

**MAINTENANCE MEMO**  
**MM 2004-02**

**DATE:** March 4, 2004

**TO:** Region Engineers  
Region Maintenance Engineers  
Region Maintenance Superintendents

**FROM:** Calvin Roberts  
Engineer of Maintenance

**SUBJECT:** Contract county purchase of roll-up signs for maintenance work zone traffic control and guidance for the quality of product purchased.

Background: The “State Trunk Line Maintenance Contract” (Section 15, subsection J) of October 1, 2003, with contract counties includes language for the Department to reimburse the Board for the cost of traffic control devices used for State Trunk Line Maintenance when performed in accordance with the Department’s current version of “Maintenance Guidelines for Work Zone Traffic Control”.

Two options for reimbursement of initial inventory are identified.

1. If the signs are to be used on both the County Road System and the State Trunk Line System, then 50 % of the invoice cost is to be paid by the Department.
2. If the signs are to be used only on the State Trunk Line System, then 100 % of the cost is to be reimbursed to the county.

Reimbursement for the replacement of damaged traffic control devices previously approved by the Department will be prorated at the same Board option percentage as for initial inventory.

A guideline is attached to assist contract county personnel to determine which roll-up signs meet minimum specifications and could be considered in their purchasing decisions.

Calvin Roberts  
Engineer of Maintenance

Attachment

## **Guideline for Purchase of Roll-up Signs to be used by Contract Agencies on State Trunk Lines for Maintenance Activities or Incident Control**

Roll-up signs can be purchased from any vendor who can supply signs and/or bases that meet the following requirements:

1. The reflectivity level and sign fabric must meet or exceed those listed in the Michigan Department of Transportation “Qualified Products List”, page C18. This publication can be found at:  
[www.mdot.state.mi.us/mappub/materialsguide/qplist.pdf](http://www.mdot.state.mi.us/mappub/materialsguide/qplist.pdf) or  
[www.michigan.gov/mappub/materialsguide/qplist.pdf](http://www.michigan.gov/mappub/materialsguide/qplist.pdf).
2. The sign shape, size and lettering size and spacing must meet the requirements of the “Michigan Manual of Uniform Traffic Control Devices” (MMUTCD) and the “Standard Highway Signs” manual.
3. The signs must meet minimum bottom height requirements for the type of roadway being serviced. Details can be found in the MMUTCD or in the “Maintenance Guidelines for Work Zone Traffic Control”.
4. The sign bases (stands) individually and sign & stand together must be NCHRP 350 compliant. The vendor should furnish a letter of acceptance from the Federal Highway Administration, Director, Office of Highway Safety Infrastructure. These letters can also be reviewed on the FHWA website at  
<http://safety.fhwa.dot.gov/programs/roadsideHardware.htm>.

Other considerations:

1. The assembled sign & base should not bend more than 45degrees from vertical in a sustained 25 MPH wind and should not overturn and the legs should not move.
2. Interchangeability of signs to fit the bases purchased.
3. Weight of the sign and base combination.
4. Ease of use by field personnel.
5. Compatibility of rolled up size with storage devices to minimize wear & tear.
6. Anti-rotation devices are included.
7. All parts of subsection J of the State Trunk Line Maintenance Contract of October 1, 2003 are met.

The Maintenance Coordinator at the responsible TSC will be responsible for assuring that the signs and bases meet these guidelines and any supplemental specifications and that they are being purchased at a reasonable cost.