

Virginia Military Institute
Lexington, Virginia 24450-0304

REQUEST FOR QUALIFICATIONS
RFQ # V211-24-047

Issue Date: 19 January 2024
Title: Prequalification of Contractors for VMI Cadet Uniform Accessories and Incidentals
Due Date: 7 February 2024 at 2:00 PM
Last Date for Questions: 30 January 2024 at 2:00 PM
Commodity Code: 20000 / 20070 / 20085
Issuing Agency: Virginia Military Institute
Procurement Services
330 VMI Parade Avenue,
Room 314
Lexington, VA 24450

Period of Contract: **One (1) year following Date of Award** with four (4) optional one-year renewals available.

VMI will accept qualification proposals electronically through the eVA Procurement Portal. No emailed proposals will be accepted.

All Inquiries For Information Should Be Directed To: Shana O'Quinn, VMI Procurement Services at Procurement@vmi.edu. **Use of the Understanding of Requirements Form, Attachment E, must be used. No phone calls will be accepted; no emails will be answered. Answers will be posted in the form of an addendum to the RFQ.**

In Compliance With This Request For Qualifications And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

Sayre Enterprises, Inc.
324 East, 32nd Street
Buena Vista Zip Code: 24416

Date: 2/7/2024
By:
Name: Pam Mason
Title: Government Sales

EVA Vendor ID or DUNS number 183285998

Phone: (800) 552-6064 ext 221

E-mail: pmason@sayreinc.com

Fax: ()

Minority Vendor: Woman owned: Small Business ☒ CERTIFICATION #.:

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

ATTACHMENT A

The following information is required as part of your response to this solicitation. Failure to complete and submit this form may result in disqualification of your bid as non-responsive.

QUALIFICATIONS: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

VENDOR'S PRIMARY CONTACT:

Name: Pam Mason Phone: (540) 261-3374 X 221

Email: pmason@sayreinc.com

Length of Time in this Business: YEARS: 20 MONTHS:

REFERENCES: Indicate below a listing of at least three (3) current or recent accounts, either commercial, industrial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.

COMPANY: Norwich University Cadet Store CONTACT NAME: Store Manager

PHONE: (802) 485-2506 EMAIL: uniformstore@norwich.edu

FAX:

PROJECT: Embroidered Epaulettes

DATE(S) OF SERVICE: 04/06/2023 VALUE: \$ \$64,864.80

COMPANY: Navy Exchange Service C(NEXCOM) CONTACT NAME: Lil Blansett

PHONE: 757-631-4180 EMAIL: Marain.blansett@nexweb.org

FAX:

PROJECT: Embroidery, Engraving, Embossing

DATE(S) OF SERVICE: Present VALUE: \$ \$200,000.00

COMPANY: USMA Academy Store CONTACT NAME: Barbara Brown

PHONE: 845-938-2759 EMAIL: barbara.brown@westpoint.edu

FAX:

PROJECT: Nametapes

DATE(S) OF SERVICE: Present VALUE: \$ \$20,000.00

ATTACHMENT B

CONFLICT OF INTEREST STATEMENT

The following information is required as part of your response to this solicitation. Failure to complete and submit this form may result in disqualification of your bid as non-responsive.

NAME: Sayre Enterprises, Inc

ADDRESS: 324 E. 32nd St.

CITY/STATE: Buena Vista, Va 24416

TELEPHONE NUMBER: (540) 261-3374 X 221

FEDERAL ID NUMBER (FIN): 63-095-9962

THE ABOVE FIRM IS A: (CHECK, AS APPLICABLE)

- | | |
|--|---|
| <input checked="" type="checkbox"/> SMALL BUSINESS | <input type="checkbox"/> INDIVIDUAL BUSINESS |
| <input type="checkbox"/> WOMAN-OWNED BUSINESS | <input type="checkbox"/> SOLE PROPRIETORSHIP |
| <input type="checkbox"/> MINORITY-OWNED BUSINESS | <input type="checkbox"/> PARTNERSHIP |
| <input type="checkbox"/> SHELTERED WORKSHOP | <input checked="" type="checkbox"/> CORPORATION |

RELATIONSHIP WITH VIRGINIA MILITARY INSTITUTE:

IS ANY MEMBER OF THE FIRM AN EMPLOYEE OF THE COMMONWEALTH OF VIRGINIA WHO HAS A PERSONAL INTEREST IN THIS CONTRACT PURSUANT TO THE CODE OF VIRGINIA, SECTION 2.1-639.1-639.24? ☐ YES ☒ NO

IF YES, EXPLAIN:

Pamela Mason
SIGNATURE OF OFFEROR

2/7/2024
DATE

Please tell us how you received this solicitation:

☒ It was mailed to you directly.

☐ You requested a copy through the Virginia Business Opportunities.

☐ You obtained a copy from the Virginia Department of Minority Business Enterprise.

☐ Other (please specify) _____.



ADDENDUM 1 V211-24-047

330 Parade Avenue
Phone: 540-464-7323

Lexington, VA 24450
Fax: 540-464-7682

Project: *Cadet Uniform Accessories and Incidentals*

Date/Time: *5 February 2024*

Due Date Extended to: *12 February 2024*

To: *Prospective Offerors*

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Bidding Documents dated. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

Response to understanding of requirements questions:

- What size are the pins pictured? (at least an average range): **The size of the rank is standard army size, but the specialty rank can be bigger. The smallest rank measures 5/8" tall and 7/8" wide (at the bottom). This rank is one chevron facing up. This is also the army PVT rank. Corporal for reference to photos. The largest rank measures 2-15/16" tall and 13/16" at the widest part of the body. This rank has a chevron facing up and down. S-3 Captain for reference to photos.**
- Are the pins gold-plated? If so, what level of plating is required? **The rank is brass or sta-bright.**
- For the minimum – is it 200 annually of each design or total across all designs? **The order quantity will vary, and the total will be across all designs. VMI keeps x amount on hand for the school year and re-orders at least once per year, but only orders the specific pieces to fill our needs. Occasionally, we may need to order 200 of one rank due to an increase in the corporal or sergeant positions. Those are both the standard army rank, Army PVT & Army CPL, respectively.**

Submitted by:

LTC Lynn Carmack
Asst. Director, Procurement Services
540-464-7223
procurement@vmi.edu



February 07, 2024

RFP# V211-24-047

Sayre Enterprises, Inc. Proposing Plan to Produce Chevrons/Embroidered Items

OUR HISTORY

Sayre Enterprises has been in the embroidery business providing items to the Government and Commercial Customers for the past 35 years. Born in a garage by a Former Army Soldier, Scott and Mary Sayre saw a need to provide a simple Band with Velcro to hold the legs of a Soldier's Military Uniform in their boots, to a full-scale Manufacturing Plant in Buena Vista, VA. Knowing there were other needs that can be provided to the military The Sayre's bought an old sewing plant and turned into a thriving business for the past 23 years. What began as doing Nametapes and Branch of Service tapes for the US Navy has evolved into manufacturing Patches for the US ARMY, Air Force, Navy, and Marines. Sayre has held several contracts with the US Navy to produce the daily Name tapes and Branch of Service tapes for Great Lakes. Sayre has held several contracts with DLA for Insignia for the US Navy and Branch tapes for the US Army. In 2019, Scott and Mary Sayre retired and sold the manufacturing to Ira Green, a company in Rhode Island that also knows the needs of the military. This merger provides more benefits to all branches of service and to other Commercial companies that provide services and products to the Military.

OUR CAPABILITIES & QUALIFICATIONS

Our workforce is a total of 77 employees, working in 6 departments throughout the entire production facility. Each Department has a Manager/Supervisor and a Team Lead. Quality Control starts with each operator in every department. The Objective is to give our Customers a Quality Product in a Timely Manner.

With our in-house digitizing/art department, we have 2 employees that have been with Sayre since its beginning into the industry. These 2 individuals are involved developing and producing art and Samples for sending to TIOH that has Sayre on the list of Certified Vendors to produce Army, Air Force and Navy patches, Chevrons and Embroidered Branch of Service Tapes, Name Tapes, and insignia. Responsible with all our certification with the Branch of Services, they work closely with the Representatives of each division to make sure We produce these items to spec. This is the first line of our QC, providing a work order to our embroidery production team with the information needed to produce the embroidered items. A work order will have the File name, Colors of threads, backing needed and a picture or sample of items that they are producing and stitch count, as well as what other departments this work order

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(540) 291-3800 • FAX: (540) 291-2017 • WWW.SAYREINC.COM**



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needs to flow through. The work order packet follows the product such as Chevrons, patches, or Name Tapes through the production facility.

Currently, our embroidery department has a total of 13 employees. Recently updated with new machines, trading in machines that we have had in production since 1998, gives us the capability of (20)-Multi Head Embroidery machines and (19)-Single heads for a total of 206 embroidery heads. With all 206 embroidery heads continuing to run on a ten- hour shift we can produce over 40 million stitches per day and have reached 47 million daily on a couple of occasions. A second shift is also being added by June 1st. This shift will be working a 40-hour week and will consist of 5 operators and a supervisor. This should increase our production capability by adding an estimate of 20 million stitches per day. Our Plan is to be capable of producing 60 to 65 million stitches per day or an estimate of 12,000 pieces per day.

Each operator is responsible for their QC, by working off the Work Order. An operator will set up their machine, but before starting that machine, they must have the work order checked and signed off by the Team Lead or Manager. They will constantly check the machine as it is sewing as well as getting the machine ready to reload once the first run has finished. As the machine has completed the existing run, they remove the embroidered items.

And are ready to reload for their next run. The operator will do a final inspection of the products before passing them onto the cutting department to cut out the items. Again, the work order packet will be passed onto the Cutting department with the items.

Our cutting department, with an average of 10 employees, cut patches out once they leave embroidery. Cutting out patches are timely with scissors. But the operators that do the cutting also have the responsibility to look and catch any items that may have been overlooked by the embroidery department during production. This is another Quality Control check before the items are sent to Sewing or Finishing. Looking for a speedier way to achieve higher goals, we've also updated with new equipment by adding two Clicker Dye cut machines that gives us the capability to cut over 8500 pieces per day. Cutting by hand we can produce 4000 pieces per day. There is another Clicker dye cutter in our future for this department eliminating cutting patches out by hand totally with scissors. The cutting det is also responsible for Laminating the Reflective material to the elastic material and cutting this material and the Vinyl material used to make Reflective Belts. They also cut the material that is used to make

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the patches, chevrons and nametapes, and Velcro that is used in these products.

Moving up the production line to the sewing department, consisting of 24 employees, this is where the Merrowing process is done on the patches/Chevrons and Velcro are added to the items. The work order packet continues with the items to the sewing department. If the items do not require merrowing They are sent over to the finishing department. Just as in the past 3 departments, QC is done in this department too. Operators are just as responsible for the quality of their sewing as the departments before them. They are also responsible of making sure the work order is followed and signed off by their manager or Team lead. The Work order Packet once again will be passed to the next department with the items. The sewing department too has had its updating of machines. We have purchased a new Merrow machine that has automated merrowing on patches. This will give us three times more patches per day than one operator can give us. With the Automated Merrow and 4 additional Merrow operators on manual machines, this gives us greater compacity than before. Once the items have been merrowed they are sent with the Work order to the Finishing department. The sewing dept. also makes Reflective Belts, Boot Blousers, Hat Blocks and Reflective Vests.

Finally, the items have arrived in the Finishing Department. This is the final process before shipping. Work order has accompanied the items from beginning to finishing. This is the final QC before placing in bags and sending to shipping. This is also the final count, inspection to make sure each item has correct art, thread colors, merrowing colors and quantity. The work order will be finalized and sent to the Production Controller and signed off as Completed. Product is taken to the Shipping Department and shipped out to the Customers.

Sayre has a full-time staff that knows the objection of our company is to provide a quality product in a timely manner. But we also know that our employees come first. By adding new machines and new technologies we strive to give our employees the items needed to produce a quality product that we require from each operator. Our Leadership team knows the importance of Quality and that it starts with them. QC starts as the Customer Service Team enters the order into the accounting system. Accuracy starts here and is then passed on to our production team. With 24 years of service, our 2 Customer Service team members will be in contact with the Customer and the production team to

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ensure their orders are completed accurately and timely. We work with the digitizing department and with the production team to help produce your products accurately and in a timely manner.

Sayre works closely with TIOH and with NATICK as well as the Marine Corp to follow all Military Specs. We are certified with the Navy to produce Nametapes, the US NAVY Tape and Warfare devices. Our number is S-102-N. We have our Hallmark numbers with TIOH to produce several hundreds of patches for the US Army and US Air Force and are approved on a weekly basis to produce more. Our Hallmark numbers are S-44 and G-23. Most recently, we have been producing for the Space Force a new product, the PVC Patch. This is a new avenue for Sayre, and we have committed to purchasing the machines and a production team to learn the process of producing this type of patch. Currently, we are only producing for Space Force. But our plan is to produce more patches for other branches of Service and for commercial customers.

Training is very important not just for new hires but for the entire company. Our staff is required to complete an extended Safety Training class every month on different topics as well as Supervisor and Leadership training quarterly. Our Production employees are also required to complete a safety training course monthly on different safety topics. Our Company has served VMI in the past by providing Nametapes and Chevrons as well as Reflective Belts and other embroidered items. Occasionally we provided some tactical items whenever there was a need. We would be honored to continue to Serve VMI in the future.

Participation of Small, Women-Owned & Minority-owned Business (SWAM) Business:

Our company was recently purchased in 2019 by our sister company Ira Green. Both Sayre and Ira Green are small businesses, and we are in the process of working on our small business application to the Va. SBA for certification as a SWAM Vendor. While the Sayre's owned the company we were a SWAM Certified company.

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Other Schools In The State Of Virginia

Virginia Polytechnic Institute & State University

Dean Miller

202 Military Bldg.

320 Stranger St

Blacksburg, Va 24061

(540) 231-8009

Mary Baldwin University-VWIL

Teresa Djuric

318 Prospect St.

Staunton, Va 24401

(540) 887-7243

Fishburne Military School

Vaden Huffman

225 S. Wayne Ave

Waynesboro, Va 22980

(540) 946-7700 ext 111

Sayre, Inc. is an Affirmative Action/Equal Opportunity Employer
Minority/Female/Disabled/Veteran/Sexual Orientation/Gender Identity

324 E 32nd Street • Buena Vista, VA 24416
(540) 261-3374 • Fax: (540) 291-2017 • www.sayreinc.com

RFQ# V211-24-047 VMI CADET UNIFORM ACCESSORIES AND INSIDENTALS

	Items Sayre Enterprises, Inc Can Provide			
Red PT Belt				
Blouse Female Chevrons				
Blouse Male Chevrons				
Coatee Female Chevrons				
Coatee Male Chevrons				
Duty Jacket Chevrons				
Class Patch				
NameTapes				
Epaulette (Female)				
Epualette (Male)				