

STATEMENT OF WORK
FOR
WRAP AROUND GRAPHICS FOR VARIOUS GOVERNMENT-OWNED EQUIPMENT

1. Scope: The contractor shall provide all labor, materials, and equipment to manufacture and install removable wrap-around graphics and remove existing graphic wraps from various Government owned vehicles located at the US Army Marksmanship Unit, Fort Benning, GA, 31905.

1.1. Delivery Order. Work will be ordered by the Government through a delivery order issued to the contract. The contractor shall only perform work on a vehicle if a delivery order has been issued by the contracting officer. The contractor shall have 4 weeks from the award date of the delivery order to complete the work required.

1.2. Work Location. The contractor's facility shall be within a **75 mile** radius of Fort Benning, Georgia. The Government will deliver the vehicles to the contractor's location. With advance coordination/scheduling, the work may be performed in Building 2822, Fort Benning, GA 31905 for installation if there is no impact to work currently being performed in that facility.

1.3. Period of Performance. The period of performance for this contract is from date of award not to exceed 365 calendar days, for a base year.

1.4. Designation of Contracting Officer's Representative (COR). The Contracting Officer will designate in writing an individual to serve as COR during the performance period of this contract, unless sooner revoked or terminated. This individual will have full authority to monitor the contractor's performance under the terms and conditions of this contract.

1.5. Pre-Performance Coordination. The contractor shall prepare a draft proof of the intended graphic and provide a copy to the COR at the US Army Marksmanship Unit, Building 2822, Fort Benning, GA, prior to producing the graphics. Once the COR reviews the draft graphic proof, the COR will send an e-mail approval to the contractor to produce the graphic. The COR will coordinate with the contractor on the date and time when the contractor will install the graphics on the designated vehicle.

1.6. Conduct of Personnel. The contractor shall be responsible for the performance and conduct of employees at all times if work is performed on a Government location as stated in para. 1.2. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the Fort Benning Installation, shall abide by the security regulations of Fort Benning Installation. Contractor employees may be denied entry to Fort Benning by Military Police and/or Gate Security Guards if it is determined that such entry may be contrary to good order, discipline, or the security of Fort Benning. The Military Police may remove any employee for reason of misconduct or security. Removal of employees does not relieve the contractor from the responsibility for the work defined in the contract. The use of alcoholic beverages or illegal drugs by contractor personnel is forbidden during performance of work under this contract or while physically on Fort Benning during duty hours.

1.7. Smoking Policy. Contractor personnel shall comply with smoking policies in federal buildings. Smoking is prohibited within 50 feet of any exit or entrance to the building. Contractor personnel shall place cigarette butts in proper containers and shall not dispose of butts at or near entrances and/or exits to any government facilities.

1.8. Quality Control. The contractor shall implement and maintain a quality control system that identifies and corrects potential and actual problem areas through the entire scope of the contract.

1.9. Warranty Provisions. The contractor shall warranty the wrap-around graphics for a minimum of one year from acceptance by the Government. The contractor shall provide a warranty replacing the graphics in the event of product defects to include manufacturing defects, clear coating, cracking, peeling, blistering, excessive dimension change and loss of adhesion.

1.10. The contractor shall return all Government-furnished materials, to include artwork CDs/DVDs, upon expiration of the contract, to the COR.

1.11. Contractor Manpower Reporting (CMR). Per Secretary of the Army Directive, ensure contractors report the required CMR data is the responsibility of the government official certifying payment, i.e. government representative. The government representative may be the COR, COTR, or the POC responsible for submission of receiving reports.

The government representative and the contractor are both responsible for submission of data to the CMR database.

The government representative shall report the basic contract information, inclusive of the following:

Contract Number; Delivery Order Number (if applicable); Task Order number (if applicable); Unit Identification Code of the Activity Requiring the Services; Command; Total Obligated Dollars; Total Disbursements; Contact Information; Army Management Structure Code (AMSCO); Department Code; Operating Agency; Basic Symbol (BSYM); Fiscal Year Dollars; Element of Resource; Management Decision Execution Package (MDEP).

The contractor shall report only the following data: Contract Number; Delivery Order Number (If applicable); Task Order Number (If applicable); Requiring Activity Unit Identification Code; Command; Contractor Contact Information; Federal Service Code; Direct Labor Hours; Direct Labor Dollars; Location Information.

The contractor shall provide to the government representative (and the Contracting Officer if required) written certification (i.e. email or letter) that it has completed the CMR report.

CONTRACTOR MANPOWER REPORTING

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The

contractor is required to completely fill in all required information using the following web address: <https://cmra.army.mil/>.

The required information includes: (1) Contracting Office, Contracting Officer, Contractor Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor, if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30th of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

Contractor shall be required to be on-site and provide direction to other contract personnel. Contractor shall be required to act in an official capacity on behalf of the Army and their government manager. Contractor will be required to develop materials for and participate in planning meetings, creative reviews and after action reviews. Materials may include position papers, feedback memos, approvals and others related to the specific support area. The number of event and marketing personnel may be added and/or deleted as government requirements dictate.

2. Definitions. Not applicable.

3. Government-Furnished Property and Services. The Government will furnish the vehicle and graphic design artwork file and paper copies of the graphic design for performance of this work. The Government may provide a facility for performance of the work in accordance with paragraph 1.2.

4. Contractor-Furnished Property and Services. The contractor shall furnish all labor, materials, equipment, facility, and supplies to perform this work, unless use of Government facilities has been approved by the COR.

5. Specific Tasks:

5.1. The contractor shall provide all labor, materials, equipment, and supplies, except as specified to be furnished by the Government, to manufacture, install (apply) removable wrap-around graphics, and remove existing graphics that may have been previously applied by another contractor. Vehicle approximate measurements are at Technical Exhibit 1.

5.2. The Government vehicles specified in the bid schedule are all black in color. The contractor shall install full wraps on these trailers. Decals are unacceptable for the other vehicles. No reflective graphics are required.

5.3. The Government will furnish the graphic design artwork file and paper copies of the graphic design to the contractor for production of the graphics. The artwork will be different for each vehicle. The Government reserves the right to change the artwork prior to the contractor printing the graphics.

5.4. The contractor shall review the artwork file, coordinate with the Government representatives to make any changes required, and obtain Government approval of the final design prior to printing the graphic. The Government reserves the right to change the artwork prior to the contractor printing the graphics.

5.5. The contractor shall field measure vehicles prior to production of the graphics. The contractor shall produce graphics in accordance with the measurements obtained by the contractor.

5.6. The contractor shall utilize 3M material or similar product for the wraps. The Government vehicles are currently wrapped with Avery material.

5.7. The wrap-around graphics will be positional when tacking and the adhesive will adhere and bond the material to the surface when pressure-activated. The contractor shall wrap vehicles from the back to the front, with the front panel overlapping the rear panel, to prevent lifting during operation. The contractor shall adhere graphic panels so that all seams are flat, material has bonded with surface, and seams are sealed. The contractor shall overlap seams not more than ½" inch and not less than ¼". Seams will present a uniform appearance, cuts will be straight, and the wrap will not be spliced on any corner. All seams will be overlapped from front to rear.

5.8. The contractor's wrap-around graphics shall not crack in temperatures below 32 degrees Fahrenheit and shall withstand high-pressure washing performed at standard truck washing facilities.

5.9. The contractor's wrap-around graphics shall be removable a minimum of one year after installation without damaging the vehicle surface.

5.10. The contractor shall install graphics so that the graphics adhere to flat, riveted, moderately curved (concave or convex) or corrugated surfaces on the vehicle.

5.11. The contractor shall not wrap any bumpers on the vehicles.

5.12. The contractor shall provide pricing for a full-wrap. If the Government desires a partial wrap for a vehicle, the contractor shall provide pricing within 72 hours of request. If implemented, a modification will be issued by the Contracting Officer to the contract prior to the issuance of any delivery order for a partial wrap.

5.13. The contractor shall install graphics at a minimum as follows:

5.13.1. Semi-trailers. Semi-trailers will be wrapped on all sides starting at the top of the trailer sides (metal), doors, and ending at the bottom of the frame/running lights. The contractor shall wrap the outer wall of the extended side. The side extension areas shall not be wrapped due to the wiper seals on each side. The roof of the semi trailer is not wrapped. For contract purposes, the average size of the trailers is 35' with a height of 13' and width of 8'-6". The trailers are identical. The contractor shall field measure each trailer before producing the graphics. (See attached listing of vehicles).

5.14. Removal of Graphics. The contractor may be required to remove existing wraps from the vehicles and wraps that are later produced by the contractor.

5.15. Artwork File. The Government will provide the contractor with a separate layout sheet and art files for each design. The contractor shall review the artwork provided by the Government and notify the Government of any problems or issues within five calendar days of receipt. The contractor's wrap-around graphics will meet the Army style colors as outlined in the Pantone Color Guide (such as, black consisting of C40/M30/Y20/K100/R0/G0/B0 and Army Gold Pantone 123c consisting of C0/M15/Y90/K0). The contractor shall submit a graphic print sample for color review to the Marksmanship Unit, S4, Building 2822, Fort Benning, GA 31905, (706) 545-6698. The graphic print will be approved by the S4 prior to printing of any graphic being manufactured.

5.16. The contractor shall develop a plan that allows for replacement of portions or entire panels of the graphics in the event of damage not covered by the warranty provisions. The contractor's plan shall segregate the graphics into a series of numbered grids and will be submitted to the Government within 15 calendar days after completion of the installation.

5.17. The contractor shall replace any window glass or mirror broken during the installation/application process. Additionally, the contractor will reinstall any accessories i.e. ladders, door stops or grab handles removed during the wrap installation.

TECHNICAL EXHIBIT 1
US ARMY MARKSMANSHIP UNIT
VEHICLE WRAP CONTRACT

35 Foot Semi Trailers Remove wrap & wrap with new graphics:

2018 Kentucky Custom Semi-Trailer (2 Each)

W – 102”

L – 420”

H – 147”

Rear Door opens in one piece downward and there is a service door on the passenger side.

Concession window on Curb and Road side

Entry Door on Road side