

STEPS FOR ASSET MANAGEMENT CONTRACTOR TO ORDER SIGNS FROM THE STATE SIGN SHOP

1. The AM Contractor will need to initiate contact with the DOT Project Manager to begin the process of ordering signs.
2. The AM Contractor will request the DOT Project Manager to submit an AARF (Automated Access Request Form) request to access MSI and a VPN account.
 - Material Supply Inventory (MSI System) is used to order signs from the State Sign Shop.
 - Project Manager can contact Kirk Hutchison or the Office of Information Technology (OIT) for assistance to complete the AARF.
 - When AARF is approved the contractor will be given a User ID to access mainframe to order signs in MSI system.
 - VPN account is used to access the Departments internal programs.
3. Prior to ordering signs the contractor will contact FDOT Project Manager for the Maintenance in-house Financial Project number (11 Digit Number) for the county where the signs will be placed.
 - Verify that it is a valid project number and has a phase 71 connected to that project number.
 - This can be done by your FDOT project manager contacting the Work Program Section in your area.
 - Note: Only project numbers with a phase 71 can be used in the MSI system to process your sign order.

4. There are two ways to order signs.

- Standard signs are order through the MSI system by commodity number. Contact Kirk Hutchison for instructions to order through the MSI system.
- Once an order has been placed in MSI the State Sign Shop will print the order and put the request into production cycle.
- Another way to order signs is using a Sign Fabrication Form for special signs. This form is available at this website: <https://fdot.sharepoint.com/sites/CO-MAINT/Roadways/Site Pages/Home.aspx>
- Sign Catalog and Monthly Pickup Schedule is available at this site too.

5. Instructions to fill out a special sign order using a Sign Fabrication form is listed below. Follow the attached sample form for better clarification.

- **(1 - Unique Number)** This number consist of the contract number and sequence order number (Example - M-E4H52-001). Each time an order is submitted the sequence number is changed to the next numerical order. This number is used to log in your order for tracking purposes.
- **(2 - Company Name)** Your company name.
- **(3 - Company Address)** Your company mailing address.
- **(4 - Company City, State and Zip Code)** This information is necessary to process your order in the MSI system.
- **(5 - Company Phone Number)** Your company contact number for questions if needed.

- **(6 - Special Instructions)** This information can include contact name and phone number for the maintenance yard personnel for sign pickup. Also this area can include special sign delivery information.
- **(7 - Sheeting Type)** Although this is labeled in commodity column it is referring to the next column of sheeting type. Please X the type of sheeting you want for this sign. If you do not know, contact the Sign Shop Personnel.
- **(8 - Quantity)** Only insert a numeric value.
- **(9 - Description)** A description of the signs is typed here or you may state "See Attached Picture or Drawing" in this area.
- **(10 - Financial Project Number)** This is an 11 digit number assigns to this contract for accounting records. Note: You can contact Jackie Nichols to see if this number is valid in the MSI system.
- **(11 - Function Code)** This code indicates the size of the sign: 520 - Signs 30 Square Feet or smaller and 521 - Larger than 30 Square Feet.
- **(12 - Requestor's Name)** Contact Name.
- **(13 - Requestor's Phone Number)** In case of there are any questions about the order.
- **(14 - Date)** Assists in record keeping.

The following are FDOT Personnel contact information for any questions on these steps:

Kirk Hutchison - 850-410-5515

Janelle Inman-Albright - 386-961-7121

Jackie Nichols - 386-961-7120