



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-310

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PROCUREMENT OF SIGNS, SIGNAGE		1 of 2

SCOPE: The purpose of this policy is to establish procurement requirements that are unique to signs and signage.

POLICY: Per s. 16.75(1)(b)(2), there is a competitive bidding threshold unique to signage purchases. See PRO-101, Procurement Definitions and Thresholds for the threshold and definition of signage. Signs are not state printing.

Best Judgment, Simplified Bidding

The signage bid threshold is lower than the best judgement threshold for all other goods and services. As such, agencies have the option to use best judgment or simplified bidding if the purchase does not exceed the signage bid threshold. Based on the selected method, all other requirements of either PRO-302, Best Judgment Purchasing or PRO-303, Simplified Bidding apply.

Official Sealed Bidding Required

The official sealed bid/Request for Bid (RFB) process is required for every procurement over the signage bid threshold. See PRO-304, Bidding Policy and Procedure, Official Sealed Bid. Agencies that anticipate making multiple signage purchases over the threshold over a given term (one year or more) will follow the procedures set forth in s. II below.

No Interagency Procurement Over Threshold

Statutory requirements related to Wisconsin correctional enterprises, s. 16.75(3t), does not apply to signage. See PRO-507, Procurement from Wisconsin Bureau of Correctional Enterprises (BCE) and s. III below.

- PROCEDURE:**
- I. Determining Signage Spend
 - A. The signage bid threshold applies to the total known amount the agency would spend on signage at the time the bid or purchase order is prepared. Signage spend cannot be split into



Legal Authority

Wis. Stats. 16.75(1)(b), (c); 16.75(3t); 16.75(6) (ag)
2017 Wisconsin Act 146
Agencies Affected: All, unless otherwise noted

Authorized:
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smaller increments to avoid the competitive process. See PRO-107, Serial Contracting.

- B. If signage of any value is an ancillary component of a larger solicitation for a good or service that is not a sign, the agency is not required to bid the signage separately and will follow the applicable procurement process for the primary good/service.

II. Term Contracts

- A. An agency may award an official sealed bid for signage to create a multi-year term contract under which multiple orders may be placed. See PRO-206, Length of Contracts.
- B. Any contracts exceeding one year will allow for multiple awards and contain a provision for competitive quoting processes to cover the possibility of any individual order exceeding the signage bid threshold. Awards of quotes will be granted to the lowest responsive bidder per PRO-305, Basis for Bid Awards.

III. Signs from Correctional Enterprises

- A. At their discretion, agencies may purchase signage from BCE if the value is at or below the signage bid threshold.
- B. For procurements over the signage bid threshold, BCE must respond as a bidder and be awarded using the competitive process.

