Overall Program Update:

- The overall program update will be based on the items discussed on previous meetings. Any outstanding items will be described under the potential issues below.

Report Any Deficiencies Observed:

MOT Submittals:

- 75SB011.0-TR2 pixel issue

Potential Issues / System Status:

Below is a summary of the items that the ITS Maintenance Contractor identifies as potential issues:

- I95 and Sheridan Gen is not reporting on Gen Monitor. Turnpike is working on the repair. Generator is Ok but still no reporting.
- Andrew's RSS Loops and Integration quote has been received. Project on hold.
- FLL-CCTV4 knock down due to accident. Update- Power site has been rebuilt. Working on the cabling to finish the site.
- Final Inspection and Testing are ongoing for Copans Road Interchange
- 595 backbone MOC has moved FDOT's 96 backbone to a shared 72 fiber backbone.
- Power issue on Hollywood Hub due to accident. Generator issue and AC issue. Set up the temporary generator. AC unit has been fixed.
- Continue working on structure Work Orders. Update- I95 17.9NB LS lane closure schedule for next week.



1.2 Bi-Weekly Preventive Maintenance Report Reporting Period: xx-xx-xxxx to xx-xx-xxxx



Device ID	Location	Date of Scheduled PM Visit	Date of Completed PM Visit	Time of Completion	Issues if any	Assigned Tech



1.3 Bi-Weekly Preventive Maintenance Schedule

Reporting Period: xx-xx-xxxx to xx-xx-xxxx



Device ID	Location	Date of Scheduled PM Visit	MOT Applicability	Assigned Tech



1.4 Bi-Weekly Repair Services Report
Reporting Period: xx-xx-xxxx to xx-xx-xxxx

Device ID	Location	Failure Reporting Time	Repair Type	Failure Priority	Ticket Acknowledgement Time	Arrival Time to Device Failure	Repair Completion Time	Description of Failure	Failure Reporting Source	Technician Responding



1.5 Bi-Weekly Major Repairs Report

Reporting Period: xx-xx-xxxx to xx-xx-xxxx



Major Repairs

Major Repair #1

- Device ID:
- Location:
- Date of site visit:
- Description of work performed:
- Labor hours by job classification:
- Deviation from diagnostic report:

Major Repair #2

- Device ID:
- Location:
- Date of site visit:
- Description of work performed:
- Labor hours by job classification:
- Deviation from diagnostic report:

Major Repair #3

- Device ID:
- Location:
- Date of site visit:
- Description of work performed:
- Labor hours by job classification:
- Deviation from diagnostic report:

Major Repair #4

- Device ID:
- Location:
- Date of site visit:
- Description of work performed:
- Labor hours by job classification:
- Deviation from diagnostic report:



1.6 Inventory and Procurement Status Report

Reporting Period:xx-xx-xxxx to xx-xx-xxxx



PART	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 4	LOCATION 5	LOCATION 6	RMA	TOTAL	SURPLUS	BASELINE QUANTITY	COMMENTS
CCTV											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
SWITCH											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
MVDS											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
ENCODER											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
CONTROLLER											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	



1.6 Inventory and Procurement Status Report

Reporting Period:xx-xx-xxxx to xx-xx-xxxx



PART	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 4	LOCATION 5	LOCATION 6	RMA	TOTAL	SURPLUS	BASELINE QUANTITY	COMMENTS
RADIO											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
UPS											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
PDU											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
GENERATOR											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
DMS LED DISPLAY BOARD											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	



1.6 Inventory and Procurement Status Report

Reporting Period:xx-xx-xxxx to xx-xx-xxxx



PART	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 4	LOCATION 5	LOCATION 6	RMA	TOTAL	SURPLUS	BASELINE QUANTITY	COMMENTS
SUPPRESSOR											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
POWER SUPPLY											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
FIBER											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
OTHER PARTS											
Model 1	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 2	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 3	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 4	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 5	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Model 6	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Below Baseline Inventory Level											
Purchase Completed-Pending Arrival											



1.7 Monthly Parts Purchase Projection Report



Devices to be Purchased

Device Type	Manufacturer/Model	Cost	Approval Date	Expected Delivery Date
xx	xx	\$xx	xx	xx
xx	xx	\$xx	xx	xx
xx	xx	\$xx	xx	xx

CCTV

Current Stock Level

No. in Field	No. In Storage	No. Out for Repair
XX	XX	XX

DMS

Current Stock Level

No. in Field	No. In Storage	No. Out for Repair
XX	XX	XX

MVDS

Current Stock Level

No. in Field	No. In Storage	No. Out for Repair
XX	XX	XX

BLUETOOTH

Current Stock Level

No. in Field	No. In Storage	No. Out for Repair
XX	XX	XX

Bi-Weekly Status Meeting Date



1.8 Average ITS Device Monthly Availability Reporting Month:XXXX



Device Type	Availability (%)	Min. Availability Allowed (%)
EL DMS		
EL CCTV		
EL VDS		
EL RSS		
Non-EL DMS		
Non-EL CCTV		
Non-EL VDS		
Non-EL WWVDS		
Non-EL VSLS		



1.9 FDOT District Four ITS Maintenance Special Projects and ITSFM Updates



Reporting Period: xx/xx/xxxx to xx/xx/xxx

Special Projects		
Project Name	Location/County	Update
US-27 VSLS Repairs	US-27	Pole and cabinets have been installed. SB VSLS 3 Right Sign is back online. Pending SB VSLS 6 Right Sign.
IE2000 Switch Upgrade	D4	40 VLANs have been configured and confirmed operational (229 switches) on I-75 and Alley. I-75 Arterials have been completed.
CCTVs Renaming	D4	IT created a Master CCTV list on Sharepoint. 29 cameras from I-75 Alley have been reconfigured using Orange font color, new name, layout, video parameters, etc. IT granted permissions to Maintenance to manage the Master CCTV list. Project has been postponed after IT meeting.
Andrew's RSS Loops and Integration	D4	Quote has been received. Project on hold.
L3 Power Supply replacement	D4	Working on the schedule.
WWD wireless communication	D4	Field visit has been completed. Quote provided to Tatiana for procurement.



1.10 Non-Performance Penalties and Invoice Payment Reductions

Reporting Period: xx-xx-xxxx to xx-xx-xxxx



Total Payment Reduction between xx-xx-xxxx and xx-xx-xxxx reporting period: \$xx.xx

#1:

- Penalty Description:
- Date of Penalty:
- Deviation from Contract:
- Payment Reduction:
- Justification:

#2:

- Penalty Description:
- Date of Penalty:
- Deviation from Contract:
- Payment Reduction:
- Justification:

#3:

- Penalty Description:
- Date of Penalty:
- Deviation from Contract:
- Payment Reduction:
- Justification:

#4:

- Penalty Description:
- Date of Penalty:
- Deviation from Contract:
- Payment Reduction:
- Justification: