

June 22, 2011

**Re:** Request For Information (RFI) – Sign Fabrication Services for Missouri Department of Transportation (MoDOT) sign maintenance operations.

Dear Potential Vendor:

MoDOT is evaluating outsourcing part or all of its maintenance sign fabrication that currently is being accomplished internally. MoDOT is looking for information and feedback from possible vendors. This information will be used to develop a Request for Bid (RFB) in the near future. This is one of the strategies being evaluated as part of MoDOT's efforts to find efficiencies in its operations and down size its work force.

MoDOT will be looking for vendors that can offer equal or greater quality, delivery / response times and competitive pricing on a variety of signing ranging from standard MUTCD flat sheet signs up to large extruded panel structural signs. The attached RFI outlines the key issues MoDOT has identified that may need to be addressed when transitioning to privatized sign production. We will use the responses from this RFI to determine acceptable variations to service that may result from outsourcing sign fabrication.

Information provided in response to this RFI is for preliminary review only. No awards will be made based on any response(s) received to this RFI.

If your organization has an interest in the future bid for highway sign production we would encourage you to provide information that will be used to formulate the future bid. Please submit your written response to this document to my attention **NO LATER THAN JULY 6, 2011**, at the following address in accordance with instructions contained in the attached document:

Attention: Brenda Tyree  
*Missouri Department of Transportation*  
*830 MoDOT Drive*  
*Jefferson City, MO 65109*

If you should have any questions, please contact me at 573-751-7482 or [Brenda.Tyree@modot.mo.gov](mailto:Brenda.Tyree@modot.mo.gov). I sincerely appreciate the interest you may have in participating in this RFI and possible sign production for MoDOT.

Sincerely,

Brenda Tyree  
Senior Procurement Agent

Attachment



**MISSOURI DEPARTMENT OF TRANSPORTATION  
REQUEST FOR INFORMATION**

**RE: Sign Fabrication Services for MoDOT Sign Maintenance Operations**

**AGENCY: Missouri Department of Transportation  
VARIOUS LOCATIONS - STATEWIDE**

**RESPONSE DUE DATE: July 6, 2011**

**SEND RESPONSE TO:**

**Missouri Department of Transportation  
GS - Procurement Section  
Attention: Brenda Tyree  
830 MoDOT Drive  
Jefferson City, MO 65109**

**CONTACT: Brenda Tyree  
PHONE: (573) 751-7482  
FAX: (573) 526-1218  
EMAIL: [Brenda.Tyree@modot.mo.gov](mailto:Brenda.Tyree@modot.mo.gov)**

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**VENDOR INFORMATION**

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

## 1. PURPOSE OF RFI

- 1.1 MoDOT is evaluating outsourcing part or all of its sign fabrication for sign maintenance operations as part of a statewide restructuring effort. This process will not include signs for construction projects.
- 1.2 MoDOT reserves the right to incorporate any portion of information received from this RFI as it sees fit to help develop a RFB that will maintain the same or greater level of service that our districts now receive from our internal sign production center.

## 2. BACKGROUND

### 2.1 MoDOT Structure

- 2.1.1 MoDOT has 7 newly formed district office regions. Each district office is the receiving location for finished signs. District office locations are:

- St. Joseph
- Hannibal
- Kansas City
- Jefferson City
- St. Louis
- Springfield
- Sikeston

- 2.1.2 Three possible additional shipping locations could be located at:

- Macon
- Willow Springs
- Joplin

- 2.1.3 Each district submits weekly sign orders to the Traffic Division. Standard signs are forwarded to the MoDOT Sign Production Center and any variable or special signs are detailed by the Traffic Division prior to fabrication.

### 2.2 Typical Annual Sign Usage

- 2.2.1 MoDOT historically fabricates between 90,000 and 120,000 signs per year, these numbers represent any sign fabricated on flat sheet aluminum or extruded panel aluminum ranging in size from a R10-1 (9" x 12") up to large structural guide signs (45' x 12' or larger).
- 2.2.2 This past fiscal year MoDOT initiated a reduction in signing inventory levels and has been utilizing existing signs in stock instead of placing orders to accomplish this goal. Historical sign fabrication data for MoDOT can be seen in **Appendix 1a**. The drop in orders seen in the last fiscal year is a reflection of the inventory reduction. **Appendix 1b** depicts MoDOT's old 10 district boundaries that match the order rates in Appendix 1a, **Appendix 1c** depicts MoDOT's new 7 district boundary format.

- 2.2.3 MoDOT does have established expectations and inspection practices for sign maintenance operations that driver the annual sign replacement and ordering levels.

## 2.3 Standard Sign Fabrication Details

- 2.3.1 Two forms of sign substrate are typically used, flat sheet aluminum and extruded aluminum panels with very limited use of non-metallic fiberglass substrate. See **Appendix 2a and 2b** for sign sizes, hole punching and radii details.
- 2.3.1.1 Flat sheet aluminum is typically used to produce sign up to 30 sq. ft or less than 6 feet wide using the following aluminum thicknesses:
- Signs 9 sq. ft. or less - 0.08 inch aluminum
  - Signs 9 to 16 sq. ft. – 0.100 inch aluminum
  - Signs over 16 sq. ft. – 0.125 inch aluminum
- 2.3.1.2 Structural signs are typically fabricated with extruded panel substrate for all signs over 30 sq. ft. or signs 6 feet or wider. See **Appendix 3** for extruded panel details.
- 2.3.1.3 FiberBright sign blanks are used on a very limited basis for specific locations that experience aluminum theft issues.
- 2.3.2 Background color for signs is achieved using retroreflective sheeting only, ASTM Type IV for normal colors and ASTM Type IX or XI for florescent colors. All yellow and orange signs are fabricated with florescent sheeting. See **Appendix 4** for sheeting specifications.
- 2.3.3 Sign legend is achieved using one of three methods:
- 2.3.3.1 Flat sheet signs are typically screen printed with low volume sign production (typically less than 10 units) utilizes Electro Cut (EC) films, both opaque black and translucent colors. Vinyl products are not used by MoDOT.
- 2.3.3.2 Structural signs with legend 6” or smaller are fabricated utilizing EC film (legend weeded out of field).
- 2.3.3.3 Structural signs with legend larger than 6” upper case are fabricated with direct applied legend cut from ASTM IX sheeting.
- 2.3.4 Pictographs are fabricated using screen printing or EC films to produce an image that will last the life of the primary signs and be totally retroreflective. Example of pictographs typically include, but are not limited to, state and federal agency logos or college/university logos and range in colors from one up to 7 or more.
- 2.3.5 MoDOT has a prequalified list for sign sheeting and is currently updating its standards to adopt specific ASTM and ASHTO specifications for specific sheeting types.

- 2.3.6 MoDOT currently operates a sign reclamation program, using prison industries to warehouse and reclaim used signs for reuse. On average, MoDOT produces approximately 60% of its signs on reclaimed aluminum. Missouri's prison industries currently charges MoDOT \$1.25 per sq. ft to reclaim structural panels (typically up to 8' in length is what is reclaimed) and \$1.00 per sq. ft on flat sheet signs.

### **3. SIGN DETAILS**

#### **3.1 Sign Designs**

- 3.1.1 All sign designs will be provided by MoDOT Traffic Division and submitted to the vendor either in PDF form or electronically depending on the vendor's capability. MoDOT currently utilizes SignCAD for the majority of its signs design work, using TrafficCAD for graphical component design.

#### **3.2 Sign Orders**

- 3.2.1 Sign orders will be compiled by MoDOT Traffic Division and submitted to the vendor on a weekly basis. Only those orders that come from MoDOT Traffic Division shall be filled for a MoDOT order. This is to assure sign designs are approved and meet standards and to retain the ability to track sign ordering state wide.

#### **3.3 Sign Fabrication Methods**

- 3.3.1 Signs will be fabricated utilizing the same materials and standards utilized by the current MoDOT Sign Production Center and per MoDOT Standard Plans and Specifications.
- 3.3.2 Standard signs will be fabricated to MTUCD Standards unless otherwise specified by MoDOT Traffic Division.
- 3.3.3 Variable and special signs will be detailed by MoDOT Traffic Division and the details submitted to the vendor along with the sign order.
- 3.3.4 Variations in Design and/or fabrication materials will be first approved by Traffic Division prior to execution.

#### **3.4 Shipping Method**

- 3.4.1 The vendor will ship signs in a manner that meets the sign sheeting warranty requirements.
- 3.4.2 Shipping methods will be approved by MoDOT Traffic Division.
- 3.4.3 Shipping methods will be uniform to any destination in Missouri unless otherwise approved by both the vendor and MoDOT Traffic Division.
- 3.4.4 Signs will be shipped in a form that allows bulk off loading of a shipment from the truck.

- 3.4.5 The shipping method chosen must allow one MoDOT employee and a fork truck to off load shipment from truck safely.
- 3.4.6 24 hour advanced notice must be provided with a reasonable time of day arrival to allow MoDOT personnel to be on site to off load shipment.

### **3.5 Delivery Time**

- 3.5.1 Standard sign orders will be expected to be delivered FOB to the dock at the specified delivery point within 21 calendar days from the day the order is submitted to the vendor by MoDOT Traffic Division Office.
- 3.5.2 Emergency sign orders will be expected to be delivered to the site specified in the order within 24 hours from the time the vendor receives the order from MoDOT Traffic Division Office.

### **3.6 Fabrication costs**

- 3.6.1 Signs cost will be based on a cost per square foot of sign surface area.
  - 3.6.1.1 Cost per square foot for flat sheet aluminum signs.
  - 3.6.1.2 Cost per square foot for extruded panel aluminum signs.
  - 3.6.1.3 Cost per square foot for FiberBright or Comparative non-metallic substraight.
- 3.6.2 Transportation costs will be included in the cost per sq. ft. price of a signs.

### **3.7 Damage / Warranty Issues**

- 3.7.1 MoDOT will inspect signs at the time of delivery to determine if they meet specifications, quantity, quality and verify there was no damaged incurred during shipping.
- 3.7.2 It will be the responsibility of the vendor to arrange the return shipping of any sign that fails to pass inspection.
- 3.7.3 It will be the responsibility of the vendor to replace any sign that fails inspection within the original delivery window, replacement signs that are shipped beyond the time frame of the original order delivery window will be subject to liquidated damages.
- 3.7.4 It will be the responsibility of the vendor to handle any warranty issues / claims that may take place with individual supplier(s) of materials used to fabricate signs at any time during the warranty period of the sign.
  - 3.7.4.1 The vendor will include the standard MoDOT identification information on the sign face (typically incorporated into the screen printing of the sign or a decal on the sign face) See **Appendix 5**. The vendor will also include a durable identification decal or decals on the

back of the sign to assist in warranty issues that will include, but not limited to, the following:

1. Sign fabricator (must be legible the life of the sign).
2. Fabrication date (must be legible the life of the sign).
3. Bar code (used for order receipt and inventory tracking).
4. Sign code and sign description.

#### **4. SPECIFIC RFI QUESTIONS**

##### **4.1 Comments on information specified in this RFI**

- 4.1.1 MoDOT requests vendors to supply comments or suggestion for improvements or alternate concepts they may see with the specifications and expectations listed previously in this document.

##### **4.2 General questions related to common industry practice**

- 4.2.1 How does your company typically ship both flat sheet and structural signs to current customers for small volume orders as well as large bulk orders?
- 4.2.1.1 Do you ship common carrier or use your own fleet?
- 4.2.1.2 Do you drop trailers, containers or other methods of off loading and pick them up later? If so, is there typically an additional charge for that service and describe the drop shipment containers.
- 4.2.2 Would your company prefer to receive compiled weekly orders on a predetermined day or submitted as the MoDOT Traffic Division receives them?
- 4.2.3 How does your company choose a sheeting vendor if one is not specified by the customer?
- 4.2.4 Given the information above on MoDOT sign reclamation program would your company offer a proposal to utilize Missouri's reclaimed aluminum, either processed by Missouri's Prison System or by your company / subcontractor as a cost savings measure? If so, the expectation would be materials would be located as a defined location(s) and transportation would be the responsibility of the vendor.
- 4.2.5 The proposed closure date for the MoDOT sign production center is June 30<sup>th</sup>, 2012 at which time the awarded contract(s) will take effect. MoDOT is evaluating the possibility of bidding this work out 6 months in advance of this date and reserves the right to award the contract(s) at any time between the acceptance of the bid(s) and June 30<sup>th</sup>, 2012 if it is in the best interest of MoDOT. Does your company have any issues with this proposed closure date?
- 4.2.6 MoDOT plans on sending orders to vendors in an electronic format to expedite the process, avoiding the use of fax or postal delivery methods. What order systems do you use or propose MoDOT using for such a bid?

- 4.2.7 MoDOT requests examples of common formats of invoicing your company uses.
- 4.2.8 Does your company offer any type of order tracking that a district might use to see the progress of their sign order between the time it is placed up to delivery?
- 4.2.9 Does your company typically charge by the number of colors utilized, screen printed or accomplished using EC film?

## **5. VENDOR RFI RESPONSE INSTRUCTIONS**

### **5.1 Response to Technical Specifications**

- 5.1.1 MoDOT encourages any suggestions that might improve production and/or quality of the signs vendors may supply.

### **5.2 Response to Performance Requirements**

- 5.2.1 Vendors are requested to provide comments on the areas listed in this document, including a level of detail that includes fabrication issues and delivery issues. Be specific in the comments and offer suggested alternatives for consideration.

### **5.3 Copies**

- 5.3.1 Vendors should submit an *original plus five (5) copies* of their RFI response.

### **5.4 Pricing Information**

- 5.4.1 While detailed pricing is not required as part of this RFI, vendors may explain in their RFI response the pricing MoDOT might expect for the services specified herein.

It is understood that any pricing provided herein is not binding or required. It is strictly for informational purposes only.

### **5.5 Contact Information**

- 5.5.1 Vendors should provide the following information in the event the evaluation team has any additional questions while reviewing the RFI:
  - 5.5.2.1 Company name
  - 5.5.2.2 Contact name
  - 5.5.2.3 Contact's title
  - 5.5.2.4 City and state
  - 5.5.2.5 Telephone number and area code
  - 5.5.2.6 Availability status if contact is requested