

# Tenant Guide for DCAS-Managed Buildings

<b>Guideline:</b>	Signage
<b>Objective:</b>	This guideline establishes: (1) signage request process, (2) signage costs, and (3) DCAS payment process
<b>Intent:</b>	Streamline the ordering and payment processing for signage

Tenant Agencies may order signage from DCAS using the “Signage Order Form” attached to this guideline as Appendix A.

1. Tenant Agencies are to complete the form and email to [FMsignshop@dcas.nyc.gov](mailto:FMsignshop@dcas.nyc.gov).
2. The sign shop will review the request and reply within 2 days with an approximate pickup date.

Approximate order times:

Small orders (<5 signs) → 5 to 10 business days

Large orders (>5 signs) → 7 to 14 business days

3. Signs must be picked up at 1 Centre Street, 15<sup>th</sup> floor, 10007.
4. DCAS will bill biannually pursuant to the signage rates in Appendix B: Price Sheet for Signs.
5. Tenant Agencies to remit payment to DCAS via intracity mod using the following information:

Intra-city revenue structure:

Agency 856

Budget Code 3293

Revenue Source 00595

Object Code 40X

(November 2023)

**Signage Order Form**

**Your Information**

Name (First and Last) \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Building Number \_\_\_\_\_  
 Street \_\_\_\_\_  
 Floor & Room Number \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Phone # and Extension \_\_\_\_\_  
 Fax # \_\_\_\_\_

Please use page two to let us know the requested design for each sign and the custom size if purchased.

Custom Signage falls into size categories.

*Example: A custom 12"x 9" sign falls under the 12" X 12" category.*

**Standard Signage**

**2" X 10" Name Plates**

**Unit Price**

\$17.00

**Qty**

**Total**

**9" X 7" Bathroom Sign**

\$18.00

**14" X 6" Door Plates**

\$23.00

**8.5" X 11" Standard Notice**

\$26.00

**24" X 20" Directional**

\$129.00

**Custom Signage**

Custom Signage Falls into the below categories

10" X 10"

\$30.00

12" X 12"

\$35.00

17" X 10"

\$67.00

20" X 10"

\$76.00

15" X 15"

\$52.00

20" X 20"

\$108.00

14" X 24"

\$133.00

36" X 24"

\$161.00

**Grand Total**

**Comments & Details**

The purchasing agency acknowledges and agrees to transfer funding to DCAS for the full amount for signage and services rendered.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# Appendix B: Price Sheet for Signs

## Signage Cost

Sign Sizes	Acrylic Sheet Cost	# Units Per Sheet	Est. Production Time Per Unit / Min	Cost of Labor (\$46.50/Hr OT Rate)	Charging Per Square Foot*	Tape/Nameplates Fee (Direct Cost)	Material Waste Fee	Wear & Tear Fee	Total Cost Per Unit**
<b>Name Plate</b>	\$60	57	5	\$3.88	\$8.64	\$4.00	0.25%	0.25%	\$17.00
2 X 10									
20 Sq In									
<b>Bathroom</b>	\$60	18	10	\$7.75	\$8.64	\$1.75	0.25%	0.25%	\$18.00
9 X 7									
63 Sq In									
<b>Door Plates</b>	\$60	13	15	\$11.63	\$8.64	\$2.25	0.25%	0.25%	\$23.00
14 X 6									
84 Sq In									
<b>Standard Notice</b>	\$60	12	20	\$15.50	\$8.64	\$2.25	0.25%	0.25%	\$26.00
8.5 X 11									
93.5 Sq Inches									
10 X 10	\$60	11	25	\$19.38	\$8.64	\$2.25	0.25%	0.25%	\$30.00
100 Sq In									
12 X 12	\$60	8	30	\$23.25	\$8.64	\$3.00	0.25%	0.25%	\$35.00
144 Sq In									
17 X 10	\$60	6	60	\$46.50	\$17.28	\$3.25	0.25%	0.25%	\$67.00
170 Sq In									
20 X 10	\$60	5	70	\$54.25	\$17.28	\$4.00	0.25%	0.25%	\$76.00
200 Sq In									
15 X 15	\$60	5	40	\$31.00	\$17.28	\$4.00	0.25%	0.25%	\$52.00
225 Sq In									
20 X 20	\$60	2	100	\$77.50	\$25.92	\$5.00	0.25%	0.25%	\$108.00
400 Sq									
<b>Directional</b>	\$60	2	115	\$89.13	\$34.56	\$5.50	0.25%	0.25%	\$129.00
24 x 20									
480 Sq In									
14 X 24	\$60	2	120	\$93.00	\$34.56	\$5.50	0.25%	0.25%	\$133.00
576 Sq In									
36 X 24	\$60	1	130	\$100.75	\$51.84	\$8.00	0.25%	0.25%	\$161.00
864 Sq In									

Labor: OT Rate = \$46.50 / 60 min = \$0.78

<b>*Signs are a by the Square Foot</b>	<b>\$8.64</b>
Signs under 1 Sq Ft are 8.64 Ea	
Signs under 2 Sq Ft are 17.28 Ea	
Signs Under 3 Sq Ft are 25.92 Ea	
Signs Under 4 Sq Ft are 34.56 Ea	
Signs Under 5 Sq Ft are 43.20 Ea	
Signs Under 6 Sq Ft are 51.84 Ea	

Nameplates are \$4 Direct Cost  
 1 Inch Wide Tape = \$.07 per Inch Direct Cost  
 Tape Calculation: Width X Height - 4 = Price Per Sign  
 (- 4 accounts for the 4 inches of overlap for tape)

**\*\*Final Prices are Rounded**