



Traffic Guidelines Manual

ORIGINATOR State Traffic Engineer	2-20-10
CHAPTER 2	Signing
SECTION 20	Sign Manufacture
SUBJECT 10	Sign Delivery Process

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).

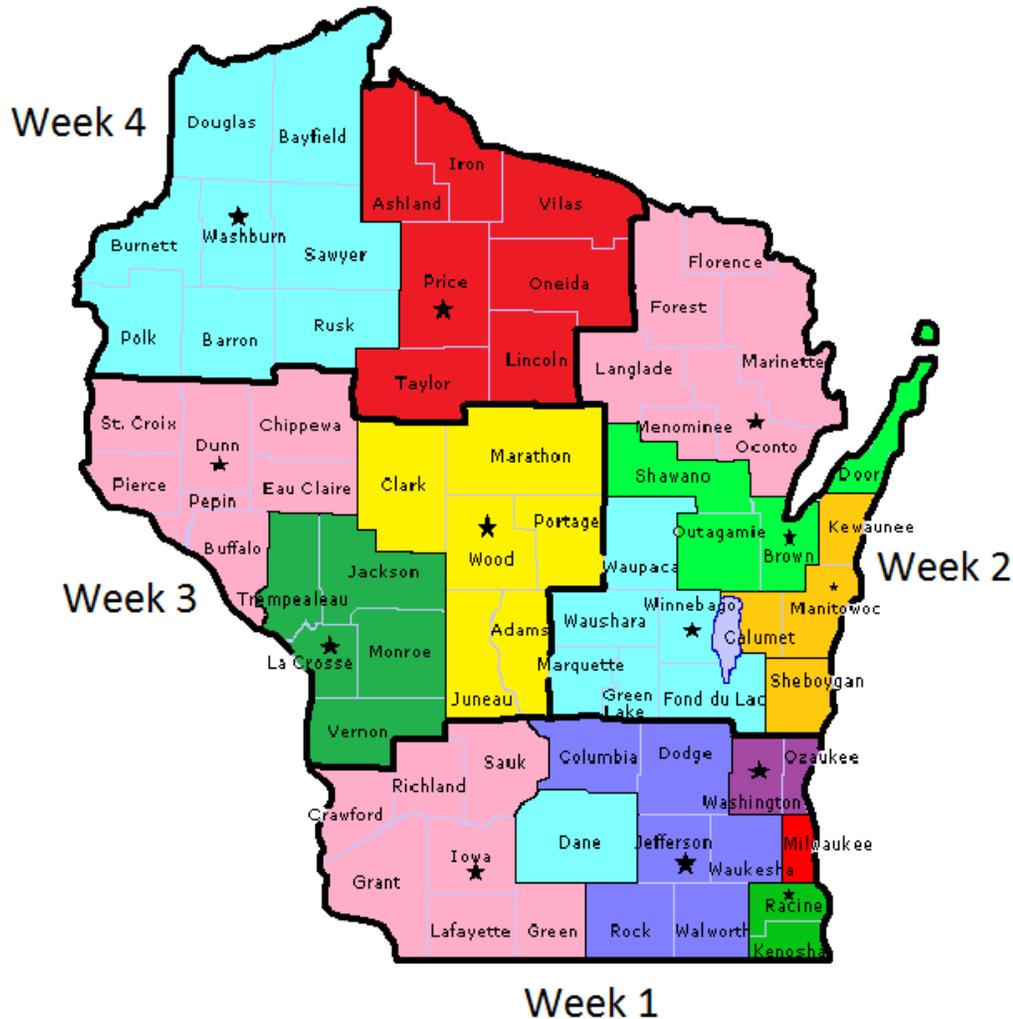
Process

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.