



REQUEST FOR PROPOSALS
RFP# V211-25-046
VMI CADET SHOES AND BOOTS
8 April 2025

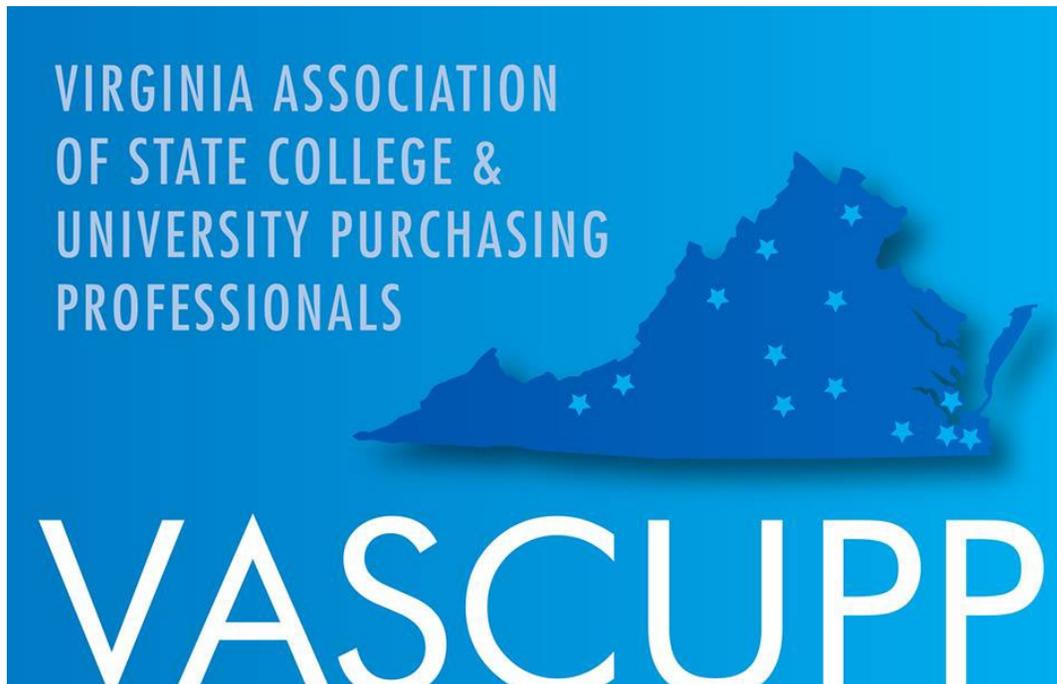




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Virginia Military Institute
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSALS
RFP # V211-25-046

Issue Date: 8 April 2025
Title: VMI Cadet Shoes and Boots
Due Date: 8 May 2025 at 2:00 PM EST
Commodity Code: 80005 / 80014 / 80056 / 80064
Issuing Agency: Virginia Military Institute
Procurement Services
314 Smith Hall
Lexington, VA 24450

VMI will accept proposals electronically through the eVA Procurement Portal. Proposals must be uploaded to eVA before the electronic solicitation closes at 2:00 PM on Thursday 8 May 2025 at 2:00 PM. No emailed or late proposals will be accepted

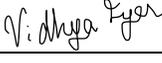
Period of Contract: **One (1) year following Date of Award** with four (4) optional one-year renewals available.

All Inquiries for Information Should Be Directed To: LTC Lynn Carmack, VMI Procurement Services at carmacklw@vmi.edu. **Use of the Understanding of Requirements Form, Attachment D, must be used. No phone calls will be accepted; no emails will be answered. Answers will be posted in the form of an addendum. The closing date and time for questions is 5:00 PM on 22 April 2025.**

In Compliance With This Request For Proposals 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:

VIDHYA IYER
BOOTMAKERS LLC
2550 KENT Ave. #2
West Lafayette Zip Code: 47906

Date: May 5th, 2025
By: 
(Signature In Ink)
Name: VIDHYA IYER
(Please Print)
Title: CEO

EVA Vendor ID or DUNS number 040079112

Phone: (76541) 27243

E-mail: info@bootmakers.us

Fax: ()

Minority Vendor: Woman owned: Small Business CERTIFICATION #: 803066 - Certificate attached

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.



Bootmakers LLC, a Virginia certified small woman-owned business, has a contract (contract number VTG-2172-2024) for shoes and boots with Virginia Tech, which is a member of the Virginia Association of State College and University Purchasing Professionals (VASCUPP). "VASCUPP was established in 1992 with the objective of identifying opportunities for continuously collaborate on cooperative procurements, procurement practice, and source selection, which ultimately allow for savings through leveraged spend and reduced administrative efforts." Here is the link to the contract - <https://vascupp.org/contracts/cadet-uniform-pieces-and-miscellaneous-items>

Bootmakers' team:

Bootmakers is SWAM certified small, woman-owned, minority-owned, micro business with highly committed and motivated individuals. Customer satisfaction and on-time delivery is our top priority.

Vidhya Iyer, CEO of Bootmakers LLC, has been in the business for 11 years, serving military institutions and academies with their varied footwear and accessory needs. Bootmakers started as a business making high-end custom-fit boots. Having measured 100s of legs and feet we are able to translate that knowledge and philosophy to our standard sized footwear. When one of our valued customers approached us to create a standard size boots for their academy, we used our experience to develop of boot to meet their needs. They have been our customer since 2014.

Amy Boulus, administrative assistant, makes initial contact with customers and assures that pricing, samples and other questions receive prompt attention. She is a team member who helps serve the need of our growing business.

Bootmakers India Team: We have boots on the ground in India to oversee the manufacturing process. The team inspects the products during process and when they are finished and ready for dispatch. We have a near zero percent defect rate.

We have a very good rapport with the factories who can fulfill the high standards of quality and specifications that we require. Please find attached our Capability Statement.



BOOTMAKERS

Heritage, Custom, And Fit

Capability Statement

Expertise

- ▶ Team has extensive knowledge of footwear manufacturing and leatherwork processes.
- ▶ Bulk orders accepted.
- ▶ Transparent partnership with suppliers.
- ▶ Customized styles for men and women.
- ▶ Prompt and seamless communication with customers.
- ▶ On-time delivery.
- ▶ Process inspectors who visit the factory while the shoes are being made to detect and rectify any defects. Finished goods inspection before dispatch.
- ▶ Competitive prices.
- ▶ Quality assurance.
- ▶ Regular supplier audits to ensure quality.
- ▶ Great rapport with factories who make shoes for brands in UK, Spain and US.



Unique Capabilities

- ▶ Production capacity - **100 to 5,000** pairs per month for standard sizes.
- ▶ Custom sizes provided.
- ▶ Leather suppliers employ environmentally conscious tanning practices and have access to a broad range of leathers.
- ▶ Leather uppers and synthetic or leather soles as per your requirements.
- ▶ Smooth supply chain procedures.
- ▶ Worked with faculty at Purdue University to secure Technical Assistance Program grants to help develop measurement technology.
- ▶ Partnering with Dauch Center for the Management of Manufacturing Enterprises at Purdue University to develop

Minority Woman-Owned

Business. (MWBE)

Duns: 040079112

Unique Entity ID:

P843YK14KR99

Cage Code: 7JQY8

NAICS: 316990/316210/325612



Current customers:

Culver Military Academy

Utah Military Academy

Texas A and M

Tarleton State University

VASCUPP Contract with Virginia Tech

Bootmakers LLC. 2550 Kent Ave. #2, West Lafayette, IN 47906

(765)412-7243 info@bootmakers.us www.bootmakers.us



Bootmakers' plan and methodology:

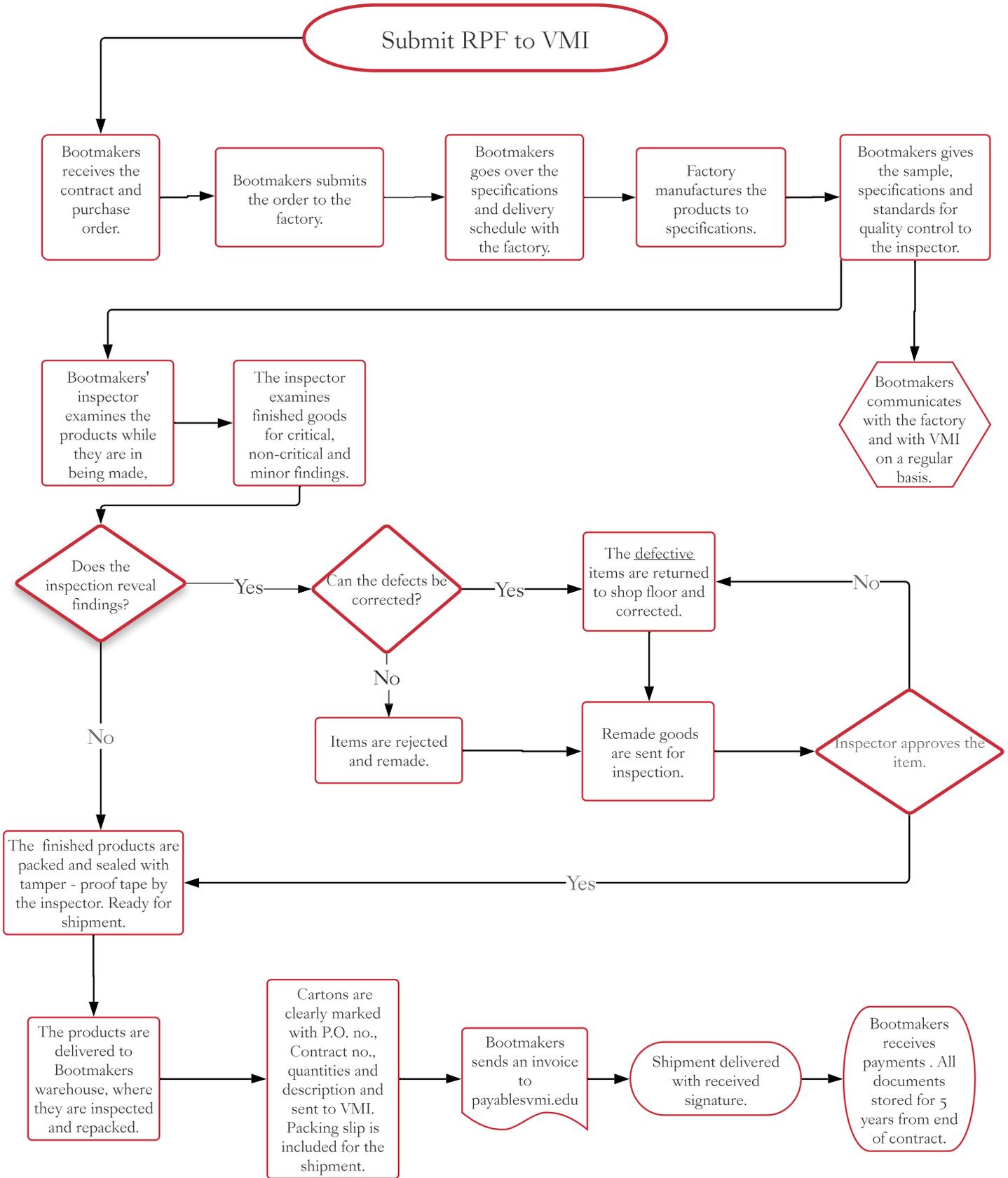
We submit the quotes to our customers electronically or through their bidding portal. Once the contract has been awarded and we receive the P.O., we promptly send it electronically to the factories to get the ball rolling. We carry safety stock to meet our customer's urgent needs. Vidhya visits the factories several times a year to oversee production and the sampling process

Once production has started, we receive regular updates regarding order progress. We receive pictures of the finished products and if required, we share with our customers. The factory has its own in-house inspection team. In addition, we employ process and finished goods inspectors who make sure our products are defect free based on the sample and defect tolerance provided by us. We are on call during the inspection – communicating with the inspector and factories immediately, regarding findings. Since inspection is done at the factory, defects are either corrected or the product is rejected/replaced. These inspectors are not only trained in leather manufacturing, they understand the process of footwear manufacturing, and hence are able to guide and advise the factories to fix any issues that they may come across. Once the inspector is satisfied, he/she seals the cartons with a special tamper-proof tape and the shoes are ready for shipment. This process though costly eliminates returns/defects and ultimately reduces frustration and costs for our customers. We have a near 0% return rate due to defects.

Our goods come via sea in containers or Less than Container Loads through our freight forwarders. The factory hands over sealed cartons to the courier service which will deliver to our warehouse in New Jersey. The address to our warehouse is 260 Meadow Road, Edison, NJ 08817. We pack shoes in cartons which are clearly marked on the lower right corner - the P.O. no., the style, the sizes, gender, color, and quantities. We include a packing slip for shipment. We send the invoice electronically to the email address provided payables@vmi.edu The invoice will include the state contract number, P.O. number. and Bootmakers' EIN. We intimate the customer with the delivery details – the tracking no., expected delivery date and courier's contact information. These are then delivered to the customer to be signed upon receipt.

Even after delivery we remain in touch with our customer to address any concerns. Some of our satisfied customers are Virginia Tech, Tarleton State University and Utah Military Academy. Bootmakers understands that we are not permitted to use Virginia Military Institute in any client list, advertising or promotional material. All documents will be stored for 5 years after the end of the contract. Bootmakers' has non-discrimination and drug-free workplace policies in place.

Bootmakers plan and methodology - VMI





BOOTMAKERS

UNIFORM BROCHURE

Heritage, Comfort, and Fit.

SINCE 2014

BOOTMAKERS

Derby 0469

The Derby 0469 impresses with a simple design enhanced with modern elements. It features high-quality patent leather.

QUICK PRODUCT FEATURES

- Black upper made from high-quality patent leather
- Lining - leather or moisture wick lining
- Goodyear welted rubber soles for comfort and unparalleled durability
- Available in men's and women's sizes



Oxford 7000

As the army transitions to AGSU, Oxford 7000 has an all-leather upper is the shoe for you.

QUICK PRODUCT FEATURES

- Oxford 7000's all - leather brown upper carefully is matched with the AGSU brown
- The all leather upper can be polished up to a high gloss
- Soft insoles perfect for cadets and troops who are on their feet all day long
- All-rubber Goodyear Welted sole
- Available in men's and women's sizes
- Leather or moisture-wick lining



Oxford 2468

The Oxford 2468 exterior leather upper polishes to a high gloss to achieve a smart, crisp, and professional look. It features an individually stitched rubber Goodyear Welted sole that makes up for a durable base.

QUICK PRODUCT FEATURES

- Black uppers that polish to a high gloss
- Goodyear welt construction and exquisite craftsmanship
- Lining - moisture wick or leather lining
- Goodyear welted rubber sole and heel
- Available in men's and women's sizes



Oxford Blanco

This shoe with its all-leather white upper is the perfect fit for the officer and the cadet. Handcrafted with the option of moisture wicking or leather lining. The stitched twice Goodyear Welted rubber sole with a rubber heel offers comfort and durability.

QUICK PRODUCT FEATURES

- White all-leather upper
- Moisture wick or leather lining
- Leather color: White that can be polished up to a high gloss
- Crafted with unparalleled craftsmanship
- Soft insoles perfect for cadets and troops who are on their feet all day long
- All-rubber Goodyear Welted sole
- Available in men's and women's sizes



Oxford Salute

Our newest product gives a salute to classic Oxford styling by keeping the traditional features like all-leather upper, closed lacing system, and elegant appearance.



QUICK PRODUCT FEATURES

- Leather upper. Available in black, dark brown, and stay-shines
- Soft calf leather lining
- Rubber sole and heel
- Light and flexible insole for additional support and improved comfort
- Available in both men's and women's sizes

Inspire Pumps

Just slide into these handcrafted pumps made from super soft leather upper. They come with supple calf leather lining for that much-needed all-day comfort.

QUICK PRODUCT FEATURES

- Color options: black, dark brown, white and stay-shine black
- Elegant styling suitable for both office days and official military occasions
- Made from soft leather upper and supple calf leather lining
- With EVA footbed that makes sure every step is gently cushioned and absorbed
- Outsoles crafted from durable Thunit with a 1.5-inch stylish kitten heel
- Available in a range of women's sizes



Belts

Our belts are completely customizable to your institution's needs. Please reach out to us with your requirements. Reach out to us today to order a pair for yourself or a loved one. For government or institutional orders, kindly email your order details to info@bootmakers.us.



Sustainability

At every level, Bootmakers embodies our core values of sustainability and mindfulness.

Our Suppliers

Our handmade, custom boots are crafted by artisan cobblers. Creating boots and shoes by hand is an art passed through generations – this art is fading even in India. Each year it is harder to find skilled cobblers willing to make our high-quality boots. We provide skills training and guidance so our cobblers can create more than great quality products, we seek to prepared for other international suppliers. Through this effort we ensure they have a sustainable source of income, only by paying them fair prices for the boots but also helping them financially during family emergencies.

Our semi-custom and standard size shoes are prepared in factories. We specifically select these factories to ensure that they are aligned with our sustainability goals providing safe working conditions and fair wages. They have in place social accountability systems which comply with the requirements of the Social Accountability Standard SA 8000:2014. The tanneries are equipped with in-house affluent treatment plants, reducing water waste and preventing the contaminants from being emptied into the water ways. They are also ISO 9001 certified, which is the international standard that specifies requirements for a quality management system (QMS). This standard demonstrates their ability to consistently provide products and services that meet customer and regulatory requirements. In addition, the factories strive to achieve a 3:1 green space.

Our Quality

We can say with pride that our shoes and boots last 2-3 times longer than our competitors. Durability means less waste, and less unused materials heading to landfills. How does that effect our sales? While we may have less frequent customer orders, we believe that investing in durability is critical to our mission of sustainability.

Our messaging and education:

Vidhya Iyer, our founder and CEO, has been passionate about sustainability throughout her life. In the 90s, as a parent of young daughters, she would drive long distances to farms and food co-ops to make sure her family ate as much organic, pesticide-free produce, hormone-free milk and butter. After meeting several sustainable businesses and entrepreneurs, she launched her podcast -- Mindful Businesses -- where she interviews businesses that are mindful in their practices and processes. On Mindful Businesses, she shares new and innovative sustainable practices, and introduces consumers to green products.

Our Giving

At Bootmakers, we know there are passionate riders and polo players who would love to own a pair of our boots but are prevented by tough financial circumstances. Every year, we donate several of our boots to polo academies and riders in need. If you are a coach and you know of an eligible player who would benefit from our boots, email us at info@bootmakers.us with a short description why you believe that this student would be an ideal candidate for a pro bono pair of Bootmakers boots.

We keep pushing forward

Sustainability is a journey – we are constantly re-evaluating and re-assessing step of the supply chain to ensure we are serving our suppliers and customers in a mindful way.

Expertise

- Extensive knowledge of footwear making and leatherwork processes.
- Bulk orders accepted.
- Customized styles for men and women.
- Prompt and seamless communication with manufacturer and customers.
- On-time delivery.
- Scientific testing and product measurements by independent professional inspectors.
- Competitive prices.
- Quality assurance.
- Regular supplier audits to ensure quality.

Unique Capabilities

- Order quantity - 100-500 pairs per month for standard sizes.
- Custom sizes provided.
- Leather suppliers employ environmentally conscious tanning practices and have access to a broad range of leathers.
- Leather uppers and synthetic or leather soles as per your requirements.
- Smooth supply chain procedures.

Unique Entity ID: P843YK14KR99
Duns # 040079112
SAM # 7JQY8
NAICS: # 316998/316210
SWaM # 803066

(765)412-7243
info@bootmakers.us

WWW.BOOTMAKERS.US



BOOTMAKERS

Heritage, Comfort, and Fit.

SINCE 2014



TEST REPORT

**BUREAU
VERITAS**

COMPANY NAME: RM RUBBER INDUSTRY
ADDRESS: 2-B (E), DADA NAGAR
 CO-OPERATIVE INDUSTRIAL ESTATE, KANPUR, 208022

EMAIL: rm_rubber@rediffmail.com
ATTN: Mr. Raju Malhotra
TEL: +91 9336100014
FAX: /

Report No.: (6722)279-0427
Form No.: 55945
Date In: 06 Oct. 2022
Date Out: 12 Oct. 2022
No. Of Working Days: 06
Page: 01 of 03
Pretest for Buyer /

OVERALL RATING	
PASS	<u> X </u>
FAIL	<u> </u>
DATA	<u> </u>

Sample Description:	BOOT MAKER SOLE
Sample condition:	Sample Received in Good Condition
Color(s):	BLACK
Lab Id Color(s):	BLACK
Age Group:	Not Listed
Article No:	2
Buyer Name:	/
Quantity:	01 PAIR
Country:	/
Date of Manufacturing:	03/10/2022
Country of Destination:	/
End Use:	/

Submitted Composition:	/
Actual Fiber Content:	/
Test Requested:	ABRASION RESISTANCE OF OUTSOLE
Submitted Care Instruction:	/
Suggested Care Instruction:	/

If Retest

Previous Report No.:	/
-----------------------------	---

If Revision

Reason For Revision:	/
-----------------------------	---

(6722)279-0427 PK

ULR -TC631222200167920F

Note: The submitted sample were not drawn by laboratory

"Pls. refer the website www.nabl-india.org to view our Scope of accredited Tests.

Bureau Veritas
 Consumer Products Services, Inc.
 Bureau Veritas Consumer Products
 Service (India) Pvt. Ltd. C-19,
 Sector-7 Noida -201301 (U.P.)
 (Tel: 0091-120-4768176
 0091-120-2424746

This report is governed by, and incorporates by reference, CPS Conditions of Service as posted at the date of issuance of this report at <http://www.bureauveritas.com/home/about-us/our-business/cps/about-us/terms-conditions/> and is intended for your exclusive use. Any copying or replication of this report to or for any other person or entity, or use of our name or trademark, is permitted only with our prior written permission. This report sets forth our findings solely with respect to the test samples identified herein. The results set forth in this report are not indicative or representative of the quality or characteristics of the lot from which a test sample was taken or any similar or identical product unless specifically and expressly noted. Our report includes all of the tests requested by you and the results thereof based upon the information that you provided to us. Measurement uncertainty is only provided upon request for accredited tests. You have 60 days from date of issuance of this report to notify us of any material error or omission caused by our negligence or if you require measurement uncertainty; provided, however, that such notice shall be in writing and shall specifically address the issue you wish to raise. A failure to raise such issue within the prescribed time shall constitute you unqualified acceptance of the completeness of this report, the tests conducted and the correctness of the report contents



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PHOTO OF THE SUBMITTED SAMPLE



BUREAU VERITAS
CONSUMER PRODUCTS SERVICES (INDIA) PVT. LTD.
AUTHORIZED SIGNATORIES

Esar Khan
Leather, Footwear & PPE
esar.Khan@bureauveritas.com

PLEASE CONTACT:

FOR ANY TECHNICAL ISSUES: MR. PRASHANT KUMAR

E. MAIL: prashant.kumar@bureauveritas.com PHONE NO: +91-8861450810

FOR ANY INVOICING MATTER:

E. MAIL: martin.sebastian@bureauveritas.com PHONE NO: 0120-4368115



SUMMARY OF TEST RESULTS

TEST PROPERTY	PASS	FAIL	DATA	COMMENTS
ABRASION RESISTANCE FOR OUTSOLE	X			REFER RESULT

NOTE:

- 1- Test has been performed as per vendor's request.
- 2- Testing method has been provided by vendor.
- 3- This is a self-reference report, so general/vendor's instruction has been followed.
- 4- Self-reference report is not recommended to use for client protocol.
- 5- Test result concluded as per data as per vendor request.
- 6- Test Results relates to submitted sample only
- 7- Listed test has been subcontracted BVCPS Approve lab.



**BUREAU
VERITAS**

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TEST PROPERTY	TEST RESULT	TEST REQUIREMENT	CONCLUSION
<u>ABRASION RESISTANCE FOR OUTSOLE</u> Test Method: Ref. ASTM D 1630 Machine Used: Rotary Drum			
Sample: Sole – Black			
Abrasion Index	80.1	/	DATA

-----END OF TEST REPORT-----

ATTACHMENT B

NA

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: Vidhya Iyer
ADDRESS: 2550 Kent Ave., #2
CITY/STATE: West Lafayette, IN 47906
TELEPHONE NUMBER: 765-412-7243
FEDERAL ID NUMBER (FIN): 47-1334832

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

- (X) SMALL BUSINESS
(X) WOMAN-OWNED BUSINESS
() MINORITY-OWNED BUSINESS
() SHELTERED WORKSHOP
() INDIVIDUAL BUSINESS
(X) SOLE PROPRIETORSHIP
() PARTNERSHIP
() 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 (X) NO

IF YES, EXPLAIN:

Signature of Vidhya Iyer, Date: May 2nd, 2025

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.
(X) Other (please specify) From the EVA website

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: <u>Vidhya Iyer</u>	Phone: <u>(765) 412-7243</u>
Email: <u>info@bootmakers.us</u>	
Length of Time in this Business: YEARS: <u>10</u> MONTHS: <u>9</u>	

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: <u>Utah Military Academy</u>	CONTACT NAME: <u>Chief Martin</u>
PHONE: <u>(801) 689-3013</u>	EMAIL: <u>kmartin@utahmilitaryacademy.org</u>
FAX: _____	
PROJECT: <u>Oxfords for students</u>	
DATE(S) OF SERVICE: <u>2018-present</u>	VALUE: \$ <u>\$25,000</u>
COL Doug Simon, Ph.D., USAR	
COMPANY: <u>Tarleton State University</u>	CONTACT NAME: _____
PHONE: <u>254-0968-9531</u>	EMAIL: <u>dsimon@tarleton.edu</u>
FAX: _____	
PROJECT: <u>Oxfords for Cadets</u>	
DATE(S) OF SERVICE: <u>2018 - present</u>	VALUE: \$ <u>30,000</u>
COMPANY: <u>Virginia Tech</u>	CONTACT NAME: <u>Bryan Hollaway</u>
PHONE: <u>(540) 231-8545</u>	EMAIL: <u>bryanh91@vt.edu</u>
FAX: _____	
Goodyear welted Oxfords	
PROJECT: _____	
DATE(S) OF SERVICE: <u>2024- present</u>	VALUE: \$ <u>140,000</u>

ATTACHMENT E

PRICING SCHEDULE: The offeror shall furnish VMI Cadet Shoes and Boots as specified in this Request for Proposals. Multiple orders may be issued for each item during the contract period and may include a variety of sizes and quantities. If volume discounts are available, please provide that information separately from this price sheet. Otherwise, VMI will assume that the price is constant regardless of the order quantity.

Description	Quantity	Price per Pair	Up-Charge for Special Sizes
Altama Model 629001 Men's leather oxford, black	1 pair	\$85	\$5
Altama Model 629011 Women's leather oxford,	1 pair	\$85	\$5
CAPPS Model 90131, Women's Black Smooth Pump	1 pair		
Belleville Model C390 Combat Boot, Coyote Brown, Unisex	1 pair		

COMMONWEALTH OF VIRGINIA



DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

101 N. 14th Street, 11th Floor
Richmond, VA 23219

BOOTMAKERS LLC

is a certified Small, Micro, Women Owned, Minority Owned Business meeting all the eligibility requirements set forth under the Code of Virginia Section 2.2-16.1 et seq. and Administrative Code 7VAC 13-20 et seq.

Certification Number: 803066
Valid Through: Mar 14, 2028

Accordingly Certified

Willis A. Morris

Willis A. Morris, Director





Report Claims Immediately by Calling*
1-800-238-6225

*Speak directly with a claim professional
24 hours a day, 365 days a year*

*Unless Your Policy Requires **Written** Notice or Reporting

**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

A Custom Insurance Policy Prepared for:

**BOOTMAKERS LLC
5505 HERONS GLN
CLARENCE NY 14031**



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



WH1088 REV 07/16

Equal Employment Opportunity is

THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

*EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement
EEOC-P/E-1 (Revised 11/09)*

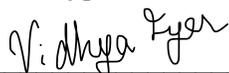
CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Vidhya Iyer, CEO Bootmakers LLC

Typed Name and Title of Certification Official



Signature

May 2nd, 2025

Date

**ATTACHMENT C
SAMPLE CONTRACT**

VIRGINIA MILITARY INSTITUTE

Lexington, Virginia 24450

PROCUREMENT SERVICES

Phone 540-464-7323

Fax 540-464-7669

314 Smith Hall

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: _____

This contract entered into this _____ day of _____ 2025 between _____
_____, SSN/FIN: _____, 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: 

By: LTC Lynn W. Carmack, CUPO, CPPO

For: Bootmakers LLC

For: Virginia Military Institute

Date: _____

Date: _____