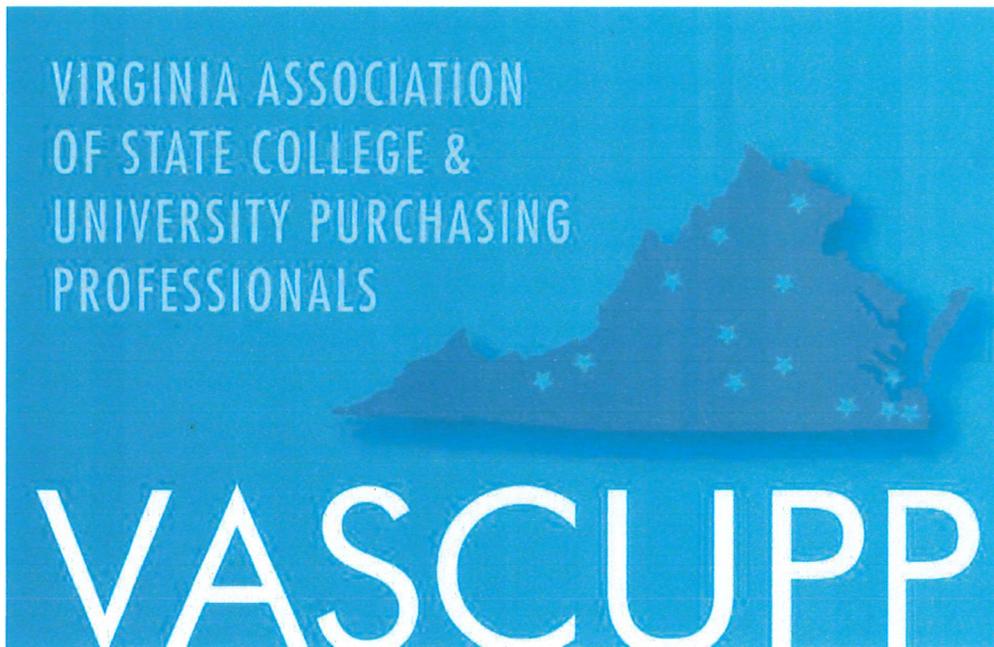




REQUEST FOR PROPOSALS
RFP# V211-25-046
VMI CADET SHOES AND BOOTS
8 April 2025



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:
HANOVER UNIFORM COMPANY

3501 MARMENCO CT
BALTIMORE

MARYLAND Zip Code: 21230

Date: 07 MAY 2025

By: *MARK SYMMES*
(Signature In Ink)

Name: MARK SYMMES

(Please Print)

Title: DIRECTOR, MILITARY SALES

EVA Vendor ID or DUNS number: E10324

Phone: (410) 353-8193

E-mail: MSYMMES@HANOVERUNIFORM.COM Fax: (410) 235-6071

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.



**INVITATION FOR BID
ADDENDUM 1
#V211-25-046
Cadet Shoes and Boots**

25 April 2025

Response to Understanding of Requirements Request:

- Q. What documentation (if any) is needed when shipping Boot Samples?
- A. Shipping manifest or memo with list of boots, male & female by size.**
- Q. Should we include the spec sheet in the Belleville C390 Hot Weather Combat Boots shipping box?
- A. There should be no need for this since the Military Store currently provides the same boot.**
- Q. Size options in Narrow and Extra-Wide have been discontinued for all boot styles by Belleville.
- A. We are aware of and are looking into the matter.**
- Q. Can we still submit the bid for Belleville brand boots with these size options not being available?
- A. Yes, please submit your bid for the Belleville boot. Though you are welcome to submit other boots (in addition to Belleville) if comparable to the Belleville options listed in the RFP for possible consideration.**
- Q. If yes, where should we indicate that sizes are no longer available for Narrow and Extra-Wide?
- A. Make a note on the shipping manifest/memo when listing items in the shipment for our records**

LTC Lynn W. Carmack
Assistant Director of Procurement Services
540-464-7223
carmacklw@vmi.edu

END ADDENDUM 1.
RECEIVED AND ACKNOWLEDGED BY MARK SYMMES, DIRECTOR, MILITARY SALES

MARK SYMMES

Signature

07 MAY 2025

Date

PLAN AND METHODOLOGY AND WRITTEN NARRATIVE AS REQUIRED BY PAGE 9, SECTION IX, B. 2&3)

Hanover Uniform Company has a proud 88- year tradition of supplying the Military School and University Market. We provide all services from garment production, tailoring, embroidery, and customization services to outstanding institutions such as the United States Naval Academy, United States Air Force Academy, Virginia Tech Corps of Cadets, Norwich University, Valley Forge Military Academy and College, and approximately 95% of the Private Military Boarding School and Charter School market in the United States. Hanover Uniform is the premiere uniform provider for the Military School Uniform market in the country.

In the last 7-8 years Hanover Uniform has expanded our business from custom manufacturing of uniforms to partnering with various companies to branch out into other aspects of the Military Uniform Industry. Shoes were one of the first forays into this business that we pursued. Being that shoes are a commodity item and readily available from numerous vendors on the open market, Hanover worked to partner with specific manufacturers to allow Hanover to represent their products and distribute to customers in need of a quality, comfortable shoe to meet any need. We currently work with 4-5 shoe manufacturers who specialize in different styles of shoes. Additionally, we work very closely with our factories and we have recently expanded their business to not only making standard shoes, but into also making custom shoes to fit certain specific needs and requirements not readily available on the open market. For the Black Oxford in this RFP, after experimentation with various other styles from other factories we have found this shoe to be the most durable and comfortable shoe that holds up best to the rigors of Cadet life. Due to this, nearly all of our schools have moved to solely utilizing this style and it is currently worn in very large numbers to numerous military schools and Colleges and has been received extremely well by the cadets and staff. Currently we maintain a fairly large stock of shoes at the distributor at all times in a range of sizes. Our proposal would be for VMI to place their shoe order at the normal ordering time frame of January. We would then bring in all the shoes that were in stock and go into immediate production on any sizes that are not held on the shelf or were potentially back ordered due to not having the quantity numbers to cover VMI's order. We would then add the custom made shoes to the stock shoes and ship in one shipment to VMI for their summer issue. Additionally, VMI could order shoes from stock at any point during the year should they find a need arise. As with all other uniform items currently made for VMI and other schools, the key for us to deliver orders when they are needed is clear communication between Mark Symmes and Virginia Military Institute (which has already been established in the many years we have been working together).

Additionally, as requested, the following written narrative provides an overview the expertise, qualifications, and experience of Hanover Uniform Company. Over the last 20 years Hanover Uniform Company has become the premiere provider of Military Uniforms and accessories in the country with an expert creative and support staff at the core of our business model. All of the tailors at our local facility in Baltimore, as well as our production plant in Georgia, and our new MIL SPEC Factory in Chicago, are highly qualified and undergo a comprehensive training program to ensure the highest level of quality. Our Georgia plant is overseen by over 120 years of collective experience in the manufacture of high end military and commercial trousers, and our Military Spec factory is highlighted by the most innovative procedures, technologically advanced equipment, and precise oversight of specification management

required by the US Government for programs such as the President's Own, Marine Corps Uniforms, etc. All of our production management teams are at the full disposal of Mrs. Cindy Dudley and all VMI staff for any questions, needs, and concerns; and all understand the detailed specifications, intense quality standards, and need for dedicated oversight required for all Virginia Military Institute uniform items. Either of our factories is fully capable of making any item required or needed by VMI at any time.

Hanover Uniform Company takes great pride in using only the most skilled labor, and the highest quality materials in the production of our garments. We also ensure the highest level of customer service through our Director of Military Sales, Mark Symmes. Mark has a professional background that makes him uniquely in the Military School Uniform Market. He is a United States Naval Academy Graduate with 8 years of active duty Naval Supply Corps Officer/Quartermaster experience. During his final tour in the Navy, Mark was responsible for the operation of the U.S. Naval Academy Uniform and Tailor Shop division. His experience and understanding of the requirements of running a successful program stems from his pride in having worn a military uniform, and his unique qualification of actually having procured, overseen quality control, and management of a large scale uniform program at a United States Service Academy.

Unlike our competitors, Hanover Uniform has an entire division dedicated to Military Schools. Mark's ability to dedicate 100% of his time to this specialized group of clients ensures a high quality, competitively priced product, that is delivered on time. This, coupled with an owner, John Mintz, who is 100% committed to the Military School Program, has allowed Hanover Uniform to become the premiere supplier of Military School Uniforms in the United States. Hanover Uniform's other advantage is in the customer service of our Military Division. Unlike other companies, who may have 10-20 people working on different aspects of uniform contracting, manufacturing, quality control, etc., Mark is the only employee at Hanover Uniform Company who is responsible for customer service and oversight of the division. He is the sole contact for any question, comment, concern for any aspect of the entire division, eliminating the need to be routed through a myriad of individuals to satisfy what might be an immediate and emergent need. Should Mark not be available for any reason, John Mintz, the owner and CEO of Hanover Uniform Company, is the only other contact necessary to reach out to. This makes information dissemination, manufacturing procedures, and management of the division more streamlined and efficient for both Hanover Uniform and all of our customers.

The intent of Hanover Uniform Company is to continue to supply Virginia Military Institute with the highest of quality uniforms, exceptional customer service, and availability at all times for any and all that may be needed. We appreciate the opportunity to supply VMI and take great pride in being able to manufacture Uniforms for the Corps of Cadets.

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: MARK SYMMES Phone: 410-353-8193
Email: MSYMMES@HANOVERUNIFORM.COM

Length of Time in this Business: YEARS: 88 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: UNITED STATES NAVAL ACADEMY CONTACT NAME: MIKE STEVENS
PHONE: 410-293-2908 EMAIL: MSTEVENS@USNA.EDU
FAX: _____

PROJECT: VARIOUS MILITARY UNIFORMS FOR MIDSHIPMEN AT US NAVAL ACADEMY
DATE(S) OF SERVICE: 88 YEARS VALUE: \$ 1,450,000

COMPANY: VIRGINIA TECH CORPS OF CADETS CONTACT NAME: DEAN MILLER
PHONE: 540-231-8009 EMAIL: WDMILLER@VT.EDU
FAX: _____

PROJECT: ALL UNIFORMS FOR THE VA TECH CORPS OF CADETS
DATE(S) OF SERVICE: 17 YEARS VALUE: \$ 350,000

COMPANY: MASSACHUSETTS MARITIME ACADEMY CONTACT NAME: FAY GLOVER
PHONE: 508-830-6488 EMAIL: FGLOVER@MARITIME.EDU
FAX: _____

PROJECT: UNIFORMS, SHOES, AND ACCESSORIES FOR MASS MARITIME CADETS
DATE(S) OF SERVICE: 3 YEARS VALUE: \$550,000

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: HANOVER UNIFORM COMPANY
ADDRESS: 3501 MARMENCO CT
CITY/STATE: BALTIMORE, MD 21230
TELEPHONE NUMBER: 800-541-9709
FEDERAL ID NUMBER (FIN): 20-1659916

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

- | | |
|--|---|
| <input 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:

MARK SYMMES
SIGNATURE OF OFFEROR

07 MAY 2025
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 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	\$77.00	
Altama Model 629011 Women's leather oxford,	1 pair	\$77.00	
CAPPS Model 90131, Women's Black Smooth Pump	1 pair	N/A	
Belleville Model C390 Combat Boot, Coyote Brown, Unisex	1 pair	N/A	

ALTERNATIVE SHOE SAMPLES SENT TO VMI FOR EVALUATION 07 MAY 2025

CURRENTLY WORKING WITH DISTRIBUTION CHANNELS TO SELL CAPPS 90131 AND BELLEVILLE MODEL C390 BOOTS AND WILL SUBMIT MODIFIED PRICING UPON ACCOUNT ESTABLISHMENT IAW CONTRACT IF AWARDED UPON RECEIPT.



ATTACHMENT D

UNDERSTANDING OF REQUIREMENTS

RFP #V211-25-046

CADET SHOES AND BOOTS

Virginia Military Institute

Procurement Services

OFFEROR: HANOVER UNIFORM COMPANY

Date: 07 MAY 2025

The following question concerns specifications, Section(number) N/A

Paragraph N/A, page N/A

N/A

All responses to questions will be made by Addendum.

Questions Submitted by: MARK SYMMES
NAME
HANOVER UNIFORM COMPANY
FIRM
410-353-8193
PHONE
MSYMMES@HANOVERUNIFORM.COM
EMAIL

This form may be sent by E-Mail to Lynn Carmack carmacklw@vmi.edu.