

CHAPTER 7: PROCUREMENT OF SIGNS AND RELATED MATERIALS

The sign procurement process requires the coordinated effort of the National Park Service (NPS) and the sign manufacturer. The Park shall be the originating office in the procurement process. The Regional Sign Coordinator shall be responsible for coordinating the entire process. The process is completed with the final inspection of the finished product at the originating office. The Park shall prepare the original and necessary number of copies required by the Regional office. The Regional office will forward the original and two copies to UNICOR. If quotation is requested, UNICOR will return one copy.

By law, the National Park Service is required to order signs from UNICOR (Federal Prison Industries). All sign orders shall be processed through their offices at:

UNICOR, Data/Graphics Division
320 First Street, N.W.
Washington, D.C. 20534

The Memorandum of Agreement between the National Park Service and UNICOR outlines specific details of what is expected of each agency in an effort to enhance a better working relationship and expedite the procurement processes.

All sign orders must be machine-lettered, typewritten, or hand-printed, clearly distinguishing between upper and lower case letters, and be precise according to text, layout, and material or fabrication details.

In certain instances a waiver will be issued by UNICOR on an order which they cannot fill due to time constraints or deficiencies in supplies. Orders may, in these situations, be filled by private suppliers through the normal procurement process using the specifications in this Manual. The Regional Sign Coordinator's approval is still required before these orders may be processed.

Three tables are presented here to explain the sign procurement process, the forms to be used, and to provide an overview of the materials available. The SIGN PROCUREMENT PROCESS, Table 7-1, outlines the steps required of the Park and Regional office from preparation of the initial requisition to the eventual inspection of the finished sign product in the park upon delivery. The SIGN REQUISITION FORM USAGE, Table 7-2, explains what forms are to be used by the Park in requisitioning signs. The DESCRIPTION OF SIGN MATERIALS, Table 7-3, lists the various sign materials which can be selected, including a brief list of advantages and disadvantages for each; relative cost; and types of maintenance required.

Seven standard forms are provided for Park use in requisitioning signs. All references to the 10-84 series forms apply to the January 1984 revisions of these forms. The following is a brief description of each form.

Letters, paint, and sheeting may be obtained through UNICOR using Form DI-1.

SIGN REQUISITION FORMS

Form DI-1, United States Department of the Interior Requisition

This form shall accompany all requisitions. This form shall also be used when ordering miscellaneous signing materials such as replacement letters, NPS emblems, sheeting, sign hardware, etc.

Standard Form 147, Order for Supplies and Services

This form shall be used in preparing a purchase order to UNICOR for signs and related sign materials. Requisition forms (10-84, 10-84a, etc.) explaining the specifics of the order shall be attached to this form as necessary.

Samples of the requisition forms and Standard Form 147, and examples of these forms completely filled out are included on the following pages.

Form 10-84, Sign Requisition

This form accompanies all sign requisitions from a Park and must be signed by the requisitioner and the superintendent prior to submittal to the Regional Sign Coordinator. The Regional Sign Coordinator must sign the form prior to any sign requisition being sent to UNICOR. UNICOR will not process any orders that do not contain the Regional Sign Coordinator's signature. Space is provided on the form for additional special instructions to UNICOR from either the Park or the Regional Sign Coordinator. Should the Regional Sign Coordinator reject the order, there is space to explain why and what corrections must be made. Additional space is provided for use by UNICOR.

Form 10-84a, Guide Sign Requisition

This form shall be used for requisitioning guide signs (informational and directional), in categories 1, 1A, 2, and 3. It should be noted that all guide signs shall be manufactured using die-cut NPS Modified Clarendon letters. A separate form must be filled out for each different sign requested.

Form 10-84b, Pedestrian Sign Requisition

This form shall be used for requisitioning pedestrian guide signs, categories 4, 5, 5A, and Other. This includes signs that may require Engineering Standard letters or routed letters. A separate form is required for each different sign requested.

Form 10-84c, Recreational Symbol Requisition

This form shall be used for requisitioning Federal recreational symbols. One form shall be used for each symbol type ordered. When symbols are to be attached to another sign panel, the required number of form 10-84c's shall be attached to form 10-84a or b, whichever is appropriate.

Form 10-84d, Standard Traffic Control Signs Requisition

This form shall be used for requisitioning all standard traffic control signs as specified in the MUTCD or the Standard Highway Signs Book.

Form 10-84e, or 10-84f Custom Traffic Control Signs Requisition

This form shall be used for requisitioning all custom traffic control signs that are needed for enforcement, warning, or construction zone signing.

NOTE

**The following pages
include sign requisition
forms and examples
of how they should be
completed for submission.**

**UNITED STATES
DEPARTMENT OF THE INTERIOR
REQUISITION**

To	Bureau/Office	Requisition No.
Appropriation/Allotment No.	Charge shipping costs to	Date
Vendor	Deliver to	

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT

To Be Completed by Fiscal Authority Only			
FUND CERTIFICATION: Funds in the amounts shown are available and chargeable to the cost authorities shown above.			
Signature	Date	Approved by (Signature)	Date
Title		Title	
Requisitioned by (Signature)	Date	Bureau Officer (Signature)	Date
Title		Title	

Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.

UNITED STATES
DEPARTMENT OF THE INTERIOR
REQUISITION

To Procurement		Bureau/Office NPS-SWRO-OM	Requisition No. 2153
Appropriation/Allotment No. Px 7120 3 0025		Charge shipping costs to Same	Date 4/16/87
Vendor UNIGOR Data/Graphics Division Washington, D.C. 20534		Deliver to Superintendent Bandelier Nat'l Monument	

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	NPS Guide Sign as per attached form 10-84A Page 3	1	ea.	292.29	292.29
2	NPS Pedestrian Sign as per attached form 10-84B Page 4	3	ea.	57.95	173.85
3	Recreational symbol as per attached form 10-84C Page 5	4	ea.	6.00	24.00
4	Standard Highway Traffic Signs as per attached form 10-84 Page 6	28	b.s.		962.20
5	Custom Highway Traffic Sign as per attached form 10-84E Page 7	3	ea.	60.00	180.00
6	Custom Highway Traffic Sign as per attached form 10-84F Page 8	2	ea.	117.90	235.80
					\$1,868.14

To Be Completed by Fiscal Authority Only			
FUND CERTIFICATION: Funds in the amounts shown are available and chargeable to the cost authorities shown above.			
Signature	Date	Approved by (Signature)	Date
Title		Title Superintendent	
Requisitioned by (Signature)	Date	Bureau Officer (Signature)	Date
Title R+T Foreman		Title Regional Sign Coordinator	

Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.

MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER	2. CONTRACT NO. (if any)	3. ORDER NO.	PAGE 1 OF
------------------	--------------------------	--------------	-----------

4. ISSUING OFFICE

5. ACCOUNTING AND APPROPRIATION DATA

6. SHIP TO (Consignee and Address, ZIP Code)	VIA
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7. TO: CONTRACTOR (Name, Address, ZIP Code)	8. TYPE OF ORDER (a) Purchase Reference your _____ Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____ <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
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9. REQUISITION OFFICE	10. REQUISITION NO. / PURCHASE AUTHORITY
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11. F.O.B. POINT	12. GOVERNMENT B/L NO.	13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS
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15. SCHEDULE *See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)

16. CLASSIFICATION: SMALL BUSINESS OTHER THAN SMALL BUSINESS MINORITY BUSINESS ENTERPRISE

SEE BILLING INSTRUCTIONS ON REVERSE	17. SHIPPING POINT	18. GROSS SHIPPING WEIGHT	19. INVOICE NO.	15. (h) Total from continuation pages 15. (i) GRAND TOTAL
	20. MAIL INVOICE TO (Include ZIP Code)			

21. UNITED STATES OF AMERICA BY (Signature)	22. NAME (Typed) TITLE: CONTRACTING / ORDERING OFFICER
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MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER April 17, 1984	2. CONTRACT NO. (if any) PPI	3. ORDER NO. PX 7120 3 0025	PAGE 1 OF 8
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4. ISSUING OFFICE
USDI, National Park Service, Bandelier Nat'l Mon.

5. ACCOUNTING AND APPROPRIATION DATA
0670 - 1000 - 454

6. SHIP TO (Consignee and Address, ZIP Code)
**Superintendent, Bandelier Nat'l Monument
Los Alamos, New Mexico 87544** VIA
**Call Max Garcia for
our pick-up**

7. TO: CONTRACTOR (Name, Address, ZIP Code) UNICOR Data / Graphics Division 320 First Street, N.W. Washington, D.C. 20534	8. TYPE OF ORDER (a) Purchase Reference your quote by Diane
	Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of 41 USC 252 C 3 <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. REQUISITION OFFICE ► Maintenance	10. REQUISITION NO. / PURCHASE AUTHORITY FY 84-017
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11. F.O.B. POINT Origin	12. GOVERNMENT B / L NO. -	13. DELIVERY TO F.O.B. POINT ON OR BEFORE 20 Days	14. DISCOUNT TERMS Net
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15. SCHEDULE *See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
1	NPS Guide Sign as per attached form 10-84A page 3	1	ea	292.29	292.29	
2	NPS Pedestrian Sign as per attached form 10-84B page 4	3	ea	57.95	173.85	
3	Recreational Symbol as per attached form 10-84C page 5	4	ea	6.00	24.00	
4	Standard Highway Traffic Signs as per attached form 10-84D pg. 6	28	LS		962.20	
5	Custom Highway Traffic Sign as per attached form 10-84E page 7	3	ea	60.00	180.00	
6	Custom Highway Traffic Sign as per attached form 10-84F page 8	2	ea	117.90	235.80	

16. CLASSIFICATION: SMALL BUSINESS OTHER THAN SMALL BUSINESS MINORITY BUSINESS ENTERPRISE

SEE BILLING INSTRUCTIONS ON REVERSE	17. SHIPPING POINT	18. GROSS SHIPPING WEIGHT	19. INVOICE NO.	15. (h) Total from continuation pages 15. (i) GRAND TOTAL 1,868.14
	20. MAIL INVOICE TQ (Include ZIP Code) Same as #6			

21. UNITED STATES OF AMERICA BY (Signature) ► Max Garcia	22. NAME (Typed) Max J. Garcia 505-672-3861 TITLE: CONTRACTING / ORDERING OFFICER
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UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

FORM 10-84 REVISED JAN 1984		SIGN REQUISITION		PAGE _____ OF _____ PAGES
PARK	<input type="checkbox"/> UNICOR Data / Graphics Division 320 First Street, N.W. Washington, D.C. 20534	PARK OR OFFICE		TOTAL NUMBER OF SIGNS _____
	<input type="checkbox"/> OTHER - SPECIFY _____	DELIVER TO		PURCHASE ORDER NO. _____
				ACCOUNT NO. _____
				COST ESTIMATE _____
REMARKS				
REQUISITIONED BY PARK SIGN COORDINATOR _____ SIGNATURE		APPROVED BY SUPERINTENDENT _____ SIGNATURE		QUOTATION WANTED <input type="checkbox"/> YES <input type="checkbox"/> NO
		DATE	DATE	
REGIONAL SIGN COORDINATOR	REGIONAL SIGN COORDINATOR USE			
	REMARKS			
	APPROVED BY _____ SIGNATURE	ADDRESS AND TELEPHONE NO.		DATE _____ PHONE NO. _____
	<input type="checkbox"/> SIGN ORDER REJECTED BY REGIONAL SIGN COORDINATOR			
EXPLANATION		SIGNATURE		DATE
UNICOR	UNICOR USE			
	JOB NUMBER		QUOTATION NO.	ESTIMATED DELIVERY DATE
	REMARKS			
	SIGNATURE	TITLE	DATE	

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

FORM 10-84
REVISED JAN 1984

SIGN REQUISITION

PAGE 2 OF 8 PAGES

PARK

UNICOR
Data / Graphics Division
320 First Street, N.W.
Washington, D.C. 20534

PARK OR OFFICE
Bandelier Nat'l Monument

TOTAL NUMBER OF SIGNS
41

PURCHASE ORDER NO.
PX 7120 3 0025

OTHER - SPECIFY

DELIVER TO
*Superintendent
Bandelier Nat'l Monument
Los Alamos, NM 87544*

ACCOUNT NO.
0670-1000-454

COST ESTIMATE
\$1,868.14

REMARKS

REQUISITIONED BY PARK SIGN COORDINATOR

Carlos Gonzalez 4/16/84
SIGNATURE DATE

APPROVED BY SUPERINTENDENT

John Kissaway 4/16/84
SIGNATURE DATE

QUOTATION WANTED

YES NO

REGIONAL SIGN COORDINATOR

REGIONAL SIGN COORDINATOR USE

REMARKS

*Note that the signs are needed by May 25, 1984.
Please send confirmation of receipt of purchase
order for signs to Regional Sign Coordinator within
5 days of receiving P.O.*

APPROVED BY

Jack Galloway
SIGNATURE

ADDRESS AND TELEPHONE NO.

*Southwest Regional Office
P.O. Box 728
Santa Fe, NM 87501*

DATE

4/16/84

PHONE NO.

988-6368

SIGN ORDER REJECTED BY REGIONAL SIGN COORDINATOR

EXPLANATION

SIGNATURE

DATE

UNICOR

UNICOR USE

JOB NUMBER

QUOTATION NO.

ESTIMATED DELIVERY DATE

REMARKS

SIGNATURE

TITLE

DATE

**UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE**

FORM-10-84A REVISED JAN 1984		GUIDE SIGN REQUISITION (DESTINATION, DISTANCE, INFORMATION)		PAGE ____ OF ____ PAGES		
PURCHASE ORDER NO _____		UNICOR JOB NO _____	QUANTITY _____	INVENTORY NO. (OPTIONAL) _____		
FOR ASSISTANCE CONTACT REGIONAL SIGN COORDINATOR _____			PHONE NO. _____			
USAGE CATEGORY/POSTED SPEED LIMIT/LETTER SIZE <input type="checkbox"/> OVERSIZE (12" UC - 8" LC) <input type="checkbox"/> 1 or 1A 50 - 55 MPH (9" UC - 6" LC) <input type="checkbox"/> 2 35 - 45 MPH (6" UC - 4" LC) <input type="checkbox"/> 3 0 - 30 MPH (3.75" UC - 2.5" LC)		RECREATIONAL SYMBOL(S) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 2px;">RS</div> <div style="border: 1px solid black; padding: 5px; margin: 2px;">RS</div> <div style="border: 1px solid black; padding: 5px; margin: 2px;">RS</div> <div style="border: 1px solid black; padding: 5px; margin: 2px;">RS</div> </div> ATTACH FORM 10-84C FOR EACH SYMBOL REQUIRED				
BACKING PANEL <input type="checkbox"/> .135" FRP PANEL <input type="checkbox"/> .080 ALUMINUM <input type="checkbox"/> 3/4" HDO EXT APA		ALUMINUM ZEE BACKING STIFFENERS <input type="checkbox"/> YES <input type="checkbox"/> NO		(REQUIRED FOR ALL 32" x 48" OR LARGER) LOCATION DATA AREA: _____ UNIT: _____ SIGN NO. _____		
SIGN EXAMPLE	SIGN EXAMPLE <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 200px; height: 150px; margin: 10px;"></div> <div style="margin-left: 20px;"> <p>← WIDTH (6" INCREMENTS) →</p> <p>↑ HEIGHT (2" INCREMENTS) ↓</p> </div> </div>					
*SPECIAL INSTRUCTIONS			ESTIMATED PER SIGN COST			
			ITEM	QTY	UNIT COST	COST
			SQUARE FOOTAGE			
			EMBLEM			
			ZEE BAR			
			ARROWS			
			LETTERS			
			SET UP			
			TOTAL			
UNICOR USE - COST		NPS USE - ESTIMATED COST				
EACH _____	TOTAL _____	EACH _____	TOTAL _____			
BY _____	DATE _____	BY _____	DATE _____			

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

FORM 10-84A REVISED JAN 1984		GUIDE SIGN REQUISITION (DESTINATION, DISTANCE, INFORMATION)		PAGE <u>3</u> OF <u>8</u> PAGES																																								
PURCHASE ORDER NO Px 7120 3 0025		UNICOR JOB NO	QUANTITY 1	INVENTORY NO. (OPTIONAL)																																								
FOR ASSISTANCE CONTACT REGIONAL SIGN COORDINATOR			PHONE NO. 988-6368																																									
USAGE CATEGORY/POSTED SPEED LIMIT/LETTER SIZE <input type="checkbox"/> OVERSIZE (12" UC - 8" LC) <input type="checkbox"/> 1 or 1A 50 - 55 MPH (9" UC - 6" LC) <input checked="" type="checkbox"/> 2 35 - 45 MPH (6" UC - 4" LC) <input type="checkbox"/> 3 0 - 30 MPH (3.75" UC - 2.5" LC)		RECREATIONAL SYMBOL(S) <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; line-height: 40px;">RS</div> <div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; line-height: 40px;">RS</div> <div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; line-height: 40px;">RS</div> <div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; line-height: 40px;">RS</div> </div> ATTACH FORM 10-84C FOR EACH SYMBOL REQUIRED																																										
BACKING PANEL <input type="checkbox"/> .135" FRP PANEL <input type="checkbox"/> .080 ALUMINUM <input checked="" type="checkbox"/> 3/4" HDO EXT APA		ALUMINUM ZEE BACKING STIFFENERS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		LOCATION DATA AREA: Bandelier N. Mon. UNIT: North Entrance SIGN NO. 00057																																								
SIGN EXAMPLE	SIGN EXAMPLE <div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">HEIGHT 42" (2" INCREMENTS)</div> <div style="margin-left: 20px;"> <p align="center">WIDTH 84" (6" INCREMENTS)</p> </div> </div>																																											
	*SPECIAL INSTRUCTIONS <ol style="list-style-type: none"> Attach 21" x 27" NPS Emblem decal where shown. This is a special sign requiring both 6" and 3.75" letters. 																																											
				ESTIMATED PER SIGN COST																																								
				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>ITEM</th> <th>QTY</th> <th>UNIT COST</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>SQUARE FOOTAGE</td> <td align="right">24.5</td> <td align="right">4.20</td> <td align="right">102.90</td> </tr> <tr> <td>EMBLEM</td> <td align="right">1</td> <td></td> <td align="right">57.60</td> </tr> <tr> <td>ZEE BAR</td> <td align="right">14</td> <td align="right">3.50</td> <td align="right">49.00</td> </tr> <tr> <td>ARROWS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LETTERS 6"</td> <td align="right">25</td> <td align="right">1.53</td> <td align="right">38.25</td> </tr> <tr> <td>3.75" letters</td> <td align="right">8</td> <td align="right">1.18</td> <td align="right">9.44</td> </tr> <tr> <td>Set Up</td> <td></td> <td></td> <td align="right">35.10</td> </tr> <tr> <td>SET UP</td> <td></td> <td></td> <td></td> </tr> <tr> <td align="right" colspan="3">TOTAL</td> <td align="right">292.29</td> </tr> </tbody> </table>	ITEM	QTY	UNIT COST	COST	SQUARE FOOTAGE	24.5	4.20	102.90	EMBLEM	1		57.60	ZEE BAR	14	3.50	49.00	ARROWS				LETTERS 6"	25	1.53	38.25	3.75" letters	8	1.18	9.44	Set Up			35.10	SET UP				TOTAL			292.29
ITEM	QTY	UNIT COST	COST																																									
SQUARE FOOTAGE	24.5	4.20	102.90																																									
EMBLEM	1		57.60																																									
ZEE BAR	14	3.50	49.00																																									
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3.75" letters	8	1.18	9.44																																									
Set Up			35.10																																									
SET UP																																												
TOTAL			292.29																																									
UNICOR USE - COST		NPS USE - ESTIMATED COST																																										
EACH _____	TOTAL _____	EACH \$ 292.29	TOTAL \$ 292.29																																									
BY _____	DATE _____	BY VG	DATE 4/16/84																																									

UNITED STATES DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE

FORM-1084B REVISED JAN 1982		PEDESTRIAN SIGN REQUISITION		PAGE _____ OF _____ PAGES			
PURCHASE ORDER NO. _____		UNICOR JOB NO. _____		QUANTITY _____	INVENTORY NO. (OPTIONAL) _____		
FOR ASSISTANCE CONTACT REGIONAL SIGN COORDINATOR: _____ PHONE NO. _____							
USAGE CAT.	<input type="checkbox"/> 4 2.25" UC 1.5" LC CLARENDON (DIE CUT OR ROUTED)		<input type="checkbox"/> 1.0" UC ENGINEERING STANDARD (ROUTED)		RECREATIONAL SYMBOLS <input type="checkbox"/> RS <input type="checkbox"/> RS <input type="checkbox"/> RS <input type="checkbox"/> RS ATTACH FORM 10-84C FOR SYMBOL REQUIRED		
	<input type="checkbox"/> 5 1.5" UC 1.0" LC CLARENDON (DIE CUT OR ROUTED)		<input type="checkbox"/> 3/4" UC ENGINEERING STANDARD (ROUTED)				
	<input type="checkbox"/> 5A 1.0" UC .67" LC CLARENDON (ROUTED)		<input type="checkbox"/> 1/2" UC ENGINEERING STANDARD (ROUTED)				
LOCATION DATA AREA: _____ UNIT: _____ SIGN NO: _____							
STANDARD SIGNS	BACKING PANEL <input type="checkbox"/> .080" ALUMINUM <input type="checkbox"/> 3/4" HDO EXT APA <input type="checkbox"/> .135" FRP		BACKGROUND FINISH <input type="checkbox"/> REFLECTIVE BROWN <input type="checkbox"/> OTHER *SPECIFY BELOW <input type="checkbox"/> ANODIZED BROWN FACE <input type="checkbox"/> PLAIN ALUMINUM FACE		LETTER SYTLE - SIZE CLARENDON DIE CUT (CAT. 4.5) LETTER FINISH <input type="checkbox"/> REFLECTIVE WHITE <input type="checkbox"/> OTHER *SPECIFY BELOW		
	ROUTED SIGNS	<input type="checkbox"/> .250" ALUMINUM PLATE <input type="checkbox"/> 3/4" HDO EXT APA		PAINTED FACE *SPECIFY BELOW <input type="checkbox"/> STAIN <input type="checkbox"/> NATURAL W/SEALER <input type="checkbox"/> PAINT		ENGINEERING STANDARD (ROUTED) <input type="checkbox"/> CLARENDON ROUTED <input type="checkbox"/> ENGINEERING STD. ROUTED <input type="checkbox"/> CLARENDON ROUTED <input type="checkbox"/> ENGINEERING STD ROUTED	
<input type="checkbox"/> WOOD *SPECIFY BELOW		OTHER *SPECIFY BELOW		PAINT <input type="checkbox"/> BROWN <input type="checkbox"/> OTHER <input type="checkbox"/> WHITE *SPECIFY BELOW <input type="checkbox"/> STAIN <input type="checkbox"/> OTHER <input type="checkbox"/> NATURAL W SEALER *SPECIFY BELOW <input type="checkbox"/> PAINT			
SIGN EXAMPLE <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> HEIGHT 2" INCREMENTS </div> <div style="border: 1px solid black; width: 500px; height: 150px; position: relative;"> <div style="position: absolute; top: -20px; left: 50%; transform: translate(-50%, -50%);"> WIDTH 6" INCREMENTS (FOR CLARENDON LETTERS ONLY) </div> </div> </div>							
NOTE: BORDER OPTIONAL FOR ROUTED SIGNS							
SPECIAL INSTRUCTIONS				ESTIMATED PER SIGN COST			
				ITEM	QTY	UNIT COST	COST
				SQUARE FOOTAGE			
				EMBLEM			
				ARROWS			
				LETTERS			
				SET UP			
				TOTAL			
UNICOR USE - COST			NPS USE - ESTIMATED COST				
EACH _____ TOTAL _____			EACH _____ TOTAL _____				
BY _____ DATE _____			BY _____ DATE _____				

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

FORM-1084B REVISED JAN 1982		PEDESTRIAN SIGN REQUISITION	PAGE <u>4</u> OF <u>8</u> PAGES		
PURCHASE ORDER NO. PX 7120 3 0025		UNICOR JOB NO.	QUANTITY 3		
FOR ASSISTANCE CONTACT REGIONAL SIGN COORDINATOR: Jack Galloway		PHONE NO. 988-1368			
USAGE CAT.	<input checked="" type="checkbox"/> 4 2.25" UC 1.5" LC CLARENDON (DIE CUT OR ROUTED)	<input type="checkbox"/> 1.0" UC ENGINEERING STANDARD (ROUTED)	RECREATIONAL SYMBOLS RS <input type="checkbox"/> RS <input type="checkbox"/> RS <input type="checkbox"/> RS <input type="checkbox"/> ATTACH FORM 10-84C FOR SYMBOL REQUIRED		
	<input type="checkbox"/> 5 1.5" UC 1.0" LC CLARENDON (DIE CUT OR ROUTED)	<input type="checkbox"/> 3/4" UC ENGINEERING STANDARD (ROUTED)			
	<input type="checkbox"/> 5A 1.0" UC .67" LC CLARENDON (ROUTED)	<input type="checkbox"/> 1/2" UC ENGINEERING STANDARD (ROUTED)	LOCATION DATA AREA Bandelier N.M. UNIT: North Exit Sta. SIGN NO. 00052		
STANDARD SIGNS	BACKING PANEL <input type="checkbox"/> .080" ALUMINUM <input type="checkbox"/> 3/4" HDO EXT APA <input checked="" type="checkbox"/> .135" FRP	BACKGROUND FINISH <input checked="" type="checkbox"/> REFLECTIVE BROWN <input type="checkbox"/> OTHER *SPECIFY BELOW <input type="checkbox"/> ANODIZED BROWN FACE <input type="checkbox"/> PLAIN ALUMINUM FACE	LETTER STYLE / SIZE CLARENDON DIE CUT (CAT. 4.5)		
	ROUTED SIGNS <input type="checkbox"/> .250" ALUMINUM PLATE <input type="checkbox"/> 3/4" HDO EXT APA <input type="checkbox"/> WOOD *SPECIFY BELOW	PAINTED FACE *SPECIFY BELOW <input type="checkbox"/> STAIN <input type="checkbox"/> NATURAL W SEALER <input type="checkbox"/> PAINT	ENGINEERING STANDARD (ROUTED) <input type="checkbox"/> CLARENDON ROUTED <input type="checkbox"/> ENGINEERING STD. ROUTED <input type="checkbox"/> CLARENDON ROUTED <input type="checkbox"/> ENGINEERING STD ROUTED	LETTER FINISH <input checked="" type="checkbox"/> REFLECTIVE WHITE <input type="checkbox"/> OTHER *SPECIFY BELOW PAINT <input type="checkbox"/> BROWN <input type="checkbox"/> OTHER <input type="checkbox"/> WHITE *SPECIFY BELOW STAIN <input type="checkbox"/> OTHER NATURAL W SEALER *SPECIFY BELOW PAINT	
SIGN EXAMPLE					
NOTE: BORDER OPTIONAL FOR ROUTED SIGNS					
SPECIAL INSTRUCTIONS		ESTIMATED PER SIGN COST			
1. Attach reflective border as per NPS Sign Manual Specifications.		ITEM	QTY	UNIT COST	COST
		SQUARE FOOTAGE	125	4.20	525
		EMBLEM			
		ARROWS			
		LETTERS			
		1.5" Letters	23	.90	2070
		Set Up			32.00
		SET UP			
			TOTAL	57.95	
UNICOR USE - COST		NPS USE - ESTIMATED COST			
EACH _____	TOTAL _____	EACH 57.95	TOTAL _____		
BY _____	DATE _____	BY JG	DATE _____		

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

Form 10-84E (Jan 1984)		CUSTOM HIGHWAY TRAFFIC SIGN REQUISITION				PAGE <u>7</u> OF <u>8</u>	
Purchase Order No. <u>PX 7120 3 0025</u>		UNICOR Job No.		NPS Area <u>Bandelier Nat'l Mon.</u>			
For Assistance Contact Regional Sign Coordinator <u>Jack Galloway</u>						Phone No. <u>988-6368</u>	
ITEM	SIZE	LETTER SIZE BY LINE	LEGEND BY LINE	COLORS/ REMARKS	QUAN	PRICE	
						EACH	TOTAL
1	24" x 24"	4"		Black on Yellow Sign No. 00081 Engineering Grade Reflective letters, border, and Background 3/4" HDO Backing	3	60.00	180.00

**UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE**

FORM 1084F		CUSTOM HIGHWAY TRAFFIC SIGN REQUISITION		PAGE ____ OF ____ PAGES			
PURCHASE ORDER NO.		UNICOR JOB NO.	QUANTITY	INVENTORY NO. (OPTIONAL)			
FOR ASSISTANCE CONTACT REGIONAL SIGN COORDINATOR: _____				PHONE NO. _____			
ENGINEERING STANDARD LETTER SIZE <input type="checkbox"/> 2" <input type="checkbox"/> 5" <input type="checkbox"/> 8" <input type="checkbox"/> 3" <input type="checkbox"/> 6" <input type="checkbox"/> 4" <input type="checkbox"/> 7"		RECREATIONAL SYMBOLS <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">RS</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">RS</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">RS</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">RS</div> </div> ATTACH FORM 1084C FOR EACH REQUIRED		LOCATION DATA AREA: _____ UNIT: _____ SIGN NO: _____			
BACKING PANEL <input type="checkbox"/> .080 ALUMINUM <input type="checkbox"/> ¼" HDO EXT APA <input type="checkbox"/> .135" FRP PANEL		ALUMINUM ZEE BACKING STIFFENERS <input type="checkbox"/> YES <input type="checkbox"/> NO	REFLECTIVITY: <input type="checkbox"/> ENGINEERING GRADE (FP. 85-TYPE II) <input type="checkbox"/> HIGH INTENSITY (FP. 85-TYPE III)		COLORS: 		
SIGN EXAMPLE							
SPECIAL INSTRUCTIONS				ESTIMATED PER SIGN COST			
				ITEM	QTY	UNIT COST	COST
				SQUARE FOOTAGE			
				TOTAL			
UNICOR USE - COST			NPS USE - ESTIMATED COST				
EACH _____ TOTAL _____			EACH _____ TOTAL _____				
BY _____ DATE _____			BY _____ DATE _____				

Bureau _____

REQUISITION
(Continuation Sheet)

Bureau No. _____

ITEM OR FORM NO.	DESCRIPTION	QUAN	UNIT	UNIT PRICE	AMOUNT

**TABLE 7-1
SIGN PROCUREMENT PROCESS**

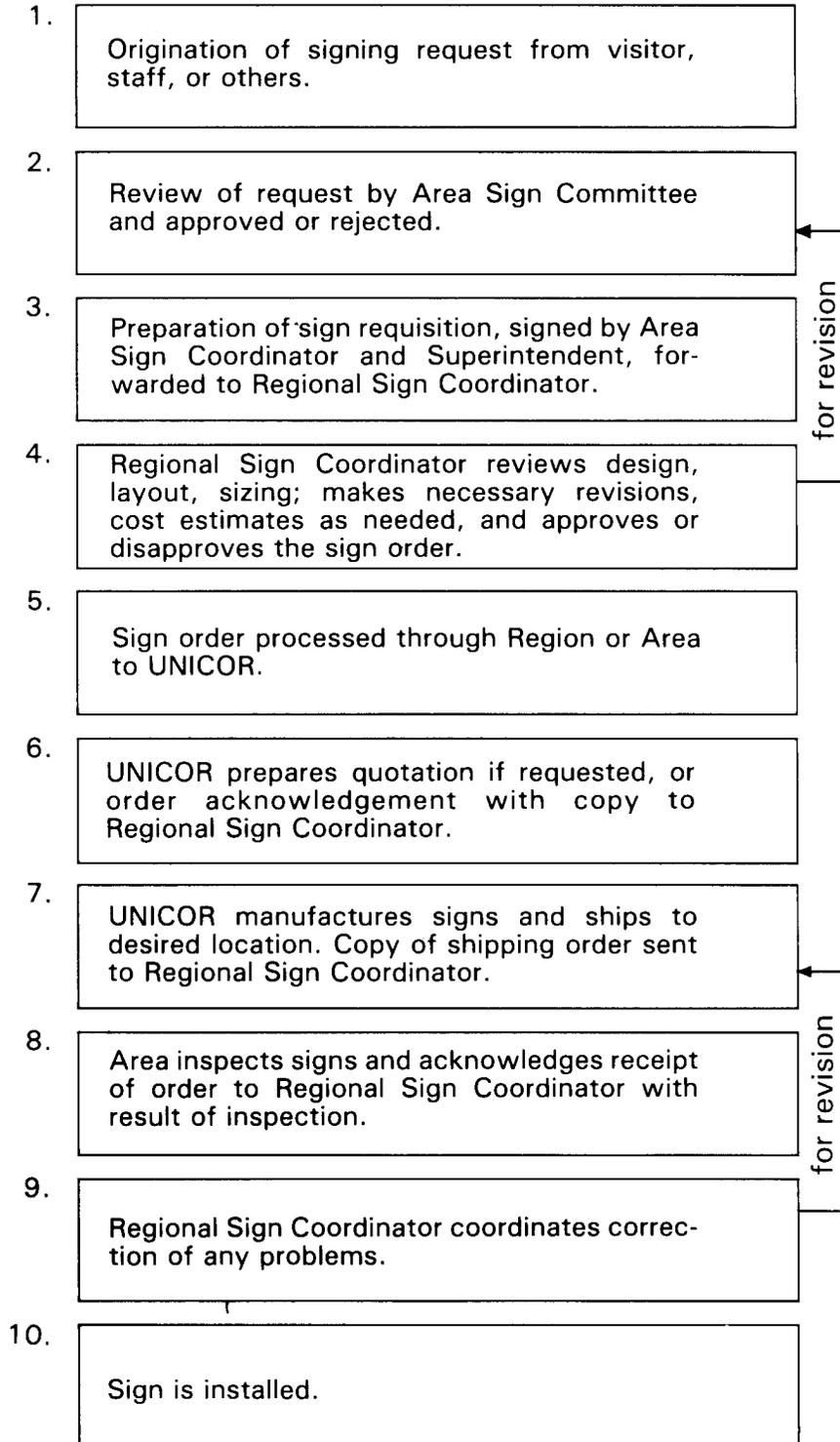


TABLE 7-2

SIGN REQUISITION FORM USAGE

Sign Type and Related Materials	Form	Remarks
Regulatory, Warning and Construction Signs	10-84D	For standard signs only as shown in the MUTCD or STD. HWY SIGN Book.
	10-84E	For custom traffic control signs not found above.
Guide Informational Signs	10-84A	For signs using NPS modified clarendon lettering. Each sign on separate sheet; recreational symbol signs on separate form.
	10-84F	For custom highway guide signs not using NPS Modified Clarendon lettering.
Pedestrian Signs	10-84B	Each sign on separate sheet, includes signs using Engineering Standard letters and routed signs.
Federal Recreation Symbols	10-84C	Each symbol on separate sheet.
Standard Entrance Signs	10-84A	Entrance signs using die-cut NPS Modified Clarendon letters.
Interpretive Signs	DI-1	Signs not designed using this Manual shall be ordered on Form DI-1 through Harpers Ferry Center.
NPS Arrowhead Emblem	DI-1	Includes silk screened and wood routed arrowheads.
Steel Stanchions	DI-1	Breakaway posts required when erected within 30' of roadway unless protected.
Wood Stanchions	DI-1	Must meet requirements of this Manual for breakaway design.

TABLE 7-2

SIGN REQUISITION FORM USAGE CON'T

Sign Type and Related Materials	Form	Remarks
Letters	DI-1	Die-cut letters for repair of existing signs. UNICOR carries supply.
Paint	DI-1	For repairing signs, painting sign backs or stanchions. UNICOR carries supply.
Sign Repair Kits	DI-1	UNICOR stocks various materials, and kits are available for field repair of various types of signs.
All sign orders	DI-1 and 10-84	Both forms must accompany all sign orders.
NPS Protection and Regulation Signs	DI-1	For standard 10-Series signs only, as shown in Chapter 4.

TABLE 7-3

DESCRIPTION OF SIGNING MATERIALS

Materials	Advantages/ Disadvantages	Required Maintenance
1 Reflective Sheeting on HDO Plywood	Reflective sheeting lasts longer on plywood than aluminum. Difficult to repair bullet holes.	Washing as per maintenance guidelines. Edge band top for snow protection.
2 Reflective Sheeting on Aluminum Plate	Aluminum plate lasts longer than plywood; also can be recycled.	Washing as per maintenance guidelines. Edge band top for snow protection.
3 Reflective Sheeting on RP/C backing (polyplate)	Integral color. Bullet holes simpler to repair. New material but appears to have good features.	Washing as per maintenance guidelines. Edge band top for snow protection.
4 Paint on HDO Plywood	HDO surface must be sanded before painting. Paint deteriorates, peels and repair is labor intensive.	Scraping and painting as needed.
5 Paint on Aluminum Plate	Same as 3 above but more difficult to repair.	
6 Paint on Wood	Same as 3 above.	
7 Weathering Steel Stanchions 2'' x 2'' 2½'' x 4'' 4'' x 6''	Small supplies difficult to find. Require little maintenance. Holds sign better than wood. Rust streaks will form around base over time. Complicated breakaway installation.	Periodic structural stabilizing required.
8 Wood Stanchions	Supplies easier to find. Less expensive. More maintenance required. Shorter life than steel or aluminum. Best if pressure treated; untreated tend to rot at base.	Periodic staining or painting and bolt tightening (may be left natural).

TABLE 7-3

DESCRIPTION OF SIGNING MATERIALS CON'T

Materials	Advantages/ Disadvantages	Required Maintenance
9 U-Channel Steel Stanchions	Less expensive than other metal posts. May be bent over by vandals or heavy snow-plowing. Has precut mounting holes.	Periodic painting. Inspection of base coupling.
10 Square perforated steel tubing 2" x 2"	Stronger than U-Channel. Has precut mounting holes on four sides.	Periodic staining or painting and bolt tightening (may be left natural).
11 Aluminum Backing Stiffeners	Superior to wood.	If painted will require scraping and repainting.
12 Hardware for Sign mounting (bolt, 2 washers and nut)	Vandal proof is superior to standard. Zinc chromate plated steel minimizes rusting.	Periodic inspection.
13 Modified Clarendon letter, Die-Cut 1 ½" uc 2 ¼" uc 3 ¾" uc 6" uc 9" uc	Die-cut require less maintenance than routed letters. Replacements available.	Periodic washing, inspection and replacement.
14 Natural wood sealer	Attractive on native woods	Periodic inspection.
15 Wood stain	Do not use on HDO plywood. Color selection critical. Less maintenance than paint	Periodic inspection.
16 Wood routed 1 ½" uc 2 ¼" uc 3 x ¾" uc 6" uc 9" uc	1 ½" minimum size for Mod Clarendon text feasible on wood. 1" available for Engineering standard letters on HDO Plywood.	Periodic inspection.

TABLE 7-3

DESCRIPTION OF SIGNING MATERIALS

Materials	Advantages/ Disadvantages	Required Maintenance
17 Polysilicone paint	Seals surface. Increased costs and delivery time. Limited availability	
18 Aluminum 6061	Standard available.	
19 Aluminum 5052 (option)	Weaker, less rigid. Harder to work with. Less costly from commercial sign shops.	
20 Aluminum thickness .080" .125"	Standard More rigid, but more costly	