



Traffic Engineering, Operations, & Safety Manual

Chapter 2 Signing

Section 20 Sign Manufacture

2-20-10 Sign Delivery Process

August 2016

PURPOSE

Most signs (with the exception of Type I Signs) are delivered from the Traffic Operations Central Sign Shop in Madison to a distribution county utilizing the Badger State Industries (BSI) delivery system. Shorter lead times for sign delivery are available, however the sign cost(s) will increase.

The Bureau of Traffic Operations maintains all of the sign costs in the WorkDirector database. These costs are for the normal delivery period of each type of sign.

The Sign Delivery Calendar will be produced and sent to the Regions annually. Copies of this calendar can be obtained from the Bureau of Traffic Operations Traffic Design Unit (DOTBTOSignOrders@dot.wi.gov).

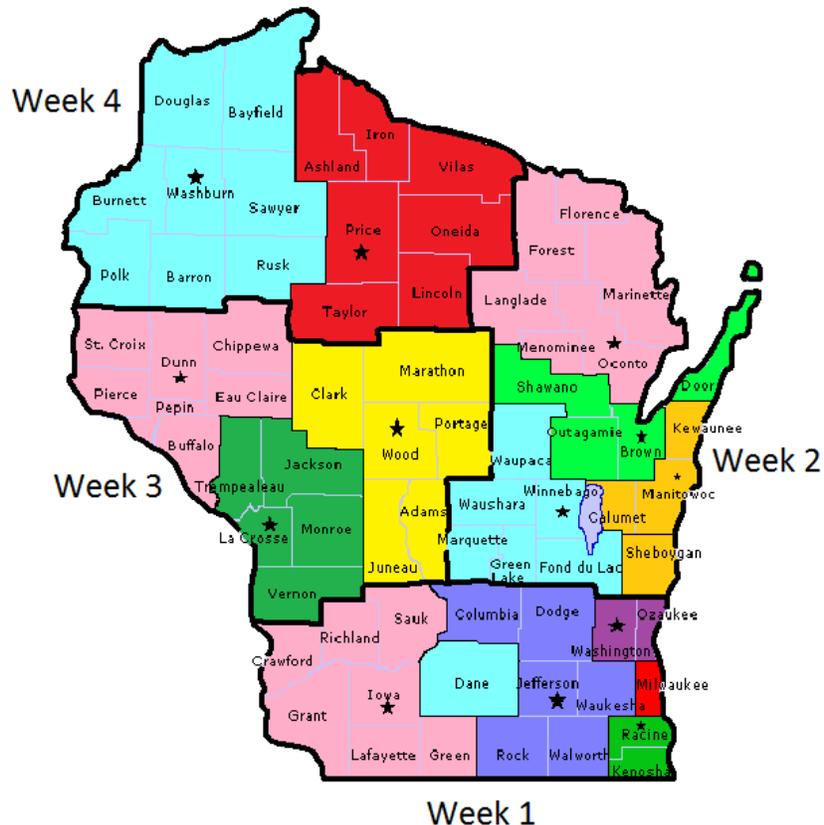
PROCESS

The BSI delivery process consists of a four-week cycle.

The requestor will need to allow the proper lead time for a sign delivery. The lead times differ on the vendor contracts for each sign type. Please keep these times in mind when ordering signs. These lead times are subject to change upon renewal of vendor sign contracts. The Regional Sign Shops will be notified of any changes in vendor lead times.

IMPORTANT: Remember to add 14 calendar days to these lead dates to allow the Bureau of Traffic Operations to process the sign order. That time is needed to check the requisition, prepare a sign detail (if necessary), get the requisition entered on a vendor order and send the purchase order to the vendor.

Sign Distribution Counties



Requirements of BSI Sign Delivery Contract

Below is a summary of the provisions contained in the BSI sign delivery contract.

1. Aluminum signs are normally banded together and secured on pallets.
2. Signs not on pallets are on red carts. Typical lengths of these signs are 8 to 10 feet but may be as long as 16 feet.
3. Each Sign Shop **shall** have an individual available to assist in the unloading procedure.
4. Deliveries will normally be made on Thursday of each week. Revisions to the delivery schedule by BSI must be approved by the Sign Distribution County BSI must notify the Distribution County of changes in the delivery schedule 48 hours prior to the delivery. In addition, the contacts at each Sign Shop **shall** be notified 48hours in advance by BSI as to the arrival time of each delivery.
5. For County contact information please contact DOTBTOSignOrders@dot.wi.gov
6. BSI will also return signs from the county to the Central Office Sign Shop in Madison.
7. BSI will pick up and haul scrap aluminum signs from the counties.
8. BSI is responsible for damages to signs that are shipped and returned.

2-20-15 Sign Evaluation Form for Regions

July 2012

PURPOSE

All roadway signs for the department are now manufactured by outside vendors. In an effort to consistently maintain the high quality of signs expected by the department, a procedure has been developed that will monitor the performance of vendors and track potential problem patterns. The intent of the procedure is for Bureau of Traffic Operations to have written documentation to discuss and resolve any problems with vendors.

This procedure has also been established to give the region sign shops guidance on the steps to take when faced with poor-quality signs from vendors.

POLICY

The attached form describes the procedure that the region sign shops *should* follow when poor quality signs have been delivered to them. This procedure on this attached form *should* be followed and the form filled out and attached to every sign returned for poor quality.

Not all "defects" noted on the form will necessitate the sign to be returned.

SIGN EVALUATION FORM

Date _____

Region # _____

WorkDirector Requisition No. _____

Requisition Line No. _____

Instructions: The Region Sign Shops should follow the procedure outlined on this form and fill out the following information when returning signs that have been manufactured poorly by a vendor. It is important to fill out this evaluation form for any defective signs received so that Central Office can monitor vendor performance and have written documentation to discuss problems with vendors.

Step 1: Once the Region Sign Shop receives a poorly manufactured sign, they should notify the Central Sign Shop (608) 246-3270 of the problems either verbally or by email. Central Sign Shop will then inform appropriate vendor of the problem(s).

Step 2: Demountable Copy Signs: Since demountable copy signs are shipped directly to the Region Sign Shops, any defective demountable copy signs will be picked up from the Region Sign Shop directly by the vendor. After the Region has contacted Central Sign Shop, in step 1, Central Sign Shop will contact the vendor and have them pick up the sign from the Region Sign Shop. The vendor, after receiving notice from Central Sign Shop, will have five (5) working days to pick up the sign from the Region Sign Shop, repair or replace the sign, and ship the sign back to the Region Sign Shop. The Region Sign Shop should attach a completed sign evaluation form with the returned sign and should also send a copy of the evaluation form to Central Sign Shop for record keeping.

All Other Signs: Since signs other than demountable copy signs are shipped to the Region Sign Shops via Badger State Industries (BSI), any defective signs will be sent back to Central Sign Shop at the Central Sign Shop via the BSI sign delivery truck. After the Region has contacted Central Sign Shop, in step 1, Central Sign Shop will contact the vendor and they will have five (5) working days to re-fabricate the sign and have it delivered to the

Central Sign Shop in Madison. This process can take place before the Region ships the sign back to Madison via the BSI delivery truck. After the re-fabricated sign is delivered by the vendor to Central Sign Shop, Central Sign Shop will place the sign on the next scheduled delivery to the Region. The Region Sign Shop should attach a completed sign evaluation form with the returned sign and should also send a copy of the evaluation form to Central Sign Shop for record keeping.

Problems with Sign(s)

(place an "x" next to each deficiency and make comments, if necessary)

Sign Base Material

- Incorrect Material Incorrect Thickness Mounting Holes Incorrectly Located
 Bent/Warped Corners Incorrect Wrong Size Sign
 Rough Edges Uneven Sawcuts

Other Deficiencies/Additional Comments _____

Sign Face Material

- Incorrect Material(s) Peeling From Sign Air Bubbles in Sheeting
 Sheeting Recovered Wrong Color Inconsistency in Colors
 Missing Manufacturing Date Sticker on Back Missing WisDOT ID Sticker on Front

Other Deficiencies/Additional Comments _____

Sign Message Material

- Incorrect Material Incorrect Letter Spacing Message Crooked on Sign
 Incorrect Letter Series Incorrect Location Inconsistency in Colors
 Message Cut Poorly Message Peeling or Not Applied According to WisDOT Standards

Other Deficiencies/Additional Comments _____

