

Procurement Procedures

Materials and Specifications

Sign Maintenance Procedures

Typography Reference

Reference Material

Reproduction Materials

Once the need for a new or replacement sign has been identified, the Project Sign Program Manager or other designated individual will prepare a Sign Order Worksheet.

All signs must be procured using the guidance provided in the Federal regulations. These channels must be followed unless a waiver is obtained from the appropriate agency.

Wood-routed signs, which have a blanket exemption, are available through commercial sign manufacturers on the GSA schedule or other pre-negotiated contracts that have demonstrated ability to meet Corps standards.

The Purchase Request (DA Form 3953) and the Project Sign Order Worksheet will be prepared by the originating office. The Project Sign Order

Worksheet, which includes sign details, should be attached to the purchase request. Page A.3 of this section describes what other attachments are required depending on fabricator knowledge of the Corps Sign Standards Manual.

If there is an established GSA or Corps of Engineers national contract in effect for a specific sign type, there is no requirement for an ordering office to get additional quotations prior to issuing a sign order. It is, however, imperative that the sign fabricator or material supplier fully understand the Corps of Engineers Sign Standards Manual as applicable to the type of sign being produced, and have the ability to execute the order without altering the standards contained in this manual.

Shown below is a reduced version of a sign order worksheet. This worksheet is to be used when ordering all project signs as specified in this manual. This sample worksheet has been filled out to show how the Project Sign Program Manager will request signs. The instructions to the left of the example describe what information is to be placed on

the worksheet.

The example below describes an order for a sign with three symbols and a directional arrow. It is part of a twelve page order that includes installation.

Full size reproduction art is provided in Appendix F, page F.145 for use when printing copies of this worksheet.

Instructions: Refer to the guidelines below when preparing a Project Sign Order.

- 1) Requisition Number: Enter requisition number from the attached Form 3953.
- 2) Ship to: Enter receiving location address and any specific instructions needed for delivery.
- 3) Requesting Personnel: It is important to note name and telephone number of requesting individuals so that the manufacturer has a knowledgeable contact person if there are questions concerning fabrication of the job.
- 4) Order Summary: Check appropriate boxes.
- 5) Sign Panel (1a): Enter all requested information from the respective manual page. Note Plan ID number if order is for an individual sign. If substituting aluminum for a sign that shows the specific code as HDO, place ALU and the appropriate number on the block rather than HDO number.
- 6) Custom Sign Panel (1b): Use area on left to enter proposed legend as it will be displayed (line-for-line) on the actual sign for non-standard signs (up to 8 lines). Custom signs with symbols including symbol directional signs and slat system signs are to be specified in the space provided on the right. Note any special requirements in the area below the description of the sign. If silkscreening rather than die-cut letters is appropriate because of the quantity of signs being ordered, note this in the comments.
- 7) Mounting Assembly: Note any special requirements.
- 8) Installation: Describe any unusual conditions that will effect sign installation.
- 9) Costs: Summarize costs as provided by approved suppliers.



**US Army Corps
of Engineers**

Project Sign Order Worksheet

Requisition Number
0010-5431

Date
7/2/87

Page of pages
7 12

Ship To: **D. Stevens
J. Percy Priest Dam and Lake
Stewarts Ferry Pike and Bell Road
Nashville, Tenn 37214**

Prepared by: **Dave Stevens**

Date: **7/2/98** Telephone: **615-889-1900**

Approved by: **M. Nelson**

Date: **7/6/89** Telephone: **615-889-1981**

Ordered by: **R. Butterberg**

Date: **7/14/89** Telephone: **615-634-2187**

Instructions: Enter all requested information. Use separate Sign Order Worksheets for each different sign type. Multiple orders of identical sign types can be combined on one worksheet. Attach this order and other appropriate documentation to standard form DA-3953 and process through approved procedure within each district.

Order Summary

<input type="checkbox"/> Sign Panel(s) only	<input checked="" type="checkbox"/> Single face sign (one panel)
<input type="checkbox"/> Sign Panel(s) with posts (and frame as required)	<input type="checkbox"/> Double face sign (two panels)
<input checked="" type="checkbox"/> Post and Panel with installation	<input type="checkbox"/> Corps Castle insert

1a. Sign Panel	Sign Type	Manual Page	Legend Size	Panel Size	Grid No.	Spec. Code	Color	Plan ID No.
	DRSS-3	8.6	1.5"	51"x 21.5"	-	HDO-03	BR/WH	B-71

1b. Custom Sign Panel	Use to specify directional symbol and slat system signs
<p>Use for: Identification, directional, symbol, and special application signs</p> <p>Legend: Line-for-line as to appear on sign:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Comments: na</p>	<p>Symbol/Slat 1: RS-054</p> <p>Symbol/Slat 2: RS-061</p> <p>Symbol/Slat 3: RS-044</p> <p>Symbol/Slat 4: _____</p> <div style="text-align: center;"> <p>1 ← 2 ↖ 3 ↑ 4 ↗ 5 →</p> <p>For Symbol Signs indicate arrow direction by number. 5</p> <p>For Slat System Signs (HDO-9) indicate number of slats.</p> </div>

2. Mounting Assembly	3. Installation
<p>Ground Mounted: <input checked="" type="checkbox"/> Post-size: 4"x 4" HAGL: 60"</p> <p>Wall Mounted: <input type="checkbox"/> Surface material: _____</p> <p>Comments: Frost level min. 36"</p>	<p>Note any special requirements or site conditions that will effect sign placement.</p> <p>Installation of complete order on or before 9/14/89. Call Dave Stevens to schedule</p>

4. Cost Summary			
Sign Panel	Cost per unit	Quantity	Cost
Sign Panel	\$ 76.28	1	\$ 76.28
Mounting Assembly	\$ 26.12	1	\$ 26.12
Installation	\$ 16.50	1	\$ 16.50
Shipping	\$ 12.10	1	\$ 12.10
Total Cost			\$ 131.00

The Corps of Engineers has developed specific design standards and material specifications for all signs ordered for, and placed on Corps projects.

The function of these standards is to help insure that the signs fulfill their communicative function, and that they are manufactured and constructed to last and be similar to all of the other signs in

the system. The successful implementation and maintenance of these standards depends in large part on how the signs are procured. If a sign fabricator has an established contract with the Corps of Engineers to fabricate the sign type being ordered, and has met all requirements for approvals, it is not necessary to supply a comprehensive order

package as listed below.

If a sign fabricator is not familiar with the Corps Sign Standards, and has not worked on prior contracts, a procurement package, or request for quotation should include related materials from Volume 1 and all materials from items 1 through 3 below and the appropriate material specifications from item 4.

1 Sign Order

This may be a Sign Order Worksheet as shown in the manual (page A.2 and F.145) or a summary list of signs. All signs ordered should be listed by sign type, legend size, and specification code.

2 Manufacturer Conditions

Attach a copy of:
Specifications: Introduction and General Conditions (page B.1 through B.2b)

3 Contract Performance Specifications

Attach copy of:
a. Contract Performance Specifications for Sign Fabricators and Material Suppliers (page B.2d-i)
b. Sign Materials and Manufacturers List (Section E)

4 Material Specification

Attach appropriate specification and fabrication drawings as listed below.
a. Routed Redwood Signs (RRW, page B.3 through B.3-2, and B.3-6)
b. HDO Plywood Signs (HDO, page B.4 through B.4-9)
c. Aluminum Signs (ALU, page B.5 through B.5-6)
d. Screen Printed Signs (SCP, page B.6, B.6a, B.6-7, and B.6-10)
e. Related Fabrication Details (page B.7-1 through B.7-10)
f. Injection Molded Plastic Signs (IMP, page B.8 through B.8-5)
g. Fiber Reinforced Polyester Signs (FRP, page B.9 through B.9-1)
h. Porcelain Enamel on Steel Signs (PES, page B.10, B.10a, and B.10-6)
i. Flexible Sign Marker (FSM, page B.11 and B.11-7)
j. Individually Cut Letterforms (ICL, page B.12 through B.12-3)
k. Waterway Signs (WTW, page B.13 through B.13-15)