

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia 24450-0304

Purchasing Office
Phone 540-464-7323
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REQUEST FOR PROPOSALS
RFP

Issue Date: 10 December 2001 RFP# V211-02-068

Title: Tailored Cadet Uniforms

Commodity Code: 20085

Issuing Agency: Commonwealth of Virginia
Purchasing Office
Virginia Military Institute
Lexington VA 24450-0304

Using Agency And/Or
Location Where Work
Will Be Performed Virginia Military Institute
Lexington, Virginia

Period of Contract: From Date of Award Through 31 January 2005

Sealed Proposals Will Be Received Until 2:00 PM, EST, 29 January 2002 For
Furnishing The Goods/Services Described Herein.

All Inquiries For Information Should Be Directed To: Purchasing Office.
Telephone: (540) 464-7734.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF
PROPOSALS ARE HAND DELIVERED, DELIVER TO: Purchasing Office, 314 Smith Hall,
Virginia Military Institute, Lexington VA 24450.

In compliance with this request for proposals and to all the conditions
imposed herein, The undersigned offers and agrees to furnish the
goods/services in accordance with the signed proposal or as mutually agreed
upon by subsequent negotiation.

Name And Address of Firm:

_____ Date: _____

_____ By: _____

_____ Signature in Ink

_____ Zip Code: _____ Title: _____

FEI/FIN No: _____ Telephone: _____

PRE-PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held on
08 January 2002, 10:00 AM (EST) in the Board Room, Smith Hall. Reference:
Paragraph VII herein.

Note: If you are an individual with a disability and need reasonable accommodations, please contact Mrs. Charlene Wilson, 540 464-7323, no later than 7 January 2002, 12:00 Noon, EST.

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- I. PURPOSE: The intent and purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a **contract or contracts** through competitive negotiations to supply tailored cadet uniform items to the Corps of Cadets at the Virginia Military Institute (VMI), an agency of the Commonwealth of Virginia.
- II. BACKGROUND: Founded in 1839 as the nation's first state military college, the Virginia Military Institute is organized under the laws of the Commonwealth of Virginia and is governed by a Board of Visitors appointed by the Governor. In accordance with the provisions of the Code of Virginia, the 1300 cadets constitute a military corps. Cadets live within a military framework; they wear the cadet uniform at the Institute; live in a barracks; and regularly take part in parades and drills. **It is, therefore, imperative that the continuing supply of articles of uniform be equal or superior in quality to those used heretofore at VMI.**
- III. STATEMENT OF NEEDS: The Contractor(s) shall have the capability of providing tailored cadet uniforms to match existing uniforms according to the following specifications. Quality and workmanship shall be defined by control samples of each item submitted by the Contractor.

SAMPLES

CONTROL SAMPLES: A control sample for each uniform item, female and male when applicable, shall be approved by VMI prior to the commencement of production of said uniform item. A minimum of two such samples shall exist. VMI shall maintain one sample and the contractor shall maintain one or more as required.

PRODUCTION: After contract award(s), a control sample of each uniform item shall be submitted to VMI for approval within 45 calendar days. Any uniform item not meeting specifications and/or quality standards shall be returned to the contractor for modification. The contractor shall resubmit the control sample within 30 calendar days after receiving the returned uniform item.

SAMPLE LABELING: Each control sample shall be identified with a permanent identification tag. This tag should include the garment type, garment size(s) and date of completion. For returned control samples, the date should reflect the modification date.

SAMPLE SIZES: Sample sizes for female garments shall be **12R**. Sample sizes for male garments and unisex garments, except trousers, shall be **44R**. Sample sizes for male trousers shall be **36" waist x 30" inseam**.

In the event that a change in production location occurs, then a new control sample(s) shall be submitted and approved prior to commencement of production.

MALE BRAIDED BLOUSE:

- MATERIAL:** 18\18-1/2 Ounce Cadet Gray Kersey.
- STYLE:** West Point Cadet type (Braided) with side body.
- CUTTING NOTES:**
- a. Outlets: Add to forepart 1 ".
 - b. Add to single underarm seam 1" for alteration purposes.
 - c. Back seams must have at least 1" for adjustments.
 - d. Styling seams must have 3/8".
 - e. Bottom turn-up must have 1 3/4" for lengthening purposes.
- LENGTH:** Length of coat - lower edge front and rear to reach crotch line. Lengths determined by size (short, reg., long etc).
- BRAID:** **Black Mohair Braid - 12 ligne-** one inch wide #13262, **Rice-Coldwater** shrunk around bottom, on fronts and on side body seams.
- POCKETS:** Inside right breast, horizontal style, set into the right facing. 6 " opening with reinforced welted edges of the black wool, facing fabric.
- SWEAT SHIELD:** The sweat shield is secured in the lower in part of the armhole, is approximately 4" square, made of an absorbent wool flannel, consisting of 85% wool and 15% nylon, double sponged to prevent shrinkage, edged all around with a pre-shrunk bias poly-cotton finishing tape and completely sewn into the armhole area.
- BODY & SLEEVE:** Fully lined coat of polyester twill; non-toxic, perspiration resistant, color fast and non-shrinkable with a composition of 124 warp x 72 fill, (**quilted chest lining**) with a pleat down the center back in shoulder area to allow fullness with lining completely sewn into armhole, not just tacked. Lining at bottom to be hemmed the so it will flag. Sleeve lining to be tacked to sleeve seams.
- INNERLINING:**
- a. The inner lining is the foundation of the coat and is to carry with it a complete limited lifetime warranty.
 - b. The inner lining is to consist of 4 layers.
 - c. The principle layer of the coat front is formed of preshrunk highly resilient natural hair canvas of 7.5 ounce per square yard. The hair

content is 32% with 36% rayon, 29% cotton, and 3% polyester. The weft and filling yarns are spun from 45% hair, 50% rayon, and 5% polyester to provide superior shaping resilience and bounce. The Hymo canvas is cut and individually shaped to fit each coat. Both the left and right coat fronts.

MALE BRAIDED BLOUSE CONTINUED:

- d. The second layer is an additional chest piece of 4.53 ounces per square yard Monoflex. It is to be 6" x 7-1/2" in dimension and darted in armhole area. This piece is specifically designed as shoulder reinforcement in finely tailored garments to maintain the shape of the shoulder and chest area of the blouse.
- e. The third layer is unique, being of the same natural hair canvas as the coat front, deeply darted in the upper armhole area to provide natural shape. It is wider than the Monoflex and extends deep into the blouse front for resiliency in this area.
- f. The fourth layer, or felt chest piece area, is a heavy 4.2 ounces per square yard needle punched, supported felt. It extends 14" or more from the shoulder seam. It is shrink proof, non woven characteristics adds more resilience to the chest and area below the armhole.
- g. The entire four - layered inner lining is sewn together with 18-21 rows of zigzag stitching.

SLEEVE:

- a. The sleeve is to be "felled" into the top of the Armholes using a special felling stitch, which allows fullness, evenness, flexibility, and strength.
- b. The bottom half of the armhole is machine locked stitched to give the greatest strength in this high stress area.
- b. Sleeves are to be cut utilizing a 60/40 pattern per fine tailoring. They will be pitched forward 3-4 degrees in the armhole to allow for arm lift.
- d. The cuff is to have a generous 2-1/2" turn under consisting of fabric and lining secured and constructed to allow easy altering of sleeve length. This is done utilizing an "easy alter" chain stitch.
- e. Braid on sleeve three inches from bottom of sleeve (12 ligne); one (1) inch wide braid as noted under "Braid" above.

SWEATSHIELD:

A sweat shield is secured in the lower part of the

armhole, approximately 4" square made of an absorbent wool flannel, consisting of 85% wool and 15% nylon, double sponged to prevent shrinkage, edged all around with pre-shrunk bias poly-cotton finishing tape completely sewn into the armhole area.

MALE BLOUSE CONTINUED

COLLAR:

Squared front style, 1-3/4" wide. Inner construction of buckram collar material in "natural" color, having a layer of 16 oz. black #1602 wool fabric on each side, sewn with a hidden top seam. **An embroidered size tag** is to be sewn onto the right side of inner collar lining indicating the collar size. Collar size to be of measurement across center of collar-end to end. The outer portion of the collar is trimmed all around with braid #13262 black mohair, 1-3/4" wide (**24 Ligne**). Large black metal clasp #03-11563/11564, 1-3/8" wide, to secure the collar front. Black wool, self fabric tab 2" x 1-3/4" sewn to inside left collar front, and extending out to protect wearer's neck from the large metal collar front clasp. **Top of collar insert clip to be 3/4" below top of collar.**

COLLAR & BOTTOM CLOSURE:

Large single clasp #03-11563/11564 on collar. **Hook** to be placed on the **right** side and the eye placed on the **left** side. One small hook and eye (#00) to be placed two inches from bottom of coat. The **hook** to be placed on the **left** side and the **eye** on the **right**.

FACING:

Facing of 16 ounce black cloth well stayed. The facing **starts 1/2" below the collar and finishes 1/2" below the zipper** on the right hand side.

ZIPPER:

Black oxidized Talon style # 115-0095 heavy-duty brass with an interlocking pull slide. Tape 9/16" black. Zipper to begin at top 1/2" below collar seam and extending down front four inches from bottom of blouse. Zipper to be placed equal distance from edge and to open from the bottom. Ascertain that zipper length is in accordance with size of blouse (short, reg. Long, etc.). Stitching not too close to zipper. Front edge lined with 220 Count Rayon satin at zipper. **The zipper pull to be placed to right hand side for male blouse. The bottom hook to be placed on the left and the eye on the right.**

SHOULDER PADS:

- a. Shoulder pads are to consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy).
- b. It is a large semi-oval shape, approximately 4-1/2" x 7-1/2".

- c. The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding.

SEWING: Sewn with silk of finest grade (standard silk) for outside stitching and vat dyed mercerized cotton for seaming. **Invisible thread anywhere on any garment is not acceptable.**

LAUNDRY TAG: Ivory linen tag 2" wide, 5" long and centered on front of lining at **bottom right side 4" above lining turn-up. Do not place over side seam.**

LABELING TAGS: Cloth tag **sewn onto outside of right inside pocket** measuring at a **minimum of 3"x 3"**. Ticket to carry size of coat, collar, sleeve length, Mfg's name and date of manufacture in **embroidered stitching**. A paper tag to be attached onto the left sleeve with same information. Provision for Bar Coding on labels.

FEMALE BRAIDED BLOUSE

EXACT SAME SPECIFICATIONS AS ABOVE WITH EXCEPTIONS AS NOTED BELOW:

FEMALE COLLAR: Squared front style, **1½" wide**. Inner construction of **buckram collar material** in "natural" color, having a layer of **16 oz. black #1602 wool fabric** on each side, sewn with a hidden top seam. The outer portion of the collar is trimmed all around with **braid #13262 black mohair, 1-1/2" wide (24 Ligne)**. Large black metal clasp **#03-11563/11564, 1-3/8" wide**, to secure the collar front. Black wool, self fabric tab 2" x 1-1/2" sewn to inside right collar front, and extending out to protect wearer's neck from the large metal collar front clasp. **Top of collar insert clip to be 1/2" below top of collar.**

FEMALE COLLAR CLOSURE:

- a. Large single clasp **#03-11563/11564** on collar. **Hook** to be placed on **left side** of collar and the eye on **right side**.
- b. One small hook and eye (**#00**) to be placed two (2) inches from bottom of coat. **The hook is to be placed on the right side and the on the left side.**

FACING: Facing of **16 ounce black cloth well stayed**. The facing **starts ½" below the collar and finishes ½" below the zipper** on the **left hand side**.

FEMALE ZIPPER: Black oxidized Talon style # **115-0095 heavy-duty brass** with an interlocking pull slide. The zipper pull to be placed to **left hand side for female blouse**.

MALE FULL DRESS COATEE

- MATERIAL:** 18 - 18 ½ ounce 100% wool Cadet Gray Kersey.
- STYLE:** Single breasted, standing collar, waist length front with full tails having a generous overlapping back vent.
- SEWING:** Sewn with silk of finest grade (standard silk) for outside stitching and vat dyed mercerized cotton for seaming. **Invisible thread anywhere on any garment is not acceptable.**
- CLOSURE:** Standard male closure. Center front opening with 8 functional buttons/buttonholes down center. The right under portion of the front closure will be extended laterally to finish a full 1-1/2" wider than the front centerline of the coat. The left front (with buttonholes), will finish 3/4" laterally wider than centerline and will have an upward angled cut at the top edge. **Male coatee collar hook on right hand side with eye placed on left hand side.**
- NOTE:** All front buttons, collar buttons and two (2) waist buttons on back are to be long shank. Tail buttons and sleeve buttons are to be short shank. All except front closure buttons must have leather washer and wire ring.
- LINING:** Both fronts will be self-fabric lined with the 18 oz. Cadet Gray Kersey wool. The front lining will extend from coat front closure edges, back to the underarm side seams. The back will be lined with polyester twill, non-toxic, perspiration resistant, color fast, non shrinkable with a composition of 124 warp x 72 fill. The lining must have an overlap of 1" in sides and back for alteration purposes, in a four-piece pattern extending around to the underarm side seams. The lining will have a generous allowance down the center back seam. The lining will finish at the waistline. The full-length vented tail will be lined with the self-fabric, 18-18 1/2 oz. Gray Kersey wool.
- FRONT TRIM:** Eight, double stem rows of **Special West Point style "Spear point" design Rice #7538-Black with top row beginning 1" from base of collar and bottom row ending 1" from bottom of coatee.** Trim rows start at each center closure button, and extend laterally with a slight upward angle. The stem rows are butted together and form the 3-loop trefoil end, finishing in a decreasing width pattern from top to bottom. There is a terminal decorative button at each trefoil, and

eight functional attached 1" from end of trefoil on right side for a total of 24 buttons on front coat.

BACK AND TAIL:

Four piece back with body seams finishing 5" apart from each other (2-1/2" each from center seam) at waistline on a 36 R. Center back vent is to have a 2" overlap, with the overlap finishing about one (1)" from the right side body seam extension. Bottom of tails to be left open with unfinished edges. Outside curve of tails to finish 8-1/2" out from back body seams at waistline. The tails are to finish 16" wide at unfinished bottom, from corner to corner. Tails are self-lined. Side edges of tail & the vent edge are to be top stitched. Both tails to have three (3) V-rows of West Point Style "Spear point" trefoil designs of **Rice braid #7538-Black**. Bars of designs to be set butted. A button will be

MALE FULL DRESS COATEE CONTINUED:

placed at each "V" point. Each "V" trim row is to be spaced 2" apart at centers. The inboard edge of each "V" row is to be set 1-1/2" outboard from tail seams. Three (3) additional buttons are to extend down each body seam continuation; top button at waistline seam; middle button is even horizontally with the middle "V" trim button, and bottom button is set 1" above the bottom of the tail. These three (3) buttons are not spaced equidistant from each other. The middle button is positioned closer to the top button than it is to the bottom button. The tails are interlined with **natural charcoal fusible # 3960/184** with a total weight of 92. The base is 72% polyester, 14% acrylic, and 14% cotton. The coating is **Polyamide mesh #17**. Inserted from outer edge of each tail, the back body seam extension.

COLLAR:

Finished collar height to be 1 3/4" for males. Collar fronts to be cut "squared" and at right angles to the top and bottom edges. Collar to be self lined with Grey Kersey wool inner collar construction is to be of "natural" Buckram. An **embroidered size tag** is to be sewn onto the right side of inner collar lining indicating the collar size. Collar size to be of measurement across center of collar-end to end. A black wool tab 2" long x 1 3/4" wide is sewn 1" in from edge of left collar front; this is to lap over on inside of collar fronts. A large single clasp closure **#03-11563/11564** of black metal sewn to ends of collar fronts having the **hook on the right hand side and the eye on the left hand side** with the outer edges to be "framed" in trim, with **Rice braid #8549-Black set flush to edges. Special West Point style "Spear point" trefoil designs of Rice braid #7538-Black starting 1" from edge of collar and to be graded according to collar size with a button to be centered at loops, sunk, and fastened with rings.**

NOTE:

This braid is wider than the black trim used elsewhere on the coat. Place a special design on each side of collar of Rice braid #7538-Black that forms a 3-loop spear tip special trefoil design starting 7/8" in from collar fronts. Design is 4" long and the bars of the design are set adjacent.

Place a button at rear trefoil position.

SLEEVES:

Set on each cuff, three (3) rows of **Special West Point style "Spear point" trefoil designs of Rice #7538-Black** with button attached with leather disc and ring at "V" point. **Metal discs are not allowed.** Spear tip end and bars of designs to be set adjacent. Bottom design to be set up 2 ½" from finished cuff with the trim rows spaced 2" apart. Sleeves are lined with 120 count rayon. There shall be 2 ½" turn up on each coatee cuff and lining.

MALE DRESS COATEE CONTINUED:

SWEATSHIELD:

A sweat shield is secured in the lower part of the armhole, approximately 4" square made of an absorbent wool flannel, consisting of 85% wool and 15% nylon, double sponged to prevent shrinkage, edged all around with pre-shrunk bias poly-cotton finishing tape completely sewn into the armhole area.

SHOULDER PADS:

Shoulder pads are to consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy). It is a large semi-oval shape, 4 ½" x 7 ½". The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding.

BUTTONS:

All buttons are gilt 33 Ligne VMI style. The eight, center front closure buttons are functional, long shank and are sewn to coat, having a plastic backing button on the inside. Buttons at back waist are to be long shank and fastened with leather disk and wire ring. All other buttons are decorative, and will be pulled snug and backed on the inside with leather disc and wire ring. **Metal discs are not allowed.** There are 44 buttons on each coatee. Buttonholes for the 8 front functional buttons will be the cut-first style, allowing greater durability and enhanced appearance.

LABELING TAGS:

Poly-cotton tag with name of Mfg., date of mfg., chest size, coat length, sleeve length and collar size in **embroidered stitching**. To be sewn into lining below the collar. A paper tag to be attached to left sleeve with same information. Provision for Bar Coding on both tags.

LAUNDRY

LABEL:

White linen (blank) will be sewn to right side of tail lining, starting 4" up from tail bottom, being careful not to cover seams. Tag is 2" wide and 5" long set vertically up the tail lining.

FEMALE FULL DRESS COATEE

NOTE: EXACT SAME SPECIFICATIONS AS ABOVE WITH EXCEPTIONS AS NOTED BELOW:

FEMALE COLLAR:

Finished collar height to be 1 ½ " for females.
The hook on the left hand side and the eye on the right hand side

CLOSURE: Standard female closure. Center front opening with 8 functional buttons/buttonholes down center.

FEMALE

FRONT SEAM: Seam on each side to run laterally from shoulder seam to coatee bottom for fullness in upper chest area.

OVERCOAT (UNISEX GARMENT)

MATERIAL: 18 - 18 ½ Ounce Cadet Gray Kersey.

STYLE: West Point Cadet- with cape. No side edge - skirt front.

BACK: Two piece back- vent: **hook on vent to reach skirt seam.** Seam of back part of skirt should be made with a ¾ " pleat.

COLLAR: Falling- stand, with large single clasp #03-11563/11564. **Two-inch stand and 2 ¾" fall.** Both top collar and under collar to be cut in one piece. Large single clasp #03-11563/11564 on collar. **Hook** to be placed on the **right** side and the eye placed on the **left** side. Collars to be graded accordingly to size (19 on size 42, 20 on 44, 22 on 46 chest overcoats). An embroidered size tag is to be sewn onto the inner right side collar lining indicating the collar size. Collar size to be of measurement across center of collar - end to end.

FACING: Facing of forepart above waist to be as large as forepart itself. It may be pieced on side and shoulder. **Skirt not to be faced - 1 ¾" turn-back.**

BIB: From front of collar stand to edge of forepart to be approximately 5 ¾" finished.

POCKETS: One inside pocket, **six inches wide and seven inches deep, on left facing.** Patch to be of same material as overcoat. Patch to have one-inch hem on top, but to be stitched around sides and bottom without turning in raw edge.

BODY AND

SLEEVE LINING: Fully lined with **black poly-twill.** Bottom to be open with ¾" turn under **and to be finished with 1" hem not less than six inches shorter than overcoat.** Bottom of back lining at **waist** also to open and finished with ¾" turn under and 1" hem.

SLEEVE LENGTHS: To be graded according to full lengths of coat as follows:

51" length has 18" sleeve, 53" length has 20" sleeve and etc.

- SHOULDER PADS:**
- a. Shoulder pads are to consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy).
 - b. It is a large semi-oval shape, 4 ½ "x 7 ½".
 - c. The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding.

CANVAS: Heavy Hymo with white herringbone synthetic haircloth with white felt over chest and shoulder. **Black Silesia stay** on each front of canvas.

EDGE STITCHING: **Single stitched ½"**. Stitching to start **6"** below waistline. **Stitched with Size "A" black silk.**

OVERCOAT CONTINUED:

SEAMS: Plain. Stitching of **Size "A" vat dyed mercerized cotton.**
INVISIBLE THREAD NOT ACCEPTABLE ANYWHERE ON GARMENT.

BUTTONS: **Waterbury gilt VMI 33-ligne and 23-1/2 ligne.** Two rows of five buttons on front (33 ligne). **Top buttons to be about 9-1/4" apart,** measuring from center to center of buttons, and **bottom buttons to be about 5-1/2" apart,** measuring from center to center of buttons. **All buttons to be sewn through both layers of material- not sunk,** except two back buttons, **at waist,** which have to be sunk and held with ring and washer. Buttons on **left front** to be **short shank.**

BUTTONHOLES: Five buttonholes on left front of overcoat. No buttonholes on right front. **Top buttonhole to be about 1-1/4" from top edge. Bottom buttonhole to be on waistline seam.** Buttonholes to be made with **black "B" poly-cotton over #8 black gimp.**

SLEEVE CUFF: Single-stitched **2-1/2"** from bottom of sleeve. Width of sleeve bottom to be **14 inches** for **size 36;** other sizes graded for proportion. To be **interlined with wigan.**

BOTTOM: Raw edge.

LENGTH: To be cut determined on by **measurement from base of collar to bottom raw edge.** Lengths ordered are **51", 53", 55", 57",** and **59".**

GARMENT

LABELING TAGS: **Chest size, length of overcoat, collar size, sleeve length, Mfg. Name and date of production** to be of **embroidered stitching** on Poly-cotton tag and to be sewn on the **outside of the inside patch pocket about one inch from top edge.** **On left sleeve a paper size ticket** with same information as that on the exterior of inside pocket. Provision for Bar Coding on both tags.

LAUNDRY TAG: A white linen ticket two inches wide and five inches long is to be placed twelve inches down from waist on left

inside lining and three inches from the edge of coat.

NOTE:

A size 42 overcoat will fit over a size 42 gray blouse with ample room for movement.

CAPE

LENGTH:

Cape length to reach **one inch** above back buttons. **Cape to be made without shoulder seams.**

PLACEMENT:

Cape to be sewn in collar seam to within **1-1/4"** of end of collar at front.

BUTTONS:

Seven buttons (**23-1/2 ligne**), **Gilt VMI buttons** to be countersunk with ring and washer onto right front, **1" from edge. Bottom button is to be placed two inches from bottom of cape.**

OVERCOAT CONTINUED

BUTTONHOLES:

Seven buttonholes on left front of cape, machine-made, with **black "B" poly-cotton over #8 gimp**. Cape not to be buttoned in front, but to hang edge to edge - at top only. **Only the Bottom buttonhole is functional and is to be two (2) inches from bottom of cape and cut.**

LINING:

M.J. Cahn 100% red wool # 474-5400 11½ - 12 oz. To extend to bottom edge with **red not to show on outside**. Bottom of cape to be single stitched 1/4". Front of cape turned back two inches to form a narrow facing and stitched through and through on raw edge, catching scarlet lining, 1-3/4 inches from edge, and to be stitched with **Size "A" black poly-cotton thread**.

DUTY JACKET (UNISEX)

- MATERIAL:** 16 Oz. 100% wool **Raeford whipcord 8145 Black**, sponged and pre-shrunk.
- STYLE:** Hip length. Patterns to accommodate chest sizes in EVEN measurements (34", 36", 38", etc.) And coat lengths S, R, L, XL, XXL. Special length patterns may also be required of contractor.
- CLOSURE:** Heavy duty black metal zipper, sandwiched and butted, center front to end 5/8" from bottom of jacket.
- LINING:** Coat body and sleeves are fully lined with black quilted material (approximately 3 quilted squares per 2 inches). Satin finished, polyester twill for durability and breathability.
- CONSTRUCTION:** Shoulder pads of HEAVY Density 100% premium grade, pre-shrunk HARSH' quality combed Indian cotton (resilient, bouncy). Large, semi-oval shape, approximately 4 1/2" x 7 1/2". Entire pad is covered with a print cloth with quilt stitching throughout. **Shoulder pads of "needle-punched" synthetic "cotton" are not acceptable. Stiffeners of stay-cloth are not acceptable.**
- COLLAR:** Center back is 2" wide black knit **#638AH-2x RIB**, allowing for roll over and comfort as folded, soft collar.
- SLEEVE CUFFS:** Bloused style finish, with **black knit 3 1/2" wide #750-1 x 1 RIB**.
- FRONT & BACK:** One piece back. Separate waistband 2 1/2" wide, around back half of coat, of **8145- Black**. The center back 5" wide

portion is several layers of the self-fabric with four horizontal, equidistant rows of heavy duty stitching. The remaining waistband portions on both sides, has a durable built-in elastic, also with the heavy duty stitching rows.

LABELING TAGS: Poly-cotton tag with manufacturer, coat size, date of mfg. of embroidered stitching, sewn on inside center of right chest. A paper tag consisting of same information to be attached to left side of front waistband. Provision for Bar Coding on both tags.

LAUNDRY TAG: Laundry tag of white linen 3" x 5" placed inside center back 3" below collar, with size written in the lower right hand corner.

D. MALE DRESS WOOL TROUSERS

MATERIAL: 18-18 1/2 Ounce Cadet Gray Kersey wool.

STYLE: High rise cadet, with full-length front fly of 12" (on a REGULAR length).

MALE
PATTERN: Full 9" increase from waist to seat.

POCKETS: Fob style at right front with a minimum 2 3/4" opening x 3" outer fabric and the white waistband curtain; bar tacks at each edge of opening.

WAISTBAND: Continuous rise with top stitching through and through (except for FOB pocket), all around and 1 1/2" from top of waistband. The waistband curtain is one-piece ivory white twill having a reinforced backing and a **finished width of no less than 2"**. Waistband curtain is to be sewn down before back seam is sewn together. **No Ban-Rol/Snug-TEX in wool trouser waistband.**

RISE: 1 1/4 " higher than normal.

SEAMSTRIPES: 2" wide welt of 16 oz. Black #1602 wool fabric. Full length from top of finished waistband to edge of cuff bottom and "turn under".

CROTCH: Front crotch to be lined with silesia. **No crotch piece.**

FLY: Solid brass 9" Talon zipper with first quality, preshrunk blue zipper tape; one stainless steel HOOK-Flex closure at

top; French fly tab to button across left inside front. Extend zipper tape up ½" into waistband. **The base of fly exterior will have one bar tack, and the interior one bar tack up 1" from base of fly for added strength.**

BOTTOMS: Minimum 3" turn under to include the leg stripe. No "taper" to trouser leg. **Straight bottoms, finished.**

OUTLETS: 1 ½ inch outlet on each side of waist.

SEWINGS: To be topstitched with pure dye poly-cotton black. **Size "A" mercerized for seaming except seat seam with CSB # 33 nylon thread. Invisible thread of any type, including hems, is not acceptable.**

E.

LABELING TAGS: Poly-cotton ticket permanently sewn to exterior of FOB pocket: has waist size, length, and fabric content, name of manufacturer, **printed in permanent ink.** Paper ticket sewn to outside waistband at left hip with same information. Provision for Bar Coding on both tags.

F.

G. FEMALE DRESS WOOL TROUSERS

MATERIAL: 18-18 ½ Ounce Cadet Gray Kersey wool.

STYLE: High-rise Cadet, with full length front fly of 12" (on a REGULAR length).

FEMALE

PATTERN: Full 11" increase from waist to seat. Hip area graded according to D.O.D. Chart, i.e. 40" on size 12 reg.

POCKETS: Same as male.

WAISTBAND: Same as male.

RISE: 1¼ " higher than normal.

SEAM STRIPES: 1½ " wide welt of 16 oz. Black #1602 wool fabric. Full length from top of finished waistband to edge of cuff bottom and "turn under".

CROTCH: Front crotch to be lined with Silesia. **No crotch piece.**

FLY: Solid brass 9" Talon zipper with first quality, **preshrunk blue zipper tape;** one stainless steel HOOK-Flex closure at top; French fly tab to button across **right** inside front. Extend zipper tape ½" into waistband. **The base of fly exterior will have one bar tack, and the interior one bar tack up 1" from base of fly for added strength.**

BOTTOMS: Same as male.

OUTLETS: 1 ½ " inch outlet on each side of waist. 1 ¼" to be added to thigh area for alteration purposes.

SEWINGS: To be topstitched with pure dye poly-cotton black. Size "A" mercerized for seaming except seat seam with CSB # 33 nylon thread. Invisible thread of any type, including hems, is not acceptable.

LABELING TAGS: Same as male

MALE WHITE TROUSERS

MATERIAL: E-Zee Twill, Graniteville, 100% cotton.

STYLE: High-rise cadet.

POCKETS: Fob style, 3 ½ " deep with an opening 2 ¾" wide made of self-fabric. Pocket set into the top seam at right front, to hang between the outer fabric and the waistband curtain.

WAISTBAND: Continuous style waistband, with a self-fabric waistband curtain approximately 2 ¼" wide and stitched through at the top and bottom edges. Waistband curtain is to be sewn down before the back seam is sewn together.

CROTCH: Four-way, double reinforced, to allow durability through the laundry process.

MALE FLY: Solid brass Talon zipper #106-250 with white zipper tape. Extend zipper tape ½" into waistband. Front fly opening is 12" on a "regular" length pattern. Top of waistband fly to secure with a white bone button/buttonhole feature. **French fly tab to button across left inside front.** The closure button is to be sewn on left side with stitching visible on outside of waistband and fly buttons are to be sewn right side without the stitching being visible at outside of trouser waistband. **The base of fly exterior will have one bar tack, and the interior one bar tack up 1" from base of fly**

for added strength.

NOTE: Standard male closure. The drop from waist to seat on male is 9".

BOTTOMS: Minimum 3" turn under. Plain cuff. No "taper" to trouser leg. Straight bottoms. Trousers are to be finished.

LET OUTS: Cuffs to have 3" turn under with a $\frac{3}{4}$ " seam to prevent raveling. **HEMMED WITH BLIND STITCHING.** Invisible thread is not to be used on any garment.

LABELING TAGS: Poly-cotton ticket permanently sewn to exterior of FOB pocket: has waist size, length, and fabric content, name of manufacturer, of embroidered stitching. Paper ticket sewn to outside waistband at left hip with same I information. Provision for Bar Coding on both tags.

FEMALE WHITE TROUSERS

MATERIAL: E-Zee Twill, Graniteville, 100% cotton.

STYLE: High-rise cadet.

POCKETS: Fob style, approximately 3 $\frac{1}{2}$ " deep with an opening 2 $\frac{3}{4}$ " wide. Pocket set into the top seam at right front, to hang between the outer fabric and the waistband curtain.

WAISTBAND: Continuous style waistband, with a self-fabric waistband curtain approximately 2 $\frac{1}{4}$ " wide and stitched through at the top and bottom edges.

BELT LOOPS: None.

CROTCH: Four way, double reinforced, to allow durability through the laundry process.

FEMALE

FLY: Solid brass Talon zipper #106-250 with white zipper tape. Extend zipper tape $\frac{1}{2}$ " into waistband. Front fly opening is 12" on a "regular" length pattern. Top of waistband fly to secure with a white bone button/buttonhole feature. **French fly tab to button across right inside front.** The closure button is to be sewn on left side with stitching visible on outside of waistband and fly buttons are to be sewn right side without the stitching being visible at outside of

trouser waistband. The base of fly exterior will have one bar tack, and the interior one bar tack up 1" from base of fly for added strength.

NOTE: Standard female closure. The drop from waist to seat on female is 11".

BOTTOMS, LET OUTS, LABELING: ALL SAME AS ON MALE SPECIFICATIONS.

MALE TROPICAL TROUSERS

MATERIAL: Burlington Raeford 3933/120 Cadet gray, three-ply, tropical, stock dyed.

STYLE: Cadet Style. Regular rise with belt loops and a separate waistband.

PATTERN: Special pattern for male, a full cut with ample room in seat, thigh and ankle areas, being non-restrictive for marching. There are two seat darts to reduce fullness from seat to waist. These darts are to finish at the hip pocket opening. **The drop from waist to seat is 9"**.

BELT LOOPS & WAISTBAND: Separate style waistband with 2" finished width. Seven belt loops finishing at outer top of waistband and being 3/8" wide and 3 1/8" long being tucked back and sewn at bottom of waistband. **The belt loop will be tacked down at 2" mark from the top.** Ban Rol with Snug-Tex waistband.

POCKETS: Two hip pockets, 5 1/4" opening and 7" depth. Left pocket has a blue bone button and buttonhole.

FLY: **Standard male closure.** Front fly, Talon solid brass zipper with blue zipper tape. Fly opening is a 9 1/4" on a "regular" length. French fly tab to button across the fly. One stainless steel Hook-Flex closure at upper fly in waistband portion. Extend zipper tape 1/2" up into the waistband. There is to be one bar tack at the base of the fly for additional reinforcement; one vertical bar tack on the lower front fly interior.

- LEGS:**
- a. Trouser legs are to be finished at the bottom with a 3" turn under to allow alteration.
 - b. Leg Stripe- Black Mohair braid, 1 3/4"wide. Striping to be tucked up under the waistband 3/4". Striping is centered over the seam and **NOT sewn into the seam**. It is to run the full length of the leg, including the turn-up allowance at the bottom edge. It is to be finished "flat" at the cuff turn under the edge, not folded under the edge.

Serging: All edges of seams and outlets to be serged in a professional, high quality manner, eliminating the possibility of raveling.

CROTCH: Two-way, double reinforced.

LET-OUTS: Bottom cuff turn under is approximately 3" with a serged edge. The upper center back seam has 1 1/2" turn back on each side of waistband.

LABELING TAGS: Poly-cotton ticket permanently sewn to right hip pocketing fabric. Has waist size, inseam, and fabric content, name of manufacturer, **of embroidered stitching**. Paper ticket sewn to outside waistband at left hip with same information. Provision for Bar Coding on both tags.

FEMALE TROPICAL TROUSERS:

MATERIAL: Burlington Raeford 3933/120 Cadet gray, three-ply, tropical, stock dyed.

STYLE: Cadet Style. Regular rise with belt loops and a separate waistband.

PATTERN: **Special pattern for female**, with ample room in seat, thigh, and ankle areas, being non- restrictive for marching. Circumference at the cuff is to measure no less than 19" for a size 38 waist. There are two seat darts to reduce fullness from seat to waist. These darts are to finish at the hip pocket opening. **The drop from waist to seat is 11".**

BELT LOOPS & WAISTBAND: Separate style waistband with 2" finished width. Seven belt loops finishing at outer top of waistband and being 3/8" wide and 3 1/8" long being tucked back and sewn at bottom of waistband. **The belt loop will be tacked down at 2" mark from the top. Inside of waistband shall be white to accept laundry marks.**
Ban Rol with Snug-TEX waistband

POCKETS: Two hip pockets, 5 1/4" opening and 7" depth. Left pocket has a blue bone button and buttonhole.

FLY: **Standard female closure.** Front fly, Talon solid brass zipper

with blue zipper tape. Fly opening is a 9 ¼" on a "regular" length. French fly tab to button across the fly. One stainless steel Hook-Flex closure at upper fly in waistband portion. Extend zipper tape ½" up into the waistband. There is to be one bar tack at the base of the fly for additional reinforcement; one vertical bar tack on the lower front fly interior.

- LEGS:**
- a. Trousers legs are to be finished at the bottom with a 3" turn under to allow alteration. Applies to both male and female trousers.
 - b. Leg Stripe- Black Mohair braid, 1 ½ " wide. Striping to be tucked up under the waistband ¾". Striping is centered over the seam and **NOT** sewn into the seam. It is to run the full length of the leg, including the turn-up allowance at the bottom edge. It is to be finished "flat" at the cuff turn under the edge, not folded under the edge.

CROTCH: Two-way, double reinforced.

SERGING, LET-OUTS, LABELING: SAME AS MALE SPECIFICATIONS.

NOTE: Female trousers have 11" drop from waist to seat dimensions.

FEMALE WOOL SKIRT

MATERIAL: 18-18 1/2 Ounce Cadet Gray Kersey.

STYLE: Plain front with two darts and two darts placed in back of skirt. Straight, with 5" split in back seam (on size 16) and 1 ½" overlap.

ZIPPER: 7-Inch Talon brass side placket zipper with blue zipper tape on left side seam. Extend zipper tape ½" into waistband.

WAISTBAND: Made of self-material. Finished 1 1/4"

POCKETS: None.

BUTTON & BUTTONHOLE: One blue, left side of skirt, at top of zipper. The buttonhole flap extends from right side of waistband closure.

BELT LOOPS: None

LENGTHS: Lengths are to be finished with a 2" hem.
Lengths from top of waistband to base are to be 22" for Petite, 23" Regular, 24" Tall.

LINING: Fully lined, black polyester twill. Lining sewn into waistband to end 1" from hem of skirt, with 1" turn under and to flag.

SEWINGS: Sewn with poly/cotton thread for outside stitching and vat dyed mercerized cotton thread for seaming. **Invisible thread on any garment is not acceptable.**

Laundry Tag: Linen ticket, 1 ¼" x 4", for laundry number, sewn onto inside waistband five inches (5") from left of zipper.

LABELING TAGS: Poly-cotton tag with manufacturer's name, date of mfg., fabric content, and size(s) **of embroidered stitching**. To be placed centered, in back left side, sewn into bottom of waistband. A paper tag is to be attached to waistband left hip side exterior with same information. Provision for Bar Coding on both tags.

FEMALE WHITE SKIRT

MATERIAL: Burlington Raeford Cadet white.

STYLE: Plain front with two darts and two darts placed in back of skirt. Straight, with 5" split in back seam (on size 16) and 1 ½" overlap.

ZIPPER: 7-Inch Talon brass side placket zipper with white zipper tape on left side seam. Extend zipper tape ½" into waistband.

WAISTBAND: Made of self-material. Finished 1 1/4"

POCKETS: None.

BUTTON & BUTTONHOLE: One white, left side of skirt, at top of zipper. Buttonhole flap extends from right side of waistband for closure.

BELT LOOPS: None

LENGTHS: Lengths are to be finished with a 2" hem.
Lengths from top of waistband to base are to be 22" Petite,
23" Regular, 24" Tall.

LINING: Fully lined, white polyester twill. Lining sewn into
waistband to end 1" from hem of skirt, with 1" turn under
and to flag.

SEWINGS: Sewn with poly/cotton thread for outside stitching and white
cotton thread for seaming. **Invisible thread on any garment
is not acceptable.**

Laundry Tag: Linen ticket, 1 ¼" x 4", for laundry number, sewn onto
inside waistband five inches (5") from left of zipper.
Ticket will not be placed over any seams or darts.

LABELING TAGS: Poly-cotton tag with manufacturer's name, date of mfg., fabric
content, and size(s) of **embroidered stitching**. To be placed
centered, in back left side, sewn into bottom of waistband.
A paper tag is to be attached to waistband left hip side
exterior with same information. Provision for Bar Coding on
both tags.

FEMALE POLY-WOOL SKIRT

MATERIAL: Burlington Raeford 3933/120 Cadet Gray, three ply, tropical,
stock dyed.

STYLE: Plain front with two darts, and two darts placed in back of
skirt. Straight, with 5" split in back seam (on size 16)
and 1 ½" overlap.

ZIPPER: 7 -Inch Talon brass side placket zipper with blue zipper
tape on left side seam. Extend zipper tape ½" into
waistband.

WAISTBAND: Made of self-material. Finished 1 1/4"

**BUTTON &
BUTTONHOLE:** One blue, left side of skirt, at top of zipper.
Buttonhole flap extends from right side of the waistband for
closure.

BELT LOOPS: Five (5) belt loops finishing at outer top of waistband and being 3/8" wide and 3 1/8" long being tucked back and sewn at bottom of waistband. **The belt loop will be tacked down at 2" mark from the top.**

LENGTHS: Lengths are to be finished with a 2" hem. Lengths from top of waistband to base are to be **22" for Petite, 23" Regular, 24" Tall.**

LINING: Fully lined, black polyester twill. Lining sewn into waistband to end 1" from hem of skirt, with 1" turn under and to flag.

SEWINGS: Sewn with poly/cotton thread for outside stitching and black cotton thread for seaming. **Invisible thread on any garment is not acceptable.**

Laundry Tag: Linen ticket, 1 1/4" x 4", for laundry number, sewn onto inside waistband between two belt loops at left of zipper. Ticket will not be placed over any seams or darts.

LABELING TAGS: Poly-cotton tag with manufacturer's name, date of mfg., fabric content, and size(s) **of embroidered stitching.** To be placed centered, in back left side, sewn into bottom of waistband. A paper tag is to be attached to waistband left hip side exterior with same information. Provision for Bar Coding on both tags.

IV. REPORTING AND DELIVERY REQUIREMENTS

A. Delivery Dates: The Contractor shall deliver items of tailored cadet uniforms on or before due dates indicated:

<u>Item of Uniform</u>	<u>Order Date</u>	<u>Due Date</u>
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PolyWool Trouser (Stock)	31 Jan	01 Jun
PolyWool Trouser (Special)	Fri of Matriculation Week	2 weeks after order
White Trouser (Stock)	31 Jan	01 Jun
White Trouser (Special)	Fri of Matriculation Week	2 weeks after order
Dress Wool Trouser (Stock)	31 Jan	01 Jun
Dress Wool Trouser (Special)	01 Oct	2 weeks after order
Braided Blouse (Stock)	31 Jan	01 Jun
Braided Blouse (Special)	1 st Mon after Matriculation	Last Fri in Sep
Coatee (Test Sizes)	31 Jan	01 Jun
Coatee (Stock)	31 Jan	01 Jun
Coatee (Special)	3 rd week of Sep	20 Oct
Duty Jacket	31 Jan	01 Jun
PolyWool Skirt	31 Jan	4 weeks after order
White Skirt	31 Jan	4 weeks after order
Wool Skirt	31 Jan	4 weeks after order
Overcoat	01 May	15 Sep
White Blouse	15 May	01 Oct
White Blouse (Special)	15 Sep	15 Oct

B. Service:

1. The Contractor(s) shall provide two (2) Qualified Tailors, on site, to fit Braided Blouses and Full Dress Coatees. Required measurements will be taken and recorded for "Special Makes". Exact dates to be determined by the Quartermaster.
2. The Contractor(s) shall provide two (2) Qualified Tailors, on site, to fit PolyWool Trousers and White Cotton Trousers. Required measurements will be taken and recorded for "Special Makes". Exact dates to be determined by the Quartermaster.
3. Tailors provided by the Contractor(s) shall work under the direction of the VMI Military Store Manager.
4. The Institute may return up to 100 pieces of each garment for alterations at the alterations/hour price. The Institute may return any garment(s) for modification/replacement if specifications are not met at no cost to the Institute.
5. The Contractor shall, upon request from the Institute, supply replacement and repair trimmings to include but not limited to: zippers, collars, cuffs (duty jacket), and buttons at Contractor's cost. Submit firm unit price list for contract period with proposal. See Attachment A.
6. Packaging Requirements: Contractor shall deliver Braided Blouses, Overcoats, Full Dress Coatees, and Duty Jackets, in hanger boxes in sequential order by size of chest and length. All trousers shall be folded and boxed in sequential order by size (waist and lengths). **End label** all boxes as to contents of sizes and quantity/box.
7. Sample pattern/alteration tags used to communicate information for special made-to-measure garments and necessary alterations will be given to Contractors at the pre-proposal conference. Contractor shall be responsible

for providing the Military Store with necessary supplies. Contractors shall indicate in their proposals how this same procedure will be implemented.

8. Bar-Coded Labels shall be provided as follows:
 - a. Garment labels created and affixed by manufacturer based on data provided by VMI with garment order.
 - b. Labels must have bars that are readable on a flexible surface.
 - c. Garment serial numbers will consist of two alphabetic characters and seven numbers. Characters 1 & 2 will be two letters that are abbreviations for the garment type. Characters 3 & 4 will be the last two digits of the year of manufacture. Characters 5 thru 9 will be the serial number provided by VMI.
 - d. Labels will have a barcode of sufficient size to be easily read by a handheld scanner.
 - e. Symbology shall be Code 39 or another widely used symbology for inventory items with irregular surfaces.
 - f. Human readable items below barcode.
 - g. Garment size shall be on label.
 - h. Labels must be compatible with Thermopatch HS4C-110 Heat Sealer.

V. PROPOSAL PREPARATION AND SUBMISSION

A. General Requirements:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and three (3) copies of each proposal must be submitted to VMI. No other distribution of the proposals shall be made by the Offeror.
2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Agency at its discretion.
 - b. Proposals should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
3. Oral Presentation: Offerors who submit a proposal in

response to this RFP may be required to give an oral presentation of their proposal to the Agency. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. The Agency will schedule the time and location of these presentations. Oral presentations are an option of the Agency and may or may not be conducted. Therefore, proposals should be complete.

Offerors are required to limit the number of representatives at the oral presentation to four (4) members of its staff. The responsible designer or pattern maker must be a member of the presentation team. A discussion of pattern development and size graduation that addresses body size and body length shall be included in the presentation.

- B. Specific Requirements: Proposals should be as thorough and detailed as possible so that the Agency may properly evaluate Offeror's capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:
1. The return of this entire RFP, to include Attachments A, B & C, completed and signed as required.
 2. A written narrative statement including:
 - a. The experience and variety of services provided by the Offeror.
 - b. The expertise of Offeror's staff and description of Offeror's training and development program which will assure that all personnel assigned to perform under any resultant contract shall be capable and qualified in the work assigned to them.
 - c. Information regarding the Offeror's company history and experience.
 - d. Information on the production techniques, product quality and quality control.
 - e. Show either by photographs or verbal description the Offeror's manufacturing plant.
 - f. Discuss experience of Offeror's tailors and production staff.
 - g. If Offeror contracts out portion of work required under this contract, provide detailed information on those subcontractors as outlined in paragraphs VB2a-VB2f.
 - h. Discuss how uniform items will be delivered by the dates indicated earlier in this RFP.
 4. Submission of data reference participation of Small, Women-Owned and Minority Business.

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses owned by women and minorities and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses and plans for involvement on this contract are required. By submitting a proposal, offerors certify that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of this proposal.

All information requested by this RFP on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an offeror fails to submit all information requested, the purchasing agency may require prompt submission of missing information after the receipt of vendor proposals.

The offeror must submit the following three sets of data for small business, women-owned business and minority-owned business: (1) ownership. (2) utilization of small, women-owned, and minority-owned business for the most recent 12 months, and (3) planned involvement of small business, women-owned, and minority-owned business on the instant procurement.

A. Participation by Small Businesses:

(1) Offeror certifies that it () is, () is not, a small business concern. For the purpose of this procurement, a small business is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is contracting and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the United States Small Business Administration.

(2) List small businesses with which the offeror has contracted or done business and dollar amounts spent with each of these businesses in the most recent 12-month period for which data are available. Offerors are encouraged to provide additional information and expand upon the following format:

Period: From: _____ To:

FIRM NAME, ADDRESS & PHONE NO.	CONTACT PERSON	TYPE GOODS SERVICES	DOLLAR AMOUNTS	%TOTAL CO. EXPENDITURES GOODS/SERVICE
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(3) Describe offeror's plans to involve small businesses in the performance of this contract either as part of a joint venture, as a partnership, as subcontractors or as suppliers. Offerors are encouraged to provide additional information and expand upon the following format:

FIRM NAME ADDRESS & PHONE NO.	CONTACT PERSON	TYPE GOODS/ SERVICES	DOLLARS	% OF TOTAL CONTRACT
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B. Participation by Businesses Owned by Women

(1) Offeror certifies that it () is, () is not, a women's business enterprise or women-owned business. For the purpose of this procurement, a women-owned business is a concern that is at least 51 percent owned by a woman or women who also control and operate it. In this context, "control" means exercising the power to make policy decisions, and "operate" means being actively involved in the day -to-day management.

(2) List businesses owned by women with which the offeror has contracted or done business and dollar amounts spent with each of these businesses in the most recent 12-month period for which data are available. Offerors are encouraged to provide additional information and expand upon the following format:

Period: From: _____ To: _____

FIRM NAME, ADDRESS & PHONE NO.	CONTACT PERSON	TYPE GOODS SERVICES	DOLLAR AMOUNTS	%TOTAL CO. EXPENDITURES FOR GOODS & SERVICES
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(3) Describe offeror's plans to involve businesses owned by women in the performance of this contract either as part of a joint venture, as a partnership, as subcontractors or as suppliers. Offerors are encouraged to provide additional information and expand upon the following format:

FIRM NAME ADDRESS & PHONE NO.	CONTACT PERSON	TYPE GOODS/ SERVICES	DOLLARS	% OF TOTAL CONTRACT
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C. Participation by Businesses Owned by Minorities:

(1) Offeror certifies that it () is, () is not, a minority business enterprise or minority-owned

business. For the purpose of this procurement , a minority -owned business is a concern that is at least 51% owned and controlled by one or more socially and economically disadvantaged persons. Such disadvantages may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, Blacks, Hispanic Americans, Asian Americans, American Indians, Eskimos, and Aleuts.

(2) List businesses owned by minorities with which the offeror has contracted or done business and dollar amounts spent with each of these businesses in the most recent 12-month period for which data are available. Offerors are encouraged to provide additional information and expand upon the following format:

Period: From: _____ To: _____

FIRM NAME, ADDRESS & PHONE NO.	CONTACT PERSON	TYPE GOODS SERVICES	DOLLAR AMOUNTS	%TOTAL CO. EXPENDITURES FOR GOODS & SERVICES
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(3) Describe the offeror's plans to involve minority businesses in the performance of this contract either as part of a joint venture, as a partnership, as subcontractors or as suppliers. Offerors are encouraged to provide additional information and expand upon the following format:

FIRM NAME ADDRESS & PHONE NO.	CONTACT PERSON	TYPE GOODS/ SERVICES	DOLLARS	% OF TOTAL CONTRACT
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VI. EVALUATION AND AWARD CRITERIA

A. Evaluation Criteria: Proposals shall be delivered by the Agency using the following criteria:

	<u>Point Value</u>
1. Qualifications and experience of Offeror in providing service.	20
2. Quality of proposed designs and workmanship as judged by samples of V.M.I uniforms.	20
3. Production techniques, product quality and quality control. Ability to meet delivery schedules	20
4. Reference from other clients.	15
5. Price	15
6. Participation of Small, Women-Owned and Minority Businesses.	10
	100

B. Award: Selection shall be made of two (2) or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determine factor. After negotiations have been conducted with each Offeror so selected, the Agency shall select the Offeror(s) which, in its opinion, has made the best proposal, and shall award the contract(s) to that Offeror(s). The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The Award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VII. MANDATORY PRE-PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held on 08 January 2002 at 10:00 am, EST in the Board Room, 400 level Smith Hall, VMI. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all Offerors having a clear understanding of the specifications/scope of work and requirements for this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those Offerors who are represented at this proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Submit similar samples of uniforms tailored for the Institute (VMI). The Institute shall examine the samples, to include the possible disassembly of the samples, in order to determine adherence to specifications and quality of workmanship.

VIII. GENERAL TERMS AND CONDITIONS

A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.vcu.edu/procurement> or a copy may be

obtained by calling VMI Purchasing at (540) 464-7323.

- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their bids, Bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act.

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, or other basis prohibited by state law relating to discrimination in employment, except there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or, regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their bids, Bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of

substantially equal or greater value was exchanged.

- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, Bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their bids, Bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBS:
 - (1) For Invitation For Bids: Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the Bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
 - (2) For Request for Proposal: Failure to submit a proposal on the official state form provided for that purpose may be cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:
 - 1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the

payment address shown on the purchase order/contract.

All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, §11-69*).

2. To Subcontractors:

- a. A Contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

- K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. QUALIFICATIONS OF BIDDERS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the services/furnish the goods and the Bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy the Commonwealth that such Bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.

- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

 - 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall

comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

R. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the Bidder clearly indicates in its bid that the product offered is an "equal" product, such bid will be considered to offer the brand name product referenced in the solicitation.

S. TRANSPORTATION AND PACKAGING: By submitting their bids, all Bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

T. INSURANCE:

By signing and submitting a bid or proposal under this solicitation, the Bidder or Offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with Sections 11-46.3 and 65-800 et seq. of the *Code of Virginia*. The Bidder or Offeror further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGE AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits; require that the Commonwealth of Virginia be added as an additional named insured on contractor's policy.
- B. Employers Liability - \$100,000.
- C. Commercial General Liability - \$500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability or

Owner's and Contractor's Protective Liability. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage.

- D. Automobile Liability - \$500,000 - combined single limit
- U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on VMI Purchasing Office website and building bulletin board for a minimum of 10 days.
- V. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employee's; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the forgoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- W. NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. Vendors desiring to provide goods and/or services to Virginia Military Institute are encouraged to participate in the eVA Internet e-procurement solution either in the eVA Basic Registration Service or eVA Premium Vendor Registration Service, and complete the Ariba

Commerce Services Network registration.

Note: Vendors are strongly encouraged to register their company prior to submitting a bid or proposal. Vendors should register in both the eVA and the Ariba Commerce Services Network Registration Systems.

IX. SPECIAL TERMS AND CONDITIONS:

- A. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- B. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- C. BID ACCEPTANCE PERIOD: Any offer in response to this solicitation shall be valid for forty five (45) days. At the end of the forty five (45) days the offer may be withdrawn at the written request of the Offeror. If the offer is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- D. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part, or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. PRICE ADJUSTMENT/EXTENSION OF CONTRACT:
1. PRICE ADJUSTMENT: Price adjustments may be implemented only at the yearly contract renewal/anniversary date (effective 01 February). Contract prices(s) for each additional one-year period shall not exceed the current year contract price(s) increased/decreased by no more than the percentage increase/decrease of the "All Items" expenditure category of the CPI-W table of the Consumer Price Index, published by the United States Bureau of Labor Statistics, for the most current twelve-month statistics available.
 2. EXTENSION OF CONTRACT: The Commonwealth of Virginia may extend this contract for three successive one-year periods under the terms and conditions of the original contract including any addendum(s). Written notice of the Commonwealth's intention to extend the contract shall be given approximately 90 days prior to the expiration date of each contract period.

F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:

Name of Bidder/Offeror Due Date Time

Street or Box Number IFB No./RFP No.

City, State, Zip Code IFB/RFP Title

Name of Contract/Purchase Officer or Buyer: Jerry E Ruley

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid/proposal not contained in the special envelope is mailed, the Bidder or Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other Bids/Proposals should be placed in the envelope.

G. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

H. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the Contractor shall supply, at bid prices, actual quantities as ordered regardless of whether such total quantities are more or less than those shown.

I. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

J. WARRANTY: All materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of 45 days following date of delivery. Should any defect be noted by the owner, the Purchasing Office will notify the Contractor of

such defect or nonconformance. Notification will state either (1) that the Contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the Contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the Contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the Contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

X. METHOD OF PAYMENT

Payment by check, will be made by the Virginia Military Institute, through the Department of Accounts, Commonwealth of Virginia, after Institute approval of the completed services and after receipt of the Contractor's invoice prepared in a format acceptable to the Institute. All copies of the invoices shall be forwarded directly to:

Comptroller's Office
ATTN: LTC Robert W. Gilbert
Virginia Military Institute
Lexington, Virginia 24450

XI. PRICING SCHEDULE: The offeror shall furnish items of tailored cadet uniforms as specified in this Request for Proposals. Prices will vary based on the total stock quantity ordered during the period from 1 DEC - 30 JUN of each year. Multiple orders may be issued for each item during this period.

Item	Qty	Price	Qty	Price	Qty	Price	Quick Delivery Qty	Price	Special Makes w/Quick Delivery	Price
Braided Blouse	1-150		151-300		301-500		1-25		1-10	
Wool Trouser	1-300		301-600		601-800		2-30		2-16	
Polywool Trouser	1-800		801-1400		1401-2000		4-48		4-24	
Gray Skirt	1-10		11-20		21-50		1-6		1-4	
White Skirt	1-10		11-20		21-50		1-6		1-4	
Polywool Skirt	1-10		11-20		21-50		1-6		1-4	
Overcoat	1-35		36-75		76-125		1-15		1-6	

White Trousers	1-800		801-1400		1401-2000		4-48		4-24	
Coatee	1-150		151-300		301-450		1-40		1-20	
Duty Jacket	1-150		151-300		301-500		1-6		1-4	

Alterations Per Hour \$ _____

Bar Code Labels \$ _____ Per Garment

ATTACHMENT A

ACCESSORY ITEMS FOR VIRGINIA MILITARY INSTITUTE

<u>ACCESSORY ITEM</u>	<u>PRICE</u>
<u>Braided Blouses</u>	
Collars (Hooks & Eyes, and Collar clasps unattached)	_____/Each
Collar Tabs	_____/Each
Large Hook	_____/Each
Large Eye	_____/Each
Small Hook	_____/Each
Small Eye	_____/Each
Collar Clasps	_____/Each
Zippers	_____/Each
Slides -- Black	_____/Gross
1" Rice-Coldwater Black Mohair Braid #13262	_____/Yard
<u>Full Dress Coatees</u>	
Collar (Clasps, Hooks & Eyes, and Buttons unattached)	_____/Each
Collar Tabs	_____/Each
Buttons-Waterbury 33 Ligne, Long and Short Shank	_____/Gross
Collar Clasps	_____/Each
Leather Washers & Rings	_____/Gross
<u>Wool Dress Trouser</u>	

Striping	_____	/Yard
Zippers	_____	/Each
Waistband Lining	_____	/Yard
Front Closure Hook & Eye	_____	/1000
Buttons, 22 Ligne	_____	/Gross
<u>Campus Jackets</u>		
Zippers	_____	/Each
Waistbands	_____	/Yard
Tabs	_____	/Dozen
Cuffs	_____	/Pair
Collars	_____	/Each
<u>Poly/Wool Trousers</u>		
Buttons	_____	/Gross
Zippers	_____	/Each
Striping, black	_____	/Yard
<u>Gray Skirt</u>		
Buttons	_____	/Gross
Lining	_____	/Yard
Zippers	_____	/Each
<u>White Skirt</u>		
Buttons	_____	/Gross
Lining	_____	/Yard
Zippers	_____	Each
<u>Poly-Wool Skirt</u>		
Buttons	_____	/Gross
Lining	_____	/Yard
Zippers	_____	Each

ATTACHMENT B

CONTRACTOR QUALIFICATION SUMMARY SHEET

1. CONTRACTOR

Name:

Address:

Contact Person:

2. Years in business: Indicate the length of time you have been in the business providing this type of service: _____years
_____months.

3. Reference; Indicate below a listing of at least four (4) recent references for whom you have provided this type of service. Include the date service was furnished and the name and address of the person the Purchasing Agency has your permission to contact.

CLIENT

ADDRESS

PERSON TO CONTACT & PHONE #

ATTACHMENT C

DEFINITIONS for GOODS and NONPROFESSIONAL SERVICES

Period is the specified 12-month period for which the information provided in this list is applicable and valid. The period will be specified as month and year.

Firm Name, address and Phone Number is the name, address and business phone number of the small business, women-owned business or minority-owned business with which the offeror has contracted or done business over the specified period or plans to involve on this contract, as applicable.

Contract Person is the name of the individual in the specified small business, women-owned business or minority-owned business who would have knowledge of the specified contracting and would be able to validate the information provided in this list.

Type Goods or Services is the specific goods or services the offeror has contracted for whom the specified small, women-owned business or minority-owned business over the specified period of time or plans to use in the performance of this contract, as applicable. The offeror will asterisk (*) those goods and services that are in the offeror's primary business or industry.

Dollar Amount is the total dollar amount (in thousands of dollars) the offeror has contracted for or has done business with the listed firm during the specified period or plans to use on this contract, as

applicable.

% Total Company Expenditures for Goods and Services is calculated by dividing the dollar amount of business conducted or contracted for with the indicated firm over the specified period by the total expenditure of the offeror over the specified period for goods and services.

% of Total Contract is calculated by dividing the estimated dollars planned for the indicated firm on this contract by the total offeror estimated price of the contract.

Quick Delivery is a term used to identify those requirements that are generated as a result of a scheduled fitting during which the supply of stock sizes is depleted. The delivery requirement on this category is four (4) weeks after receipt of order (ARO).

Made-to-Measure is a term used to identify those requirements that are generated as a result of a scheduled fitting, or an independent fitting, during which the required fit, even with alteration, does not exist in the stock inventory. The delivery requirement on this category will be identical to a "quick delivery".