

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:

VANGUARD INDUSTRIES EAST, INC
1172 AZALEA GARDEN RD
NORFOLK VA Zip Code: 23502

Date: 09 FEB. 2024
By: John W. McClain
Name: JOHN W. MCCLAIN
Title: GENERAL MANAGER

EVA Vendor ID or DUNS number E50620
E-mail: M50AVE@VANGUARDMIL.COM

Phone: (757) 857. 3600
Fax: (757) 857. 0222

Minority Vendor: _____ Woman owned: _____ Small Business ☒ CERTIFICATION #: PENDING

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: MARCO SOAVE Phone: 757-857-3600

Email: MSOAVE@VANGUARDMIL.COM

Length of Time in this Business: YEARS: 106 MONTHS: 6

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: THE CITADEL CONTACT NAME: MARTHA LEWIS

PHONE: 843.953.4809

EMAIL: LEWISM@CITADEL.EDU

FAX: 843.953.4870

PROJECT: CADET UNIFORMS & INSIGNIA

DATE(S) OF SERVICE: 10/26/2000 - PRESENT

VALUE: \$ 480,632.45/ANNUALLY

COMPANY: VIRGINIA POLYTECHNIC & STATE UNIV CONTACT NAME: DEAN MILLER

PHONE: 540.231.8009

EMAIL: WDMILLER@VT.EDU

FAX: 540.231.3443

PROJECT: CADET UNIFORMS & INSIGNIA

DATE(S) OF SERVICE: 08/24/2000 - PRESENT

VALUE: \$ 108,076.99/ANNUALLY

COMPANY: TEXAS A & M UNIVERSITY CONTACT NAME: BILL MEREDITH

PHONE: 979.845.0324

EMAIL: BMEREDITH@CORPS.TAMU.EDU

FAX: 979.845.9563

PROJECT: CADET UNIFORMS & INSIGNIA

DATE(S) OF SERVICE: 10/18/01 - PRESENT

VALUE: \$ 42,442.62/ANNUALLY

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: VANGUARD INDUSTRIES EAST, INC
ADDRESS: 1172 AZALEA GARDEN RD
CITY/STATE: NORFOLK VA 23502
TELEPHONE NUMBER: 757.857.3600
FEDERAL ID NUMBER (FIN): 54-1817115

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:

John W. McClain 09 FEB. 2024
SIGNATURE OF OFFEROR 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) _____.

**ATTACHMENT C
SAMPLE CONTRACT**

VIRGINIA MILITARY INSTITUTE

Lexington, Virginia 24450

PROCUREMENT SERVICES

Phone 540-464-7323

Fax 540-464-7669

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: V211-24-047

This contract entered into this _____ day of _____, 2024 between VANGUARD INDUSTRIES EAST, INC
SSN/FIN: 54-1817115, hereinafter known as the "Contractor"
and the Commonwealth of Virginia, Virginia Military Institute, hereinafter known as "VMI."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall _____.

PERIOD OF PERFORMANCE: _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid \$ _____
(_____ 00/100 Dollars). In accordance with the
Commonwealth of Virginia's *Prompt Payment Act* terms are Net 30 days from receipt of invoice.

CONTRACT DOCUMENTS: The contract documents shall consist of:

- (1) This signed form
- (2) The Contractor's Proposal/Bid and any modifications, if applicable.
- (3) The General Terms and Conditions
- (4) Special Terms and Conditions as required

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

PURCHASING AGENCY:

By: John W. McClain

By: Shana O'Quinn

For: VANGUARD INDUSTRIES EAST, INC

For: Virginia Military Institute

ATTACHMENT E:
SWaM (Small, Woman- and/or Minority-Owned Business Certification)

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude SBSD-certified women- and minority-owned businesses when they have received SBSD small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available online at www.sbsd.virginia.gov.

Offeror Name: VANGUARD INDUSTRIES EAST, INC

Preparer Name: MARCO SOAVE Date: 2/9/2024

Instructions

- A. Businesses certified by the Department of Small Business and Supplier Diversity (SBSD) as a small business must complete Section A of this form.

Section A

CERTIFICATION TYPE (check only one below):

☒ Small Business

☐ Small and Women-owned Business

☐ Small and Minority-owned Business

Certification number: PENDING Certification Date: PENDING Expiration
 Date: PENDING

NOTE: It is your responsibility to ensure that your certification is renewed and does not lapse. Should your certification expire, you will no longer be eligible to receive awards under this contract.

Vanguard Industries East, Inc. Has the ability to provide all items in RFPQ-56850 V211-24-047

a. Qualifications and Experience

i. Vanguard offers a full multitude of military insignia, specialized uniform and specialty items to military, first responder, youth program, schools for over 100 years.

ii. Vanguard Industries is a veteran-owned small business that has been in operation since 1918. Originally providing uniform lace and buttons to Sailors, we now proudly serve all branches of the United States armed forces and the U.S. Coast Guard. Vanguard also provides uniform support to the Young Marines, Sea Cadets, and Civil Air Patrol, and numerous military high schools, colleges, and universities throughout the United States.

- iii. 1. Texan A&M University
Attn: Bill Meredith
Military Property Warehouse
448 Lewis Street
College Station TX 77843
979. 845.0834 bmeredith@corps.tamu.edu
Provide insignia, belts, shoulder cords, reflective belts, hat cords, and cap straps on an annual basis to support a corps of 2400 cadets.
2. Virginia Polytechnic Institute
Attn: Dean Miller
202 Military Bldg
Blacksburg VA 24061
540.231.8009 wdmiller@vt.edu
Provide items similar to Lot # 2, Lot # 8, and reflective belts on annual basis to support a corps of 1245 cadets.
3. The Citadel
The Cadet Store
Attn: Martha Lewis
2 Courvoisie St
Charleston SC 29409
843.953.4809 [hlewis@citadel.edu](mailto:hlewism@citadel.edu)

b. Approach and Methodology

i. Key Performance Indicators

Our firm has documented processes and procedures in place that are part of normal business operations. Our business operations model has been designed in accordance with ISO9000 quality standards to provide our customers the best possible service and support. Our systems are monitored, measured, and audited on a periodic basis to ensure continuous process improvement. Our operations include the following documented processes and procedures:

- Management Responsibility and Commitment

- Customer Focus
- Internal Communication
- Resource Management
- Customer Processes
- Design and Development
- Purchasing
- Production and Service
- Measurements
- Analysis and Improvement
- Customer Satisfaction
- Internal Audits
- Continuous Improvement
- Corrective Action
- Preventive Action

Our firms Executive Management and Corporate Staff perform the following to ensure Customer Expectations are achieved:

- Communicate customer requirements.
- Translate identified needs and expectations into requirements.
- Document and communicate all potential requirements
- Ensure that all customer requirements are adequately defined, documented and understood in order to minimize the potential for error and to satisfy the customer's expectations.
- Focus on process improvements to ensure best value for the customer.
- Continuously research better ways to provide the highest quality products and services to our customers.

Our firm is continuously improving upon our processes that ultimately benefit our customers. Included among our current initiatives are:

- Enhancing Electronic Invoicing
- Automating electronic notification of product distribution (Advance Shipping Notification) for all EDI customers
- Software update of our highly sophisticated Warehouse Management system (Horizontal Carousels with powered conveyor) that will further improve upon inventory accuracy, order accuracy and fulfillment time.

ii. Our firm has a documented Return Authorization Program that provides for replacement of a defective or damaged product in a timely fashion.

c. Ability to Fulfill Contract Requirements

i. Vanguard maintains a 99% fulfillment rate on awarded contracts

ii. Vanguard utilizes an ERP system to manage inventory levels based on Economic Order Quantities (EOQ). We perform a monthly ABC Analysis on the inventory system to effectively assess sales volume compared to inventory levels. This process eliminates the historical methodology of Min-Max levels which do not adequately account for seasonal or "spike" requirements. Upon completion of the ABC Analysis, an Economic Order Quantity (EOQ) Analysis is performed that revises and updates the inventory levels that are required to be on hand to support customer requirements. This inventory data updates required fields in the inventory module that is a key component in an Inventory Reorder Report that is reviewed "daily" by the Purchasing Department. This approach greatly reduces occasion for a "stock-out" condition ensuring customer's requirements can be satisfied with a high fulfillment rate.

Our entire inventory modeling capability utilizes a 10% safety stock value that adds additional insurance against a stock-out condition.

iii. Vanguard maintains over 75,000 square feet of functional warehouse space in two primary locations: corporate headquarters in Norfolk, VA, and our West Coast Operations in Carlsbad, CA

A Director of Operations is assigned at each location in addition to lead personnel that have responsibility for Receiving, Order Pulling, Order verification, Cycle Counting, Inventory Management and Integrity, Quality Control, Packaging and Distribution. Our warehouse operations operate on one daily shift with approximately 65 personnel. We hold an average inventory of \$13 million dollars. Implementation of automated Warehouse Management Systems (horizontal storage and retrieval systems) provides for a 20% excess capacity allowing for growth. An average of 300 orders are processed daily with a 99.4% fill rate on stock merchandise. Our fulfillment rates exceed 20,000,000 items distributed on an annual basis against 75,000 individual orders. Orders that potentially do not meet the required delivery date is less than .01%.

Our Enterprise Resource and Planning system (ERP) automatically downloads an order through the use of an internet order, an EDI order. These orders are processed and prioritized based on customer requirements. Carousel operators. Once the order is "pulled," it is checked for accuracy and final quality and packaging inspection. It is then processed shipping department for distribution. A bar code scanning system is used to track all orders throughout the fulfillment process allowing for location of a single order at any time. This affords the ability to provide a status to the customer immediately upon request.

Our quality assurance representative verifies that each item meets the Institute of Heraldry and the Clothing Design and Technical Office, Natick military specifications

Shipping terms are documented on each order and prioritized in our distribution center accordingly. Our firm utilizes customer specified distribution companies that include but are not limited to UPS, Federal Express, USPS, and select LTL carriers. With over 20,000,000 items shipped worldwide from our distribution centers on an annual basis we have been able to negotiate exceptional rates with our National Accounts. These rates are passed onto our customers and far exceed our customer's expectations with above average cost savings. For government customers, we are authorized to utilize both Federal Express and UPS negotiated GSA Schedule rates which are considerably more cost effective than available commercial rates.