

**JWE, Inc.**  
180 Maiden Ln., FL6  
New York, NY 10038  
212.213.8288  
bjinnett@jweinc.net

05/22/2025

**Procurement Services**  
Virginia Military Institute  
Lexington, Virginia 24450-0304

**RE: Proposal Submission – RFP No. V211-25-047 (Tailored Cadet Uniforms)**

Dear Procurement Team,

On behalf of JWE, Inc., we are pleased to submit our proposal in response to **RFP No. V211-25-047 for Tailored Cadet Uniforms**. Please note that this submission is limited exclusively to the cadet uniform portion of the RFP. We are not bidding on the AGSU uniforms currently.

JWE, Inc. is a vertically integrated, minority-owned uniform manufacturer headquartered in New York City. With over 35 years of experience supplying uniform programs to clients in transit, hospitality, healthcare, and other sectors, JWE, Inc.'s submission includes all required attachments, narrative responses, and pricing schedules specific to the cadet uniform specifications, along with confirmation of our ability to meet the stated requirements.

We understand the importance of quality, consistency, and presentation when outfitting cadets at an institution like VMI. Our internal systems, experienced tailoring staff, and fully controlled manufacturing process are built to meet this program's precision and durability standards.

We appreciate the opportunity to be considered and look forward to the possibility of supporting the Virginia Military Institute. Please feel free to contact us with any questions or requests for clarification.

Sincerely,  
**Bryan Jinnett**  
Director of Business Development  
JWE, Inc.  
512.970.7899  
bjinnett@jweinc.net

## Written Narrative Statement

Submitted by JWE, Inc.

JWE, Inc. is a vertically integrated, minority-owned uniform manufacturer with over 35 years of experience producing high-quality, tailored garments for a wide range of industries — from hospitality and food service to retail, transit, and logistics. We manage the full lifecycle of uniform programs, with total control from fabric sourcing and design through production, logistics, and end-user distribution across three continents.

### Experience and Services Offered

JWE supports custom uniform programs for national and international clients, including **UPS Healthcare, MARTA, Burger King, and Sheraton Hotels**. Our services include tailored garment manufacturing, embellishment, inventory management, fulfillment, and customer-specific ordering platforms. We collaborate closely with clients to develop uniform programs that are functional, brand-compliant, and scalable to meet their operational needs.

Our vertically integrated systems are **precise, disciplined, and well-suited for manufacturing uniforms for military cadets and AGSU uniformed personnel**, enabling us to consistently meet high standards of durability, visual uniformity, and quality across large and diverse user groups.

### Staff Expertise and Training

Our production teams include expert pattern makers, quality specialists, and trained tailors who are experienced in meeting the rigorous standards expected in large-scale uniform programs. All personnel involved in manufacturing and finishing are held to strict internal quality benchmarks and receive ongoing training to ensure consistency, durability, and compliance with client specifications. Each production run undergoes multiple layers of inspection throughout the manufacturing process.

JWE's senior management has prior experience supporting cadet uniform programs, including past work with The Citadel, and brings a clear understanding of the expectations and standards required by military institutions. This perspective informs our approach to quality, precision, and consistency throughout the production process.

JWE employees have years of experience supporting uniform programs on a global scale, from sourcing through delivery. Additionally, JWE master tailors are available upon request to support any portion of this contract, including on-site fittings, sample adjustments, or specialty tailoring as needed.

### Company History and Capabilities

Founded in 1988, JWE was established initially as a retail manufacturer for global brands. Over time, the company has evolved from a retail manufacturer to a worldwide uniform provider with vertically integrated operations. Today, JWE operates manufacturing facilities in Asia and maintains warehouses in **New Jersey, Miami (FTZ)** in the United States, as well as in the **Netherlands** and

**Asia**, enabling us to support a wide range of clients with regional responsiveness and logistical efficiency.

We maintain complete control over every phase of production, from custom fabric development and design to final delivery, ensuring consistency, responsiveness, and the ability to meet the specific requirements of each client. Our structure allows us to scale efficiently, deliver on complex program needs, and maintain the high level of quality expected in professional and public-sector uniform programs.

### **Facility Overview**

JWE operates a wholly owned, **state-of-the-art manufacturing facility** equipped with the latest tooling, automated cutting systems, precision sewing lines, and advanced finishing equipment. The facility spans **165,000 square feet** and can employ **over 300 skilled operators at peak production**. All product detailing is completed at the time of manufacture to ensure alignment with precise quality standards. This centralized approach allows us to maintain complete control over workmanship, specifications, and consistency throughout the production process. We have included a link to images of the [\*\*JWE Factory Storyboard\*\*](#).

### **Tailoring and Production Staff**

Our team includes skilled sewers and finishers with decades of experience in delivering customized and high-precision garments. Each member is trained to meet high-volume deadlines without sacrificing garment quality or consistency. For uniform programs requiring tailored details or fit-specific garments, our quality team oversees direct measurements, sample verification, and approval workflows.

### **Use of Subcontractors**

The majority of JWE's work is completed in-house, ensuring full control over quality, consistency, and delivery. While we typically do not rely on contractors, we do maintain a **network of trusted tailors** to support large-scale program rollouts that require in-person fittings or tailoring across multiple locations.

In addition, JWE collaborates with a select group of trade partners to supply complementary items, such as footwear, belts, and accessories, as needed. These partners are carefully determined to ensure they meet the same rigorous standards for quality, service, and ethical compliance as our internal operations.

### **Delivery Approach**

Upon award, JWE will initiate immediate sample development and coordinate with VMI to provide timelines, mock-ups, and a tailored delivery schedule, ensuring all fulfillment is completed on time and to specification.

Our delivery approach will be **factory direct to VMI**. Each cadet's order will be **individually boxed and labeled**, with individual boxes consolidated into larger **master cartons** where

applicable. All garments will be packed under the specific instructions outlined in the RFP to ensure efficient handling and distribution upon arrival at the Institute.



**REQUEST FOR PROPOSAL  
PROJECT #V211-25-047  
TAILORED CADET UNIFORMS and  
ARMY AGSU UNIFORMS**

**22 April 2025**



**Virginia Military Institute**  
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSAL  
**RFP #V211-25-047**

Issue Date: 22 April 2025  
Title: **Tailored Cadet Uniforms and Army AGSU Uniforms**  
Due Date: 22 May 2025 at 2:00 PM EST  
Pre-Proposal Meeting: 1 May 2025 at 11:00 AM EST  
Commodity Code: 20000 / 20010 / 20011 / 20016 / 20044  
Issuing Agency: Virginia Military Institute

Period of Contract: **One Year following Date of Award.** Contract will be annually renewable for four (4) additional years following initial contract period.

**VMI will hold an optional pre-proposal meeting on Thursday 1 May 2025 at 11:00 AM. This meeting will be conducted in the VMI Quartermaster Department, 535 N. Main Street, 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 22 May 2025. No emailed or late proposals will be accepted**

All Inquiries For Information Should Be Directed To: LTC Lynn Carmack, VMI Procurement Services at [carmacklw@vmi.edu](mailto:carmacklw@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. The closing date and time for questions is Monday 12 May 2025 at 2:00 PM**

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:

\_\_\_\_\_  
JWE Inc.  
\_\_\_\_\_  
180 Maiden Ln. FL6  
\_\_\_\_\_  
New York, NY Zip Code: 10038  
\_\_\_\_\_

Date: 05/22/2025  
\_\_\_\_\_  
By: \_\_\_\_\_  
\_\_\_\_\_  
Bryan Jinnett (Signature In Ink)  
Name: \_\_\_\_\_  
\_\_\_\_\_  
(Please Print)  
Title: Executive Director, Business Development  
\_\_\_\_\_

EVA Vendor ID or DUNS number 602158966  
\_\_\_\_\_  
E-mail: [bjinnett@jweinc.net](mailto:bjinnett@jweinc.net)  
\_\_\_\_\_

Phone: ( ) 512.970.7899  
\_\_\_\_\_  
Fax: ( ) \_\_\_\_\_  
\_\_\_\_\_

Minority Vendor:  Woman owned: \_\_\_\_\_ Small Business \_\_\_\_\_ Dept. of Minority Business Enterprise Cert.: \_\_\_\_\_

**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.**

TABLE OF CONTENTS	Page
I. PURPOSE	4
II. BACKGROUND	4
III. SMALL, WOMAN-OWNED AND MINORITY (SWaM) PARTICIPATION	4
IV. VASCUPP EXPANDED COOPERATIVE LANGUAGE	4
V. STATEMENT OF NEEDS	5
VI. PROPOSAL PREPARATION & SUBMISSION	5
VII. EVALUATION AND AWARD CRITERIA	7
VIII. OPTIONAL PRE-PROPOSAL CONFERENCE	8
IX. SPECIFICATIONS – TAILORED CADET UNIFORMS	8
X. SPECIFICATIONS – AGSU UNIFORM	36
XI. SIZING CHARTS	39
XII. DELIVERY DATES	46
XIII. MANDATORY GENERAL TERMS & CONDITIONS	47
XIV. SPECIAL TERMS AND CONDITIONS	53
XV. METHOD OF PAYMENT	54
XVI. PRICING SCHEDULE	56
ATTACHMENTS:	
A. ACCESSORY ITEMS	59
B. CONTRACTOR DATA SHEET	62
C. CONFLICT OF INTEREST STATEMENT	63
D. SMALL BUSINESS SUBCONTRACTING PLAN	64
E. SAMPLE CONTRACT	66
F. UNDERSTANDING OF REQUIREMENTS	67

I. **PURPOSE:** The intent and purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a **contract or contracts** through competitive negotiations to supply tailored cadet uniform items to the Corps of Cadets and the AGSU uniforms and accessories to the Faculty and Staff at the Virginia Military Institute (VMI), an agency of the Commonwealth of Virginia.

II. **BACKGROUND:** Founded in 1839 as the nation's first state military college, the Virginia Military Institute is organized under the laws of the Commonwealth of Virginia and is governed by a Board of Visitors appointed by the Governor. In accordance with the provisions of the Code of Virginia, the 1500 cadets constitute a military corps. Cadets live within a military framework; they wear the cadet uniform at the Institute; live in a barracks; and regularly take part in parades and drills. Select Faculty & Staff of the Institute, in keeping with the military framework, wear the Army AGSU uniform as a part of their position. **It is, therefore, imperative that the continuing supply of articles of uniform be equal or superior in quality to those used heretofore at VMI.**

III. **SMALL, WOMAN-OWNED AND MINORITY (SWaM) PARTICIPATION:**

It is the mission of VMI Procurement Services to obtain quality goods and services at reasonable costs in a professional, efficient, and responsive manner while adhering to the applicable governing laws of the Commonwealth of Virginia and the policies of the Institute.

In compliance with the Memorandum of Understanding authorized through the *Restructured Higher Education Financial and Administrative Operations Act of 2005* and Chapter 829 of the 2008 *Acts of Assembly*, the Institute requires that “all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded.”

It is the policy of the Commonwealth of Virginia and Virginia Military Institute to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. To that end, VMI is fully committed to achieving the standards set forth in the Governor’s Executive Order and **expects its partners to support a goal of no less than 42% spend with SWaM certified vendors. Preference will be given during evaluation to those business entities that are current SWaM certified.** Information regarding certification can be obtained at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov).

Sub-Contracting Reporting Requirements: It is required that the utilization of small businesses and businesses owned by Women, Minorities and Veterans be reported quarterly and that such businesses will be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD). Only those businesses possessing this certification can be reported in an effort to reach the expected goal of 42%.

All potential Offerors are required to submit A Small Business Subcontracting Plan (Attachment C) unless the Offeror is an SBSB-certified SWaM business enterprise.

IV. **VASCUPP EXPANDED COOPERATIVE LANGUAGE:**

CONTRACT PARTICIPATION: Under the authority of the Code of Virginia 2.2-4304. Cooperative Procurement, it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution’s affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the public bodies indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing

institution shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as the need may be.

- V. **STATEMENT OF NEEDS:** The Contractor(s) shall have the capability of providing tailored cadet uniforms to match existing uniforms according to the following specifications and the AGSU uniform for faculty and staff as dictated by the U.S. Army Natick Soldier Systems Center (NSSC). Quality and workmanship shall be defined by control samples of each item submitted by the Contractor.

**A. SAMPLES (CADET UNIFORMS)**

1. **CONTROL SAMPLES:** Two control samples for each uniform item, female and male when applicable, shall be approved by VMI prior to the commencement of production of said uniform item. After VMI approves the sample, VMI will maintain one copy of the approved sample and the contractor will maintain the other approved sample for reference. Any control sample not meeting specifications or an appropriate level of workmanship shall be returned to the contractor for modifications. The contractor shall resubmit the control sample within 21 calendar days after receiving the returned uniform item. Any proposed variance in specifications must be approved in advance by VMI. Control samples must be made at the same location as the production location. If a change in production location occurs, a new control sample(s) shall be submitted to VMI for review and approval prior to commencement of production.
2. **SAMPLE LABELING:** Each control sample shall be identified with a permanent identification tag. This tag should include the garment type, garment size(s) and date of completion. For returned control samples, the date should reflect the modification date.
3. **SAMPLE SIZES:** Sample sizes for female garments shall be 12R. Sample sizes for male garments and unisex garments, except trousers, shall be 44R. Sample sizes for male trousers shall be 36" waist x 30" inseam. Sample sizes, both female and male, will be a part of each annual order.

B. **THREAD.** Invisible thread will not be used on any garment for any purpose.

C. **TAGS.** Tag content and ink color in all garments shall be VMI approved. Ink shall be indelible.

**D. PACKAGING AND SHIPPING.** All coats shall be hung in boxes (with appropriate hangars) in sequential order by chest size and length. There shall be no garment bags used. All trousers shall be folded in boxes in sequential order by waist size and length. There shall be no plastic covering used. Label all boxes with type of uniform item and quantity by size.

VI. **PROPOSAL PREPARATION AND SUBMISSION**

A. **GENERAL INSTRUCTIONS:**

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the Virginia Military Institute Procurement Services and the Buyer of Record for the duration of this Proposal process. Only questions submitted on the Understanding of Requirements Form (attachment E) will be addressed in the form of an addendum.

1. RFP Response

In order to be considered, Offerors must submit a complete response to this RFP. Virginia Military Institute is accepting electronic proposals that should be uploaded through the eVA procurement portal. The eVA solicitation includes a response link that will allow responders to upload their proposals. Any problems with using the eVA system should be addressed to eVA Customer Care using the Supplier Assistance Request Form link found here: <https://eva.virginia.gov/get-help-customer-care.html>

## 2. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being considered non-responsive, and therefore, rejected.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis shall be placed on completeness and clarity of content. Failure to submit all information requested may result in the Institute requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Institute. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- c. The proposal should be combined into a single document before uploading.
- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’s proposal.
- e. All proposals shall be received in eVA before the solicitation closing time, which serves as the official date and time. The eVA system does not allow for uploading late proposals, and they will not be accepted by email.
- f. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protection of Section 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

## 3. Oral Presentation

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Institute. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. The Issuing State agency will schedule to time and location of these presentations. Oral presentations are an option of the Institute and may or may not be conducted. Offerors should ensure that written proposals are

complete.

**B. SPECIFIC PROPOSAL INSTRUCTIONS:**

Proposals should be as thorough and detailed as possible so that the Agency may properly evaluate Offeror's capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. The return of this entire RFP, to include Attachments A, B & C, completed and signed as required.
2. A written narrative statement including:
  - a. The experience and variety of services provided by the Offeror.
  - b. The expertise of Offeror's staff and description of Offeror's training and development program which will assure that all personnel assigned to perform under any resultant contract shall be capable and qualified in the work assigned to them.
  - c. Information regarding the Offeror's company history and experience.
  - d. Information on the production techniques, product quality and quality control.
  - e. Show either by photographs or verbal description the Offeror's manufacturing plant.
  - f. Discuss experience of Offeror's tailors and production staff.
  - g. If Offeror contracts out portion of work required under this contract, provide detailed information on those subcontractors as outlined in the preceding paragraphs of this section.
  - h. Discuss how uniform items will be delivered by the dates indicated earlier in this RFP.

**VII. EVALUATION AND AWARD CRITERIA**

**A. EVALUATION CRITERIA**

Each proposal will be evaluated for full compliance with the RFP instructions to the Offeror and the mandatory terms and conditions set forth within the RFP document. The objective of the Evaluation Committee will be to recommend the Contractor(s) who is most responsive to the described needs of Virginia Military Institute. The proposals shall be evaluated by the Committee using the following criteria:

<b>No.</b>	<b>Criteria</b>	<b>Maximum Point Value</b>
1	Qualifications and Experience / References	20
2	Approach and Methodology	20
3	Capabilities, Skills, Quality – based on submitted samples	20
4	Utilization of Small, Women-owned and Minority-owned businesses	20
5	Price	20
	<b>Total Points</b>	<b>100</b>

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

**VIII. OPTIONAL PRE-PROPOSAL CONFERENCE**: An optional pre-proposal conference will be held on **Thursday 1 May 2025** at **11:00 am, EST** in the Quartermaster Department, 535 N. Main Street, Lexington, VA 24450. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all Offerors having a clear understanding of the specifications/scope of work and requirements for this solicitation, attendance at this meeting is highly encouraged. Attendance at the conference will be evidenced by the representative's signature on the attendance roster.

Attendees should bring a copy of the solicitation for reference. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

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

**IX. SPECIFICATIONS – TAILORED CADET UNIFORMS**

**MALE BRAIDED BLOUSE**

**VMI Approved Sample Size Must Be 44 Regular**

- MATERIAL:** Cadet Gray 18 ½ - 19 ½ 100% Wool Melton or VMI APPROVED EQUIVALENT
- STYLE:** VMI Cadet type (Braided) with contoured (single side seam) body, with its inner structure to fit over actual shoulder, chest, waist, and seat sizes.
- CLOSURE:** Standard Male Closure.
- CUTTING NOTES:**
- a. Seam allowance: Add to forepart 1-1/4" (**Tolerance – 1/4" + 0"**)
  - b. Add to underarm sleeve seam no less than 1-1/2" (but no more than 1-3/4"). Add this extra amount to the backside of the underarm seam only; the front side of the seam must have a seam allowance of 3/8" for alteration purposes. Both seams taper to 3/8" each at 9" above bottom of unfinished sleeve.

- c. Center Back seam has at least 1-1/4" (**Tolerance – 1/4" + 0"**) on each side of the back seam for adjustments.
- d. Back braid distance 16" down from base of collar and has a total inside measurement (measuring from inside right braid to inside left braid—across center back seam) of 5-3/4" on a size 44R (with a tolerance of + or – 1/4").
- e. Styling seams have 3/8" seam allowance on each side of seam with a tolerance of + 1/8" and – 0.
- f. Bottom turn-up of blouse is 1-3/4" (+ or - 1/8") for lengthening purposes
- g. No more than 1/8" Clipping or Notching of garment on any Seam allowances. (NO clipping or notching is preferred.)
- h. The lining of body has a 2 -1/2" total amount (tolerance of + or - 1/2") continuous pleat down the center back from neck area, through the bottom of the skirt of the lining itself. This is for alteration purposes and to allow fullness throughout body of lining. **This continuous pleat is to be folded over and is to be pressed down from the neckline to the bottom of the lining. Pleat at hem is to hang loose (not to be rolled over and sewn down).**
- i. Measurement/size chart is found at the end of Section III of this document.
- j. Neck of blouse to be the same size as the collar size specified in the attached chart. Collar itself to go end to end of blouse when "walked around" (before sewn down). **Tolerance of - 0 and + 3/8"** for body neck.
- k. **There is to be no side panel in any of these blouses.**

**LENGTH:** Length of coat – lower edge front and rear to reach crotch line. Lengths determined by size (short, regular, long, etc.). Length of coat for 44S is 27-1/2", 44R is 28-1/2", 44L is 29-1/2" and 44XL is 30-1/2". There is 1" added to the length for each additional body length. There is a **tolerance of + or - 1/4"**. Lengths are to be graded according to sizes.

**WIDTH:** **The distance between the back center braid when measured 16" down from the base of the collar is to be 4" (tolerance of + or – 1/8")**

**BRAID:** Black Mohair Braid – 1" wide BMF-BLACK-32-091230 from ELC Company, Rice-Coldwater shrunk around bottom, on fronts and on back body seams. The bottom braid is tucked in at side seams only (and not one continuous piece) with no less than 3/4" and no more than 1" hangover past the wool fabric (on each side of the seam) for ease in alterations. **Do not tuck braid into center back seam. Front and back braid is to lay down flat with no puckers or roping.**

**POCKETS:** Inside right breast, horizontal style, set into the right facing. 6" opening with reinforced welted edges of the black wool, facing fabric.

**SWEAT SHIELD:** The sweat shield is secured in the lower part of the armhole, 4" wide and 3-1/2" deep, rounded to fit armhole, made of an absorbent wool flannel, consisting of 85% wool and 15% nylon, double sponged to prevent shrinkage, edged all around with a pre-shrunk bias poly-cotton finishing tape and completely sewn into the armhole area.

## **BODY & SLEEVE**

### **LINING:**

Fully lined coat of black polyester twill or Black Rayon Lining 120 count 60; non-toxic, perspiration resistant, color fast and non-shrinkable with a composition of 124 warp x 72 fill, (quilted chest lining).

The finished hem of the body lining is at least 3/4" (or not more than 1") above the bottom of the blouse and hemmed so it will flag.

Body lining (all the way around the neck area from left front to right front) is basted down before the collar is added to prevent the lining from pulling loose when the collar is removed to be altered.

Sleeve lining is completely sewn into armhole, not tacked.

For ease of alteration, the armhole of the blouse is finished separately. The lining, interfacing, and sweat shields (which are sewn together) are then sewn to the armhole.

Sleeve lining is tacked to sleeve seams just below the elbow to hold the sleeve lining in place.

Sleeve lining turn up at cuff must have a generous 3" turn up (+ 1/2" and - 0").

### **INNER LINING:**

- a. The inner lining is the foundation of the coat and is to carry with it a complete limited lifetime warranty.
- b. The inner lining is to consist of 4 layers.
- c. The principal layer of the coat front is formed of preshrunk highly resilient natural hair canvas of 7.5 ounce per square yard. The hair content is 32% with 36% rayon, 29% cotton, and 3% polyester. The weft and filling yarns are spun from 45% hair, 50% rayon, and 5% polyester to provide superior shaping resilience and bounce. The Hymo canvas is cut and individually shaped to fit each coat for both the left and right coat fronts.

The second layer is an additional chest piece of 4.5 ounces per square yard Monoflex. It is to be 6" x 7-1/2" in dimension and darted in the armhole area. This piece is specifically designed as shoulder reinforcement in finely tailored garments to maintain the shape of the shoulder and chest area of the blouse.

- d. The third layer is unique, being of the same natural hair canvas as the coat front, deeply darted in the upper armhole area to provide natural shape. It is wider than the Monoflex and extends deep into the blouse front for resiliency in this area.
- e. The fourth layer, or felt chest piece area, is a heavy 4.2 ounces per square yard needle punched, supported felt. It extends 14" or more from the shoulder seam. Its shrink proof, non-woven characteristics add more resilience to the chest and area below the armhole.
- f. The entire four-layered inner lining is sewn together with 18-21 rows of zigzag stitching.

### **SLEEVE:**

- a. The sleeve is "felled" into the top of the armhole using a special felling stitch, which allows fullness, evenness, flexibility, and strength.
- b. The bottom half of the armhole is machine lock-stitched to give the greatest strength in this high stress area. For ease of alteration, the armhole of the blouse is finished separately. The lining, interfacing, and sweat shields (which are sewn together) are then sewn to the armhole.
- c. Sleeves are cut utilizing a 60/40 pattern per fine tailoring. They are pitched forward 3-4

degrees in the armhole to allow for arm lift.

- d. The 1" wide Braid (as noted above) on sleeves shall be 3" (**tolerance of + or - 1/8"**) from bottom of sleeve connecting end to end. **The braid seam goes to the back seam of the sleeve.** On the sleeve, the braid extends past the wool at least 3/4" but not more than 1".
- e. There is fusing on the bottom part of the sleeve for stability. Fusing shall be black sleeve wigan #550 from QST (Quick Service Textiles, Inc.) (not fusible) OR Staflex 4310 100% Polyester Thermalbond Non-Woven. 1.8oz/sq.yd. OR VMI APPROVED EQUIVALENT.

**Sleeve fusing to go from bottom of sleeve cuff up 11" for stability and endurance of the sleeve.**

- f. **When attaching the sleeve to the body, the back arm seam of the sleeve must touch the back panel seam of the body.**

**SLEEVE CUFF:**

The cuff of the sleeve and the sleeve lining has a generous **3" (tolerance of -0 and +1/2")** turn under, consisting of fabric and lining, secured and constructed to allow easy altering of sleeve length. This is done utilizing an "easy alter" chain stitch.

**COLLAR STYLE & MEASUREMENTS:**

The sleeve cuff turned under will be tacked to each of the sleeve seams at **the edge of the sleeve cuff material.** The sleeve lining must not hang below the bottom edge of cuff. Collar fronts to be cut "squared" and at right angles to the top and bottom edges. **1-1/2"** wide finished male width (**+ or - 1/16" tolerance here**) **ALL collars are to be this width.**

The following is the desired collar (blouse, coatee/female, and male) dimensional "drop" from top to bottom:

Top measurement to center measurement	1/2" drop
Center measurement to bottom measurement	1/4" drop
TOTAL	3/4" DROP

**ALL COLLAR MEASUREMENTS AND CORRESPONDENCE WILL REFERENCE THE CENTER MEASUREMENT END TO END ONLY! THERE WILL BE +/- 1/8" TOLERANCE HERE**

Example: 17" collar	top measurement	16-1/2"
	center measurement	17"
	bottom measurement	17-1/4"
Example: 18-1/2" collar	top measurement	18"
	center measurement	18-1/2"
	bottom measurement	18-3/4"

**COLLAR INNER**

**FABRIC:**

Inner construction to be of extra firm 2 ply buckram collar material in “natural” color, having a layer of 16 oz. black #1602 wool fabric on each side, sewn with a hidden top seam. The buckram has a thin lining in it called Cramerton or black silesia.

The back lining is not to show above the finished collar. The back lining should measure 2” (+ or - 1\8”)

**COLLAR BRAID:**

The outer portion of the collar must be trimmed all around with braid BMF-BLACK-56-091230 black mohair, 1-3/4" wide from ELC Company (formerly known as Rice Braid). **When sewn, the collar braid is to only hang over not more than 1 rib of the black mohair. This is whether at the top of the collar or the bottom.**

**COLLAR TAB:**

Black wool, self-fabric tab 1-3/4” wide and 2-3/4” long sewn vertically from top to bottom sewn to inside left collar front and extending out to protect wearer's neck from the large metal collar front clasp. This tab to be sewn completely down on the inside edge to prevent the tab from pulling loose.

**COLLAR CLOSURE:**

The collar hook is placed on the right side and the eye placed on the left side. Small black metal clasp (hook and eye) #03-11563-00-01-10401 (hook) / #3-11564-00-01-10401 (eye), 1- 3/8" wide (**0 tolerance here**) to secure the collar front. This part number is specific to Waterbury Button Co. (now known as OGS Technologies).

Hook and eye are sewn tightly (not secured with tape) and flush with end of collar to prevent space between hook and eye when closed. Back and front of collar hook and eye to be sewn **tightly** down.

Excess collar lining (backside of collar) is not to be tucked under at the collar hook and eye. This causes too much “bulk” on the collar ends. Collar lining is clipped to lie flat.

**COLLAR CLASPS:**

Top of 3 collar insert clips are 1/2” below top of collar. Clasp should measure 7/8” long and 3/4” wide. #03-04776-00-00-11900 from OGS Technologies (formerly known as Waterbury Button Co.).

**COLLAR**

**ATTACHEMNT:**

For ease in collar repairs, the collar is sewn onto the garment first (back tacked on each end) and then the lining on the backside of collar must be sewn down separately. There shall be 1\2” seam allowance (no more, no less), for the collar attachment, on the body of the blouse.

**BOTTOM**

**CLOSURE:**

One small hook and eye #11 (3/8”) to be placed 2” from bottom of coat.

The bottom hook is placed on the left side and the eye on the right (opposite of the collar hook and eye) with the hook and eye sewn between the layers of material (not on top of the fabric) to prevent it from pulling a hole in the fabric.

Hook and eye are sewn tightly and flush with edge of braid to prevent space (or overlapping) when closed. The layers of material are sewn down around and in hook and eye.

**FACING:**

**(Black front flap)**

Facing of 16-ounce black cloth well stayed. The facing starts no less than 1/8” and no more than 1/4” below the collar and will finish 1/2” below the zipper (zipper finishes 4” above the bottom of the blouse) on the right-hand side.

**ZIPPER/**

**ZIPPER TAPE:**

Black oxidized Talon heavy-duty brass with an interlocking brass pull slide (or comparable YKK zipper). The zipper pull is placed to right hand side for male blouse. (Zipper pull to follow flap.)

Zipper will begin at top 1/2" (+ 0" and - 1/8" tolerance) below collar seam and extending down the front to 4" from bottom of blouse (tolerance of + or - 1/4").

Zipper to be placed equal distance from edge and to unzip from the bottom. Zipper cannot be sewn against zipper tape. Zipper should be sewn 1/4" from the edge of the zipper to prevent the zipper from getting caught in the binding, causing it to tear.

The zipper is sewn in so the zipper and pull are concealed when zipped and braid is lying flat (braid shall be touching but not overlapping). No part of zipper or its tape shall extend past bottom of black facing.

Ascertain that zipper length is in accordance with size of blouse (short, regular, long, etc.). Zipper teeth are **NOT** to be turned under to make the zipper the proper length.

**FRONT EDGE:** Front edge to have a binding of 65% polyester 35% cotton poplin, 5 oz. to be cut on the bias OR 2120 black broadcloth. This material is to lie snug (not have a "roped appearance") against the wool material edge and not to show past the front braid. Only one row of stitching shall be used to hold this in place for ease of alteration.

- SHOULDER PADS:**
- a. Shoulder pads consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy) or VMI APPROVED EQUIVALENT.
  - b. It is a large semi-oval shape, approximately 4-1/2" x 7-1/2".
  - c. The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding (cloth not to "pull apart" easily).

**THREAD:** Sewn with silk of finest grade (standard silk) for outside stitching and vat dyed mercerized cotton for seaming.

**LAUNDRY TAG:** 2 Ivory linen tags 2" wide, 5" long and centered horizontally. One placed on front lining at bottom right side 4" above lining turn-up (same for male and female). Another tag, same dimensions, goes on panel right beside of this panel. (Total of 2 linen tags.) **Do not place over any seam.**

**LABELING TAGS:** Tag to be sewn onto inside center back of neck 1 to 1-1/2" below the collar, measuring at a minimum of 3"x 3".  
Tag will carry the size of coat (coat size and length), collar and sleeve length, Mfg's name and date of production in permanent ink. A heavy-duty paper tag will be attached securely (not hanging loose) onto the left sleeve with same information.

**FEMALE BRAIDED BLOUSE**  
**VMI Approved Sample Size Must Be 12 REGULAR**

**EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:**

**FEMALE PATTERN:** Standard female closure. **FEMALE COLLAR:** Collar to be 1-1/2" wide.

**FEMALE COLLAR**

**TAB/CLIPS:** Black wool, self-fabric tab 1-1/2" wide and 2-3/4" long to go on RIGHT SIDE OF THE COLLAR (**opposite of the male collar tab**).

Top of collar insert clip to be 1/2" below top of collar.

**FEMALE COLLAR:  
CLOSURE:**

Hook is placed on LEFT SIDE of collar and the eye on right side (**this is opposite of the male blouse collars**)

**FEMALE BOTTOM  
CLOSURE:**

One small hook and eye #11 (3/8") are placed 2" from bottom of coat. The hook is placed on the RIGHT SIDE and the eye on the LEFT SIDE (**opposite of the male collar hook and eye**).

**FRONT FEMALE  
SEAM:**

Seam on each side will run laterally from shoulder seam to blouse bottom for fullness in upper chest area.

**FACING:  
(Black front flap):**

The facing to start no less than 1/8" (and no more than 1/4") below the collar and finishes 1/2" (**tolerance of + or - 0"**) below the zipper on the left-hand side. (NOTE: zipper finishes 4" above the bottom of the blouse.)

**WIDTH:**

**The distance between the back center braid when measured 16" down from the base of the collar is to be 4" (tolerance of + or - 1/8").**

**FEMALE ZIPPER:**

The zipper pull is placed on the LEFT-HAND SIDE for female blouse. (**Pull to follow flap.**)

**POCKETS:**

Inside left breast, horizontal style, set into the left facing. 5" opening with reinforced welted edges of the black wool, facing fabric.

**MALE FULL DRESS COATEE**  
**VMI Approved Sample Size Must Be 44 REGULAR**

**MATERIAL:**

**Cadet Gray 18-1/2 - 19-1/2 100% Wool Melton or VMI APPROVED EQUIVALENT**

**STYLE:**

Single breasted, standing collar, waist length front with full tails having a generous overlapping back vent, with its inner structure to fit over actual shoulder, chest, waist, and seat sizes.

**CLOSURE:**

Standard Male Closure.

**CUTTING NOTES:**

- a. Seam allowance: Add to forepart 1-1/4". (**Tolerance - 1/4" + 0"**)
- b. Add to underarm sleeve seam no less than 1-1/2" (but no more than 1-3/4"). Add this extra amount to the backside of the underarm seam only; the front side of seam is to have an allowance of 3/8" for alteration purposes. Both seams are tapered to 3/8" each 9" above bottom of unfinished sleeve.
- c. Center Back seam will have at least 1-1/4" (**Tolerance - 1/4" + 0"**) on each side of the seam for adjustments.
- d. Styling seams have 3/8" seam allowance on each side of seam with a **tolerance of + 1/8" and - 0.**
- e. No more than 1/8" Clipping or Notching of garment on any Seam allowances. (NO clipping or

- notching preferred.)
- f. Side seam finishes 3-1/2” away from dart for alteration purposes with **tolerance of + or – 1/4.”**
  - g. Measurement/size chart is found at the end of Section III of this document.
  - h. The lining of body has a 2-1/2” total amount (**tolerance of + or - 1/2”**) continuous pleat down the center back from neck area, through the bottom of the skirt of the lining itself. This is for alteration purposes and to allow fullness throughout body of lining. **This continuous pleat is to be folded over and is to be pressed down from the neckline to the bottom of the lining.**
  - i. Neck of coatee to be the same size as the collar size specified in the attached chart. Collar itself to go end to end of coatee when “walked around” (before sewn down). **Tolerance of -0 and +3/8”** for body neck.

**LENGTH:**

Length of coatee (measured from base of collar to bottom of tails) are as follows: 44 Short 30-1/2”, 44 Regular 31-1/2”, 44 Long 32-1/2”, 44XL 33-1/2”. There is a **tolerance of + or - 1/4”**. There is 1” added to the length for each additional body length. There is a **tolerance of + or - 1/4”**. Lengths are to be graded according to sizes.

**FRONT TRIM:**

Eight, double stem rows of Special West Point style “Spear point” design Grip Flex #BR516BLK #516 1/16” Black Round or VMI APPROVED EQUIVALENT with top row beginning 1” from base of collar and bottom row ending 1” (**with a tolerance of + or – ¼”**) from bottom of coatee. Trim rows encircle the **entire buttonhole** over the buttonhole stitching and extend laterally with a slight upward angle. The stem rows are butted together and form the 3-loop trefoil end, finishing in a decreasing width pattern from top to bottom. There is to be terminal decorative button at each trefoil, and eight functional attached buttons 1” from end of trefoil on right side for a total of 24 buttons on front coat.

**SWEATSHIELD:**

The sweat shield to be secured in the lower part of the armhole, 4” wide and 3-1/2” deep, rounded to fit armhole, made of an absorbent wool flannel, consisting of 85% wool and 15% nylon, double sponged to prevent shrinkage, edged all around with pre-shrunk bias poly-cotton finishing tape completely sewn into the armhole area.

**BODY & SLEEVE LINING:**

Both fronts are self-fabric lined with the 18-1/2 to 19-1/2 oz. Cadet Gray Melton wool or VMI APPROVED EQUIVALENT.

The full-length vented tail is also lined with the self-fabric, 18 ½ to 19 1/2 Cadet Gray Melton wool or VMI APPROVED EQUIVALENT.

For ease of alteration, the armhole of the coatee must be finished separately. The lining, interfacing, and sweat shields (which are sewn together) are then sewn to the armhole.

Sleeve lining is completely sewn into armhole, not tacked.

The front lining extends from coat front closure edges, back to the underarm side seams.

The back and sleeves to be lined with QST (Quick Service Textiles, Inc) poly star cream pocketing, **Ivory Polysheen pocketing** OR VMI APPROVED EQUIVALENT.

The lining must have an overlap of 1" in sides for alteration purposes, in a four-piece pattern extending around to the underarm side seams. The lining will end at the waistline and has enough excess from top to bottom of the lining so that the body of the coatee does not pull up when the lining is sewn down. The back lining has a 2-1/2” pleat down the center back in shoulder area, from the collar area through to the waist, to allow fullness.

Body lining at neck (all the way around the neck area from left front to right front) and basted down before the collar is added to prevent same from separating when the collar is altered.

**SLEEVES:**

There will be on each cuff, three rows of Special West Point style "Spear point" trefoil designs of Grip Flex #BR516BLK #516 1/16" Black Round or VMI APPROVED EQUIVALENT with button attached with leather disc and ring at "V" point. Metal discs are NOT allowed. Spear tip end and bars of designs shall be set adjacent. Bottom designs are set up 2-1/2" (**tolerance of - 0 and + 1/2"**) from finished cuff with the trim rows spaced 2" apart.

The soutache is to be centered so the buttons at the center of the soutache run straight down the sleeve. The longest spear point is to go toward the back of the body.

When attaching the sleeve to the body, the back arm seam of the sleeve must touch the back panel seam of the body.

**SLEEVE CUFF:**

The cuff of the sleeve and the sleeve lining has generous **3" (tolerance of - 0 and + 1/2")** turn under consisting of fabric and lining secured and constructed to allow easy altering of sleeve length. This is done utilizing an "easy alter" chain stitch.

The cuff turn under is tacked to both sleeve seams at **the edge of the sleeve cuff material.**

The sleeve lining is not to hang below bottom edge of cuff.

**COLLAR STYLE**

**& MEASUREMENTS:**

Collar fronts to be cut "squared" and at right angles to the top and bottom edges. **1-1/2"** wide finished male width (**1/16" tolerance here**). **ALL collars are to be this width.**

The following is the desired collar (blouse, coatee / female, and male) dimensional "drop" from top to bottom:

Top measurement to center measurement	1/2" drop
Center measurement to bottom measurement	1/4" drop
TOTAL	3/4" drop

Example:	17" collar top measurement	16-1/2"
	center measurement	17"
	bottom measurement	17-1/4"

Example:	18-1/2" collar top measurement	18"
	center measurement	18-1/2"
	bottom measurement	18-3/4"

**ALL COLLAR MEASUREMENTS AND CORRESPONDENCE WILL REFERENCE THE CENTER MEASUREMENT END TO END ONLY! THERE WILL BE + OR - 1/8" TOLERANCE HERE.**

**COLLAR/INNER**

**FABRIC:**

Collar is self-lined with grey wool (same wool as listed under material). Inner construction to be of extra firm 2 ply buckram collar material in "natural" color, having a layer of 16 oz. black #1602 wool fabric on each side, sewn with a hidden top seam. This wool fabric is not to show above the finished collar. The buckram has a thin lining of Cramerton or black silesia.

**COLLAR TRIM:**

The edges will be "framed" in trim which is wider than the coatee soutache. This trim shall be ELC Industries #BR7296BLK 0N0023-7296 1/8" tubular braid or VMI APPROVED EQUIVALENT set flush

to edges (no grey wool to show between finished top and bottom).

End of collar trim braid must be sewn down, (not hanging loose), on backside of collar, on the left side, bottom end of the collar.

**COLLAR  
SOUTACHE:**

Place a special West Point style “spear point” trefoil design of Grip Flex #BR516BLK #516 1/16” Black Round or VMI APPROVED EQUIVILENT on each side of collar to form a 3-loop spear tip special trefoil design.

This design must start 1" (**tolerance of -0 and + ¼"**) in from edge of collar.

Design is **3-1/4"** long and the bars of the design are set adjacent. Collar soutache is to be graded to size of collar.

**COLLAR TAB:**

Black wool, self-fabric tab 1-3/4” wide and 2-3/4” long sewn vertically from top to bottom sewn to inside left collar front and extending out to protect wearer's neck from the large metal collar front clasp. This tab shall be sewn completely down on the inside edge to prevent the tab from pulling loose.

**COLLAR CLOSURE:**

Large black metal clasp (hook and eye) #03-11563-00-01-10401 (hook)/#3-11564-00-01-10401 (eye), 1-3/8" wide (**0 tolerance here**) to secure collar front. Hook and eye are to be sewn tightly (not secured with tape) and flush with end of collar to prevent space between hook and eye when closed. The collar hook is placed on the right side and the eye is placed on the left side.

**Back and front of collar hook and eye to be tightly sewn down.**

Excess collar lining (backside of collar) is **NOT** tucked under at the collar hook and eye. This causes too much “bulk” on the collar ends. Collar lining to be clipped to lie flat. The back lining should measure 2” (+ **or -1\8"**).

**COLLAR CLASPS:**

Top of 3 collar insert clips to be ½” below top of collar. Clips should measure 7/8” long and 3/4” wide. #03-04776-00-00-11900 from OGS Technologies (formerly known as Waterbury Button Co.). A button is centered at loops on soutache, sunk, and fastened with rings (no leather washer).

**COLLAR  
ATTACHMENT:**

For ease in collar repairs, the collar must be sewn onto the garment first (back tacked on each end,) and then the lining on the backside of collar shall be sewn down separately.

There is a half inch seam allowance (no more, no less) for the collar attachment on the body of the coatee.

**BUTTONS:**

There must be 44 buttons on each coatee. All buttons shall be gilt 33 Ligne VMI style (i.e., of superior quality).

All front buttons, collar buttons and two waist buttons on back shall be long shank.

The eight, center front closure buttons are functional, sewn to coat and shall have a plastic backing button on the inside. Tail buttons and sleeve buttons must be short shank.

All except front closure buttons and collar buttons are pulled snug and fastened with leather disk and wire ring. Metal discs are not allowed.

**BUTTONHOLES:**

Buttonholes for the eight front functional buttons must be the cut-first style, allowing greater durability and enhanced appearance. Trim rows shall encircle the **entire buttonhole** over the stitching and extend laterally with a slight upward angle.

**Soutache and stitching around the buttonhole must encircle the complete buttonhole so as not to**

**pull apart.**

**CLOSURE:**

Standard male closure. The top closure button is parallel with the end of the collar. Center front opening with eight functional buttons/buttonholes down center, soutache to end 1/2" from edge of coatee with the button placed 1" from end of soutache. At the top of coatee, at collar, the right under portion of the front closure extends laterally to finish a full 1-1/2" wider than the front centerline (overlap) of the coat. The left front (with buttonholes) finishes 3/4" laterally, wider than centerline and must have an upward angled cut at the top edge.

**BACK & TAIL:**

Four piece back with body seams finishing 6-1/4" apart from each other (**total tolerance here of + or - 1/4"**) at waistline on a 44R.

The Center back vent is **not** to be sewn through the lining and has a 2" overlap, with the overlap finishing 1" from the right-side body seam extension.

The bottom row of the vent stitching will be in line with the waist seam.

Bottom of tails are left open and even (lies flat and is straight across) unclipped, unfinished edges. Tails are self-lined. Side edges of tail & the vent edge are top stitched. Bottom of tails are to be back tacked (not bar tacked) at the end of the tails (front side of coatee and lining) to prevent the seam from coming loose. Outside curve of tails on a size 44R to finish 10" out from back body seams at waistline. The tails will finish 17" wide at unfinished bottom from corner to corner.

Both tails must have three V-rows of West Point Style "Spear point" trefoil designs of Grip Flex #BR516BLK #516 1/16" Black Round or VMI APPROVED EQUIVALENT. Bars of designs to be set butted. A button is placed at each "V" point. Each "V" trim row shall be spaced 2" apart at centers. The inboard edge (shortest spear point) of each "V" row to be set no less than 1-1/4" out from tail seams with tip of inboard spear tip 2" below waistline seam and the bottom "V" point 4" from bottom raw edge of Short Coatee, 5" Regular Coatee 6" Long Coatee and so on. The size of the soutache is graded according to the size of the tail. The longest spear point must point to the outside edge of tails.

Three additional buttons are to extend down each body seam continuation (on the side without the soutache), close to the seam but not in the seam; top button is attached at waistline seam; middle button is even horizontally with the middle "V" trim button, and bottom button is attached 1" above the bottom of the tail. These three buttons are not spaced equidistant from each other. The middle button is positioned closer to the top button than it is to the bottom button.

The tails are interlined with a fusible reinforcement. The Base is 86% Viscose and 14% polyester (Wt. in G/M2 is 91). The Warp is 100% Polyester, the Weft 100% Viscose. The Coating is Polyamide Mesh:17 (Wt. in G/M2 is 17). The total weight in G/M2 is 108. Inserted from outer edge of each tail, the back body seam extension.

**SHOULDER PADS:**

Shoulder pads to consist of heavy density, 100% premium grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy). It is a large semi-oval shape, 4-1/2" x 7-1/2". The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding or VMI APPROVED EQUIVALENT.

**THREAD:**

Sewn with silk of finest grade (standard silk) for outside stitching and vat dyed mercerized cotton for seaming.

**LAUNDRY TAGS:**

White linen (blank) 2" wide and 12" long, set vertically, and be sewn to right narrow panel of tail lining, starting no less than 1/2" and no more than 3/4" up from tail bottom, and must not cover seams or seam allowances. Grading for smaller sizes that will not allow a 12" linen tag is permitted.

**LABELING TAGS:**

Tag to be sewn onto inside center back of neck 1 to 1-1/2" below the collar, measuring at a minimum of 3"x 3".

Tag will carry the size of coat (coat size and length), collar and sleeve length, Mfg's name and date of

production in permanent ink.

A heavy-duty paper tag will be attached securely (not hanging loose) onto the left sleeve with same information.

**FEMALE FULL DRESS COATEE**  
**VMI Approved Sample Size Must Be 12 REGULAR**

EXACT SAME SPECIFICATIONS **AS MALE WITH EXCEPTIONS** NOTED BELOW:

- FEMALE PATTERN:** Standard female closure.
- FEMALE COLLAR:** Finished collar height to be 1-1/2 " for **ALL collars** (1/16" tolerance here).
- FEMALE COLLAR SOUTACHE:** Trefoil design on collars is **3-1/4"** and the bars of the design are set adjacent, graded for sizing of collar.
- FEMALE COLLAR TAB/CLIPS:** Black wool, self-fabric tab 1-1/2" wide and 2-3/4" long (goes on the RIGHT SIDE OF THE COLLAR---**opposite of the male collar tab**)
- Top of collar insert clip is 1/2" below top of collar.
- FEMALE COLLAR CLOSURE:** Hook is placed on LEFT SIDE of collar and the eye on right side (**this is opposite of the male blouse collars**).
- BUTTON PLACEMENT:** Functional buttons are set back 1/2" from end of braid; **NOT 1" like the males**.
- FRONT FEMALE SEAM:** Seam on each side to run laterally from shoulder seam to coatee bottom for fullness in upper chest area.
- BUTTON BUTTONHOLES:** Same specifications as male with exception of buttons on left side and buttonholes on right of garment.
- BACK & TAIL:** Outside curve of tails on a size 12R finishes 8" out from back body seams at waistline. The tails are to finish 15-1/2" wide at unfinished bottom from corner to corner.
- CUTTING NOTE:** Side seams finish 2-1/2" from dart for alteration purposes with a **tolerance of + or - 1/4"**.

**OVERCOAT (UNISEX GARMENT)**

**VMI Approved Sample Size Must Be 44 x 51** (specifications based on this size)

A size 44 overcoat must fit over a size 44 gray blouse with ample room for movement.

- MATERIAL:** Cadet Gray 18 ½ - 19 ½ 100% Wool Melton or VMI APPROVED EQUIVALENT
- STYLE:** West Point Cadet - with cape. No side edge - skirt front. **Solid panel front (no waist seam in fronts of**

**overcoat).**

**CLOSURE:** Standard Male Closure.  
**LENGTH:** To be cut determined by measurement from base of collar, to bottom raw edge. Length ordered are 41", 43", 45", 47", 49", 51", 53", 55", 57", and 59".  
**BODY AND SLEEVE LINING:** Fully lined with black poly-twill.

Bottom of body lining to be hemmed so it will flag with a 1" hem and a 3/4" turn under, 6" shorter than bottom overcoat (**tolerance of + or - 1/2"**). Bottom of back lining at waist also to be hemmed so it will flag and finish with a 1" hem and a 3/4" turn under.

Sleeve lining is completely sewn into armhole, not tacked. Sleeve lining is tacked to sleeve seams just below the elbow to hold the sleeve lining in place. The sleeve lining is not to hang below bottom edge of cuff.

**No sweatshields.**

Sleeve lining turn up at cuff must have a generous **3"** turn up (+ **1/2"** and - **0"**)

**SLEEVE:** Length must be graded according to full lengths of coat as follows: 47" length coat is to have a 16" length sleeve, 49" length coat is to have a 17" sleeve, 51" length coat is to have 18" sleeve, 53" length coat is to have a 19" sleeve etc.

Sleeves are to have 1/2" seam allowance on each side of the sleeve seams (**tolerance of + or - 1/8"**). This is for alteration purposes.

**Sleeve fusing to go from bottom of sleeve cuff up 11" for stability and endurance of the sleeve.**

**SLEEVE CUFF:** The cuff turn under is to be tacked to each of the sleeve seams.  
The cuff of the sleeve and the sleeve lining has generous **3"** (**tolerance of - 0 and + 1/2"**) turn under consisting of fabric and lining secured and constructed to allow easy altering of sleeve length. This is done utilizing an "easy alter" chain stitch.  
The cuff turn under is tacked to both sleeve seams at **the edge of the sleeve cuff material**.  
The sleeve lining is not to hang below bottom edge of cuff.

**SLEEVE MEASUREMENT:** Width of sleeve bottom shall be 15" inside measurement (+ or - 1/4" tolerance). Other sizes graded for proportion.

**BACK:** Two piece back-vent: hook on vent lining must reach skirt seam. Seam on back part of skirt shall be made with a 3/4" pleat continuing to bottom of overcoat. Pleat to fold toward center back of overcoat from waist to bottom. Bottom of skirt at pleat has a single row of **gray** stitching starting 2" up at the pleat running diagonally (away from pleat) to the edge of the seam allowance.

**COLLAR:** Both top collar and under collar will be cut in one piece.

**COLLAR STAND AND FALL:** Falling stand has a 2" stand and a 2-3/4" fall.  
The 2" stand will have a **tolerance of + or - 1/8"**.  
The fall must have a **tolerance of + or - 1/4"**.

Wool at top of collar to lay flat against buckram. In order for this the bow of the collar shape is to curve upward on ends for placement to garment.

Excess collar lining (backside of collar) **is NOT** to be tucked under at the collar hook and eye. This causes too much “bulk” on the collar ends. Collar lining is clipped to lie flat.

## **COLLAR**

### **MEASUREMENT:**

ALL COLLAR MEASUREMENTS AND CORRESPONDENCE WILL REFERENCE THE CENTER MEASUREMENT END TO END ONLY!  
THERE WILL BE + **OR** – 1/8” TOLERANCE HERE.

Collars to be graded accordingly to size (18” collar on size 40 overcoat, 19” on size 42 overcoat, 20” on size 44 overcoat, 21” on size 46 overcoat (+ **OR** – 1/8” tolerance).

**There is to be no loop or chain in the neckline.**

### **COLLAR INNER**

#### **FABRIC:**

Inner construction to be of extra firm 2 ply buckram collar material in “natural” color.

Buckram in collar not to be notched.

#### **COLLAR CLOSURE:**

Large black metal clasp (hook and eye) #03-11563-00-01-10401 (hook) / #3-11564-00-01-10401 (eye), 1-3/8" wide (**o tolerance here**) to secure collar front.

Hook is placed on the right side and the eye is placed on the left side. Hook and eye are sewn tightly (not secured with tape) and flush with end of collar to prevent space between hook and eye when closed.

Back and front of collar hook and eye to be **sewn down tightly**.

#### **BUTTONS:**

Waterbury gilt VMI 33-ligne and 23-1/2 ligne.

Two rows of five buttons on front (33 ligne). Top buttons are to be graded (9" on size 44) apart, measuring from center to center of buttons, and bottom buttons shall be 5-1/2" apart, measuring from center to center of buttons.

All buttons are sewn through both layers of material-not sunk, except two back buttons, at waist, which are sunk and held with ring and washer.

Buttons on left front must be short shank.

Buttons on right breast (functional) need to be long shank.

The two back buttons are placed above (approx. 1/8") the vent stitching and just inside the back seams.

#### **BUTTONHOLES:**

Five buttonholes on left front of overcoat. No buttonholes on right front. Top buttonhole is 1-1/4" from top edge. **Bottom button and buttonhole must be at the waistline.**

**Soutache and stitching around the buttonhole must encircle the complete buttonhole as not to pull apart.**

Buttonholes to be made with black "B" poly-cotton over #8 black gimp.

#### **FACING:**

Facing of forepart above waist are large as forepart itself. It may be pieced on side and shoulder. Skirt will not be faced – 1-3/4" turn-back.

#### **BIB:**

From front of collar stand to edge of forepart to be approximately 5-3/4" finished. (+ **OR** – 1/4” tolerance).

- CANVAS:** Heavy Hymo with white herringbone synthetic haircloth with white felt over chest and shoulder. Black Silesia stay on each front of canvas.
- SHOULDER PADS:**
- Shoulder pads consist of heavy density, 100%PREMIUM grade preshrunk "Harsh" quality combed Indian cotton ("Harsh" quality being resilient, bouncy) or VMI APPROVED EQUIVALENT.
  - It is a large semi-oval shape, 4-1/2 "x 7-1/2".
  - The entire pad is covered with print cloth and quilt stitched throughout to prevent wadding.
- EDGE STITCHING:** Single stitched 1/2" from edge of garment. Stitched with Size "A" **gray** silk.
- SEAMS:** Plain. Stitching of Size "A" vat dyed mercerized cotton.
- BOTTOM:** Raw edge.
- LABELING TAGS:** Tag will indicate chest size, length of overcoat, collar size, sleeve length, Mfg. name and date of production. This shall be in permanent ink, on a Poly-cotton tag and is sewn on the outside of the inside patch pocket about 1" from top edge. On left sleeve is a heavy-duty paper tag with same information as that on the exterior of inside pocket. No tags are to hang loose.
- LAUNDRY TAG:** A white linen tag, 2" wide and 12" long, must be placed vertically, 7" up from the finished bottom of the lining (not wool coat itself) on left inside lining and 3" from the edge of the coat.

## **OVERCOAT CAPE**

- LENGTH:** Cape length shall just touch the top of the back buttons (not to cover buttons).  
Cape is made without shoulder seams except for cases involving a chest size of 52" and larger as needed.
- PLACEMENT:** Cape is sewn in collar seam to within 1-1/4" (+ **OR** – 1/8") of end of collar at front.  
Front edge of cape not to show any red when sewn into the collar.
- BUTTONS:** Seven buttons (23-1/2 ligne), Gilt VMI buttons are sewn on (not through & through) 1" from edge.  
Bottom button is sewn 2" from bottom of cape.
- BUTTONHOLES:** Seven buttonholes on left front of cape, machine-made, with black "B" poly-cotton over #8 gimp.  
Only the Bottom buttonhole is functional and must be 2" from bottom of cape and cut. Cape is not to be buttoned in front, but to hang edge to edge - at top only.
- LINING:** M.J. Cahn Co., Inc. 100% red wool # 474-5400 11½ - 12 oz. To extend to bottom edge with red not to show on outside.  
Bottom of cape must be single stitched 1/4".  
  
Front of cape is turned back 2" to form a narrow facing and stitched through and through on raw edge, catching scarlet lining, 1-3/4 inches from edge, and be stitched with Size "A" **gray** poly-cotton thread.

**DUTY JACKET (UNISEX GARMENT)**  
**VMI Approved Sample Size Must Be Size 44 R**

- MATERIAL:** 16 Oz. 100% wool Raeford whipcord 8145 Black, sponged, and pre-shrunk.
- STYLE:** Hip length.
- CLOSURE:** Standard male closure
- PATTERN:** Patterns must accommodate chest sizes in EVEN measurements (32", 34", 36", 38", etc.) And coat lengths XS, S, R, L, XL, 2XL, 3X, etc.  
Special length patterns may also be required of contractors.
- POCKETS:** To be on the left inside 5" wide and 7" deep (+ or - 1/4" tolerance) with a bar tack on each side of the pocket. Pocket to have a self-fabric band at the top to reinforce the pocket strength.
- BACK:** One piece back.
- WAIST BAND:** Separate stretch waistband 2" wide, around bottom of coat to front. Waistband material to consist of:100% Stretch Nylon 2 x 2 Rib Knitted fabric 750AH31BLK.
- SHOULDER SEAM:** Shoulder seam shall be topstitched 3/16" topstitched to the backside.
- LINING:** Coat body and sleeves is fully lined with black quilted material (1"x 1-1/2" diamonds #525-1), satin finished, and polyester twill for durability and breathability.  
  
Lining must withstand the 400-degree heat seal machine used for VMI I. D. tag.
- COLLAR & SLEEVE CUFFS:** Collars and cuffs procured from Strauss Knitting Mills Cuffs--- 100% Stretch Nylon 2 x2 Rib Knitted Flared Cuff 750ch7x3blk and Collars -- 100% stretch nylon 2 x 2 rib knitted fabric 750AH31BLK.  
  
Sleeve cuffs are to have a finished (outside) measurement of 3" (with a tolerance of + or - 1/8"), when measured from the actual cuff seam to the bottom of the cuff.
- ELBOW PATCH:** Patches shall be added to the elbow of the duty jacket. Patches are made with the same material as the duty jacket itself, with a heavy interfacing. Patches should be square with a minimum of 3/8" turn under (tolerance of + or - 1/8"). Patches should not be sewn into the arm seam; the patch should butt against the seam for easy removal. Patch size should be graded by the size of the duty jacket.  
  
SIZE 32-38 needs to be 6.5 X 6.5 finished  
SIZE 40-46 needs to be 7 X 7 finished  
SIZE 48 and up needs to be 8 X 8 finished
- ZIPPER CLOSURE:** Standard Male closure consisting of Heavy-duty black metal (Talon or YKK zipper), sandwiched and butted, center front and end 5/8" from bottom of jacket. (Tolerance of + or - 1/4")  
  
The zipper shall be sewn in so that the zipper and pull are concealed when zipped without grabbing material on either side. Lying flat, abutted, and not overlapping.
- SHOULDER PADS:**
- a. Shoulder pads are to consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton ("Harsh" quality being resilient, bouncy) or VMI APPROVED EQUIVALENT.
  - b. It is a large semi-oval shape, 4 1/2 "x 7 1/2".

- c. The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding.
- d. Shoulder pads of “needle-punched” synthetic “cotton” are not acceptable. Stiffeners of stay-cloth are not acceptable.

**LABELING TAGS:** Tag to indicate size of coat (coat size and length), Mfg’s name and date of production in permanent ink. Laundry tag of white linen 3" x 5" and placed horizontally 1/2” to 3/4” below labeling tag, inside center back.

**LAUNDRY TAG:** Tag shall be sewn onto inside center back of neck 3/4” to 1” below collar, measuring a minimum of 3”X 3”

**MALE HIGH RISE WHITE TROUSERS**  
**VMI Approved Sample Size Must Be Size 36 X 30**

**MATERIAL:** 100% cotton, 8.5 oz. /sq. yard from Hamburger Woolen Co. or VMI APPROVED EQUIVILENT.

**STYLE:** High-rise cadet with full-length front fly of 12” (on a REGULAR length) with a **tolerance of –1/2” and +1”**.

**PATTERN:** Standard male closure.

Full 9” increase from waist to seat (making a 36” waist to have a 45” seat). **Tolerance here of -0” and + 1/4”**. Seat measurement to be measured 1” above front bar tack at bottom of zipper. **Tolerance here of -0” and + 1/4”**.

Finished measurements shall be:

- Out seam is 44”
- Front rise 15-1/2”
- Back rise 20-1/2”
- Bottom measurement is 19” (all have **tolerances of + or -1/4”**).

**A full cut with ample room in seat, thigh and ankle areas, being non- restrictive for marching.**

**RISE:** 1-1/4" higher than standard (regular) rise.

**MEASUREMENTS:** Actual waist size must be in accordance to measurement at inside top of closed waistband.

**WAIST & HEM**

**TOLERANCE:** All trousers have a waist measurement **tolerance of +or -1/2”**. There is **NO** tolerance on the hem of the trousers.

**OUTLETS:** There will be a **1-1/4” outlet (tolerance– 1/4” + 0”)** on each side of back seam. Thigh has an outlet of a total of 1” (+ or - 1/4”) on the back side of the trouser leg tapered back into the normal seam allowance at the knee. (This is for alteration purposes.)

**HEM:** Cuffs have no less than a 3" hem (and no more than 3-1/4” hem) with a 3/4” turn under to prevent raveling (turn under should not be top stitched before turning under). The hem is stitched through and through, not blind stitched.

**WAISTBAND:** Continuous style waistband, with a self-fabric waistband curtain. This curtain **to have** a finished width of no less than 2” wide and not more than 2-1/4” wide.

Fusing inside waistband (for stiffness) to consist of Staflex 4310 100% Polyester Thermal bond non-woven 1.8oz/sq. yd. or VMI APPROVED EQUIVALENT.

Waistband curtain is sewn down before the backseam is sewn together.

There is through and through topstitching all around the top of trousers (except for FOB pocket) no less than 1-3/4" and no more than 2" down from the top of the waist.

One single bar-tack is placed at the top of waist back seam for reinforcement.

**No Snug-Text in waist band.**

**BELTLOOPS:**

None.

**POCKETS:**

Fob style, 4" deep with an opening **2-3/8"** wide made of self-fabric. Pocket set into the top seam at right front, to hang between the outer fabric and the waistband curtain.

1 Bar tack at each edge of opening.

**ZIPPER/  
ZIPPER TAPE:**

Solid brass 10" Talon zipper or YKK **with first quality, preshrunk** white zipper tape.

Extend zipper teeth no less than 1/2" into waistband. Zipper has a stop at the bottom of the zipper teeth only.

The zipper tape is sewn completely down the length of the tape twice, on the top fly side. One row of stitching is sewn securely at the edge of the zipper tape and the 2<sup>nd</sup> row of stitching to go down 1/8" away from the zipper teeth.

**FLY OPENING:**

Top of waistband fly to secure with a white bone button/buttonhole feature.

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

**French fly tab to button across left inside front.**

**BUTTONS:**

Buttons must be white, 27 Linge, style #1899, color white.

The closure button is sewn on left underneath side with stitching visible on outside of waistband. French fly button is on the left inside without the stitching being visible at outside of trouser waistband.

**BUTTONHOLES:**

To be stitched completely to cover entire buttonhole without any excess material showing. Stitching will not cross any seam and when buttoned, lie flat.

French fly tab to button across left inside front.

**CROTCH:**

Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process. Seam allowance should only be 1/2" (+ or - 1/8")

**BOTTOMS:**

Plain cuff. No "taper" to trouser leg. Straight bottoms. Trousers are to be finished.

**Invisible thread of any type is not acceptable.**

**LABELING TAGS:**

Tag must be permanently sewn to waist curtain over fob pocket: with waist size, length, and fabric content, name of manufacturer, date of production, printed in permanent ink, as not to fade out in our laundry process.

Heavy-duty paper tag sewn to outside waistband at left hip with same information.

**FEMALE HIGH RISE WHITE TROUSERS**  
**VMI Approved Sample Size Must Be 12 Regular**

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

**STYLE:** High rise Cadet, with full length front fly of 12” on a Regular length with a tolerance of -1/2” and +1/2”. Standard female closure.

**WAISTBAND**

**TOPSTICHING:** Waistband curtain is sewn down before seams are sewn together. This curtain is to have a finished width of not less than 1-1/2” and not more than 1-3/4” wide.

**FEMALE**

**PATTERN:** Full 12” increase from waist to seat i.e. 43” on size 12R (31” waist on a size 12R).

Waist to be 31”  
Seat to be 43”  
Inseam to be 30”  
Out seam to be 43-1/2”  
Front rise to be 14”  
Back rise to be 19”  
Bottom measurement to be 19”

**Inseam lengths on female trousers are to be as follows:**

X-Petite	28” inseam
Petite	30” inseam
Regular	31” inseam
Tall	32” inseam
XTall	35” inseam

**ZIPPER/**

**ZIPPER TAPE:** Solid brass 9” Talon YKK zipper with first quality, preshrunk white zipper tape.

**FLY/**

**FLY OPENING:** French fly tab to button across right inside front.

**MALE REGULAR RISE WHITE TROUSERS**  
**VMI Approved Sample Size Must Be Size 36 X 30**

**MATERIAL:** 65% Polyester – 35% Cotton

**STYLE:** Regular rise with 7 belt loops and a continuous style waistband with full-length front fly of 9-3/4” (on a REGULAR length) with a tolerance of -1/2” and +1/2”.

**PATTERN:** Standard male closure.

**For alteration purposes, these trousers are to have 4 darts total. 2 on each side of the back seam.**

**No drill holes at end of darts as these darts are used for alteration purposes.**

Full 9" increase from waist to seat (making a 36" waist to have a 45" seat). **Tolerance here of -0" and + 1/4"**. Seat measurement to be measured 1" above front bar tack at bottom of zipper. **Tolerance here of -0" and - 1/4"**.

A full cut with ample room in seat, thigh, and ankle areas, being non- restrictive for marching. There are two seat darts to reduce fullness from seat to waist.

**RISE:** Regular.

**MEASUREMENTS:** Actual waist size is in accordance to measurement at inside top of closed waistband.

**The actual inseam measurement is to be 1" longer than stated on the tags placed on garment due to shrinkage after laundering.**

**WAIST & HEM TOLERANCE:** All trousers have a waist measurement **tolerance of + or - 1/2"**. The tolerance for the hem length is same.

**OUTLETS:** All edges of seams and outlets are serged in a professional, high-quality manner, eliminating the possibility of raveling.

There is a **1-1/4"** outlet (**tolerance – 1/4" + 0"**) on each side of back seam.

Thigh has an outlet of a total of 1" (**+ or - 1/4"**) on the back side of the trouser leg tapered back into the normal seam allowance at the knee. (This is for alteration purposes.)

Center back seam to have a minimum 1-1/2" let-out and a maximum of 2" on each side of the waist seam. All seam edges are to be serge stitched. NOT TO BE Plain cuff, no taper to trouser leg, straight bottoms.

**HEMS:** Cuffs have no less than a 3" hem (and no more than 3-1/4") hem with no turn under. The hem will be serged on the edge, and blind stitched (not sewn through and through).

**WAISTBAND:** Continuous style waistband, with a self-fabric waistband curtain. This curtain to have a finished width no less than 2" wide and not more than 2-1/4" wide.

Fusing inside waistband (for stiffener) consists of Staflex 4310 100% Polyester Thermal bond non-woven 1.8oz/sq. yd. or VMI APPROVED EQUIVALENT. Waistband curtain is sewn down before back seam is sewn together .

There is thru and thru top stitching completely around the top of trousers (except for FOB pocket) no less than 1-3/4" and no more than 2" down from the top of the waist.

One single bar-tack to be placed at the top of waist back seam for reinforcement  
No Snug-TEX in waist band.

**BELTLOOPS:** Seven **white** belt loops finishing at outer top of waistband 3/4 "wide and 2-1/2" long tucked back (not sewn into waistband) and sewn at bottom.

Top of belt loop not to be tucked into waistband itself.

**Belt loops to have outer stitching on the bottom of the belt loop (not top).**

**Placement of belt loops are as follows:**

- **Center Back: 1 belt loop on the center back seam**
- **Side seams: 1 belt loop placed on each of the side seams**
- **Back: 1 belt loop placed touching the inside darts (towards the center back)**
- **Front: 1 belt loop placed ¼” from fob pocket. The other side front belt loop to be placed equal distance from sideseam as other front belt loop.**

**POCKETS:**

Fob style, 4” **inside depth** with an opening of **2-3/8” (tolerance of + or - 1/8”)**, wide made of self-fabric.

Pocket set into the top seam at right front and hang between the outer fabric and the waistband curtain.

**Pocket placement graded to allow for proper placement of front belt loop so as not to be too close to zipper fly.**

1 bar tack at each edge of opening.

**ZIPPER/**

**ZIPPER TAPE:**

Solid brass Talon zipper or YKK **with first quality, preshrunk** white zipper tape. LENGTH: Standard per size grading.

Extend zipper teeth no less than 1/2” into waistband.

Zipper will have a stop at the bottom of the zipper teeth only.

The zipper tape must be sewn completely down the length of the tape twice, on the top fly side. One row of stitching shall be sewn securely at the edge of the zipper tape and the 2<sup>nd</sup> row of stitching will go down approximately 1/8” away from the zipper teeth.

**FLY/**

**FLY OPENING:**

French fly tab to button across the fly. Top of waistband fly to secure with a white bone button/buttonhole feature.

There is one bar tack at the exterior base of the fly and one vertical bar tack on the lower front fly interior 1” up from the base of the fly for added strength.

**FLY BUTTONS:**

Buttons are white, 27 Linge, style #1899, color white.

The closure button is sewn on left underneath side with stitching visible on outside of waistband.

French fly button is on the left inside without stitching being visible outside of waistband. French fly tab to button across left inside front.

**BUTTONHOLES:**

Buttonholes must not cross any seam and when buttoned and lie flat.

**CROTCH:**

Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process. Seam allowance should only be ½” (+ or - 1/8”)

**Invisible thread of any type is not acceptable**

**LABELING TAGS:**

Ticket to be permanently sewn to waist curtain over fob pocket: with waist size, length, and fabric content, name of manufacturer, date of mfg., printed in permanent ink, as not to fade out in our laundry process. Paper **tag** sewn to outside waistband at left hip with same information. **Both tags inside and outside of garments will reflect length of such garment to size after wash and shrinkage, example a garment made begins at 31” will be tagged as 30”.**

**FEMALE REGULAR RISE WHITE TROUSERS**  
**VMI Approved Sample Size Must Be 12 Regular**

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

- PATTERN:** Standard female closure.
- STYLE:** Regular rise with belt loops and continuous waistband, with full-length front fly of 9-1/2" (on a REGULAR length) with a **tolerance of -1/2" and +1/2"**.
- MEASUREMENTS:** Actual waist size is in accordance to measurement at top of closed waistband.  
**Tolerance for waist and inseam + or - 1/2"**.

**The actual inseam measurement is to be 1" longer than stated on the tags placed on garment due to shrinkage after laundering.**

**NOTE:** Female trousers have a 12" drop from waist to seat dimensions—the same as their white and wool trousers.

**Inseam lengths on female trousers are to be as follows:**

X-Petite	28" inseam
Petite	30" inseam
Regular	31" inseam
Tall	32" inseam
XTall	35" inseam

**FLY:** French fly tab to button across right inside front.

**MALE REGULAR RISE WOOL TROUSERS**  
**VMI Approved Sample Size Must Be Size 36 x 30**

- MATERIAL:** Cadet Gray **18 ½ - 19 ½** 100% Wool Melton or VMI APPROVED EQUIVALENT.
- STYLE:** Regular rise with 7 belt loops and a continuous style waistband with full-length front fly of 9-3/4" (on a REGULAR length) with a **tolerance of -1/2" and +1/2" on a size 36 x 30.**
- PATTERN:** Standard male closure.

For alteration purposes, these trousers are to have 4 darts total. 2 on each side of the back seam.

**No drill holes at end of darts as these darts are used for alteration purposes.**

Full 9" increase from waist to seat (making a 36" waist to have a 45" seat). **Tolerance of -0" and +3/4"**.  
Seat measurement to be measured 1" above front bar tack at bottom of zipper. **Tolerance of -0" and +1/4"**.  
A full cut with ample room in seat, thigh and ankle areas, being non- restrictive for marching.

- RISE:** Regular.
- MEASUREMENTS:** Actual waist size is in accordance to measurement at inside top of closed waistband.

**The actual inseam measurement is to be 1" longer than stated on the tags placed on garment due to**

**shrinkage after laundering.**

- WAIST & HEM:** All trousers have a waist measurement **tolerance of + or - 1/2"**.
- TOLERANCE:** The **tolerance for the hem length is also + and - 1/2"**.
- OUTLETS:** There is a 1-1/4" outlet (**All tolerances – 1/4" + 0"**) on each side of back seam. Thigh has an outlet of a total of 1" (**+ or - 1/4"**) on the back side of the trouser leg tapered back into the normal seam allowance at the knee. (This is for alteration purposes.)
- BOTTOMS:** Plain cuff. No "taper" to trouser leg. Straight bottom. Trousers are to be finished.
- HEMS:** Cuffs have no less than a 3" hem (and no more than 3-1/4") with no turn under.  
**These trousers to be blind stitched (not sewn through and through).**
- LEG STRIPE:** 16 oz. 100% melton wool leg stripe is 1 1/2" (**+ or - 1/16" tolerance**) to go to the end of the trouser hem. There is no fusing on the braid. Leg stripe to have no more than a 3/8" turn under on each side of the braid.
- WAISTBAND:** Continuous style waistband, with a curtain made of 100% cotton 8.5oz/sq. yd. This curtain is to have a finished width of no less than 2" wide and not more than 2-1/4" wide. Waistband curtain is sewn down before back seam is sewn together. Fusing inside waistband (for stiffener) consists of Staflex 4310 100% Polyester Thermal bond Non-Woven 1.8oz/sq. yd. or VMI APPROVED EQUIVALENT. There is through and through top stitching completely around the top of trousers (except for FOB pocket) no less than 1-3/4" and no more than 2" down from the top of the waist. No Snug-TEX in waist band.
- BELTLOOPS:** Seven gray wool belt loops finishing at outer top of waistband 3/4 "wide and 2-1/2" long tucked back (not sewn into waistband) and sewn down at bottom. Top of belt loop not to be tucked into waistband itself.  
**Belt loops to have outer stitching on the bottom of the belt loop (not top).**
- Placement of belt loops are as follows:**
- **Center Back: 1 belt loop on the center back seam**
  - **Side seams: 1 belt loop placed on each of the side seams**
  - **Back: 1 belt loop placed touching the inside darts (towards the center back)**
  - **Front: 1 belt loop placed 1/4" from fob pocket. The other side front belt loop to be placed equal distance from side seam as other front belt loop.**
- POCKETS:** Fob style, 4" **inside depth** with an opening of **2-3/8" (tolerance of + or - 1/8")**, wide, consisting of 1 ply white Silesia and 1 ply Cadet gray 100% Melton, serged together with double needle serging, set in with 3/8" seams at the top of the waistband at the right side.  
Pocket set into the top seam at right front and hang between the outer fabric and the waistband curtain. **Pocket placement graded to allow for proper placement of front belt loop so as not to be too close to zipper fly.**  
1 bar tack at each edge of opening.  
**The back side of the pocket is to be white and the front to be self-material. This will help with thickness.**
- ZIPPER/  
ZIPPER TAPE:** Solid brass Talon zipper or YKK zipper **with first quality, preshrunk** blue or black zipper tape. LENGTH:

Standard per size grading.

Extend zipper teeth no less than 1/2" into waistband.

Zipper will have a stop at the bottom of the zipper teeth only.

The zipper tape must be sewn completely down the length of the tape twice, on the top fly side. One row of stitching shall be sewn securely at the edge of the zipper tape and the 2<sup>nd</sup> row of stitching will go down approximately 1/8" away from the zipper teeth.

**FLY/**

**FLY OPENING:**

French fly tab to button across the fly. Top of waistband fly to secure with a stainless-steel hook closure at top. French fly button is on the left inside without stitching being visible outside of waistband. French fly tab to button across left inside front.

**Top of waistband fly to secure with a stainless-steel Hook-Flex closure at top.**

There is one bar tack at the exterior base of the fly and one vertical bar tack on the lower front fly interior 1" up from the base of the fly for added strength.

**FLY BUTTONS:**

Buttons are white, 27 Linge, style #1899, color white.

**BUTTONHOLES:**

To be stitched to cover entirely without any excess material showing.

**CROTCH:**

Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process. **Invisible thread of any type is not acceptable. Crotch should have ½" seam allowance (+ or - 1/8")**

**LABELING TAGS:**

Tag to be permanently sewn to waist curtain over fob pocket: with waist size, length, and fabric content, name of manufacturer, date of production printed in permanent ink, so as not to fade out in our laundry process.

Heavy-duty paper tag sewn to outside waistband at left hip with same information.

**FEMALE REGULAR RISE WOOL TROUSERS**  
**VMI Approved Sample Size Must Be 12 Regular**

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

**FEMALE PATTERN:** Standard female closure.

**STYLE:** Regular rise with belt loops and continuous waistband, with full-length front fly of 9-1/2" (on a REGULAR length) with a **tolerance of -1/2" and +1/2"**.

**MEASUREMENTS:** **Actual waist size is in accordance to measurement at top of closed waistband. Tolerance for waist and inseam + or - 1/2"**.

**The actual inseam measurement is to be 1" longer than stated on the tags placed on garment due to shrinkage after laundering.**

**NOTE:**

**Female trousers have a 12" drop from waist to seat dimensions—the same as their white and wool trousers.**

**Inseam lengths on female trousers are to be as follows:**

X-Petite	28" inseam
Petite	30" inseam
Regular	31" inseam
Tall	32" inseam
XTall	35" inseam

**FLY:** French fly tab to button across right inside front.

**LEG STRIPES:** 1-1/2" wide welt of 16 oz. Black Melton wool fabric.

Full length from top of finished waistband to edge of cuff bottom and "turn under".

**CROTCH:** Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process.  
**Invisible thread of any type is not acceptable.** Crotch should have 1/2" seam allowance (+ or - 1/8")

**FEMALE SHORT WHITE POLYESTER SKIRT**  
**VMI Approved Sample Size Must Be 12 REGULAR**

EXACT SAME SPECIFICATIONS AS FEMALE SHORT GRAY WOOL SKIRT WITH EXCEPTIONS AS NOTED BELOW:

**MATERIAL:** 100% Certified Navy Twill Polyester; shall have finished edges to prevent raveling.

**ZIPPER TAPE:** White zippertape.

**HEM:** The hem shall have a serged edge to prevent raveling (not turned under).

**LENGTHS:** X PETITE 21"  
PETITE 22"  
REGULAR 23"  
TALL 24"  
X TALL 25"

**WAISTBAND:** Made of same material (inside and outside waistband).

**BUTTON:** Buttons to be solid white.

**FEMALE SHORT WHITE FORMAL POLYESTER SKIRT**  
**VMI Approved Sample Size Must Be 12 REGULAR**

**MATERIAL:** Certified Navy Twill (CNT) 100% Polyester; shall have finished edges to prevent raveling.

**STYLE:** Plain front fully lined white polyester skirt.

Skirts must be high rise (no separate waistband) like the white trousers.

Two darts placed in the front and two darts placed in the back. Straight, kick pleat (with split - not folded) in center back seam and 1-1/2" overlap on all lengths (**tolerance of - 0" and + 1/2"**).

**KICK PLEAT:** All kick pleats are to have a split—not folded. The split is to measure 4-1/2" on all sizes.

**MEASUREMENTS:** Waist – 30" Hip 42"

**WAISTBAND**

**STIFFNER:** 2" White Polysheen curtain fused WBSPF2-WHT (or equivalent) (no less than 2" and no more than 2-1/2" wide) -- to be sewn between the layers of the skirt and lining for added stiffness in the waistband.

**WAIST & HEM**

**TOLERANCE:** All skirts have a waist measurement **tolerance of - 0 and + 1/2"**. The **tolerance for the hem length is + and - 1/2"**.

**OUTLETS:** 3/4" to 1" on each side of the actual seam on side seams and 3/8" to 1/2" on the back seam (due to this seam not being altered).

**HEM:** There shall be a 2" hem in these skirts. The hem shall have a serged edge to prevent raveling (not turned under).

**LINING:** Fully lined, white polyester twill.

Lining is sewn into waistband, with no topstitching visible on the outside of the skirt. Lining shall end 1" from hem of skirt (**tolerance of + and - 1/4"**). The lining will have 1" turn under and to flag everywhere except at the kick pleat. The lining is to be sewn completely into the kick pleat here with no raw edges showing on lining or skirt (no tacking of lining to kick pleat). The lining must be even (straight).

**CLOSURE:** Skirts have a button and a separate buttonhole tab closure at the top of the zipper (center back seam).

Skirt has a self-material separate tab closure. Tab to extend from left side of skirt to right.

**BUTTON:** 1 solid white #20 (approx. 1/2" in diameter) 4 hole sew through button and positioned as not to "buckle" the tab or show the top of the zipper.

Button to be positioned so when buttoned that there is no gap and top of zipper does not show.

**BUTTONHOLE:** A horizontal buttonhole is placed 3/8" to 1/2" from the end of the tab. **BUTTON**  
**TAB:** A separate button tab extends 1-1/2" to 1-3/4" past the left side of skirt at the top of the zipper.

**ZIPPER/**

**TAPE:** 8" Talon (or YKK) (**tolerance of + OR - 1/4"**) brass side placket zipper, with white zipper tape, on center back seam. Zipper teeth extend tape by 1/2" into the waistband.

The top of the zipper stops at the bottom of the waistband to prevent a gap showing. Zipper has a stop at the bottom of the teeth.

The zipper is to have a flap behind it to prevent getting caught in any other material. Lining at zipper is sewn down completely at zipper – not hanging loose or just tacked.

**POCKETS:** None.

**BELT LOOPS:** None      **HANGING LOOPS:** None

**LAUNDRY TAG:** Laundry tag made of linen, 1-1/4" x 4" (**tolerance of + 1/4" and - 0"**), for laundry number, sewn onto inside at waistband 2-1/2" to 3" from left of zipper. Not to be sewn thru and thru.

**LABELING TAGS:** One single poly-cotton tag or approved sample with manufacturer's name, date of production, fabric content, and size and length in permanent ink. To be sewn to the left of the zipper.

A heavy-duty paper tag shall be attached to waistband left hip side exterior with same information.

**FEMALE LONG WHITE FORMAL POLYESTER SKIRT**  
**VMI Approved Sample Size Must Be 12 REGULAR**

**MATERIAL:** Certified Navy Twill (CNT) 100% Polyester; shall have finished edges to prevent raveling. **STYLE:** Plain front fully lined white polyester skirt.

Skirts must be high rise (no separate waistband)—like the white trousers.

Two darts placed in the front and two darts placed in the back. Straight, kick pleat (with split - not folded) in center back seam and 1-1/2" overlap on all lengths (**tolerance of - 0" and + 1/2"**).

**KICK PLEAT:** All kick pleats are to have a split—not folded. The split is to measure 17" up on petite sizes, 18" up on regular sizes, and 19" up on tall sizes from the finished bottom to the top of the kick pleat on all sizes.

**LENGTHS:** Outseam (from top of skirt to bottom of finished hem)  
40" on a Petite length 42" on a Regular length 44" on a Tall length  
Bottom measurement to be 48" finished width.

**MEASUREMENTS:** Waist – 30" Hip 42" **WAISTBAND**  
**STIFFNER:** 2" White Polysheen curtain fused WBSPF2-WHT (or equivalent) (no less than 2" and no more than 2-1/2" wide) -- to be sewn between the layers of the skirt and lining for added stiffness in the waistband.

**WAIST & HEM TOLERANCE:** All skirts have a waist measurement **tolerance of - 0 and + 1/2"**. The **tolerance for the hem length is + and - 1/2"**.

**OUTLETS:** 3/4" to 1" on each side of the actual seam on side seams and 3/8" to 1/2" on the back seam (due to this seam not being altered).

**HEM:** There shall be a 2" hem in these skirts. The hem shall have a serged edge to prevent raveling (not turned under).

**LINING:** Fully lined, white polyester twill.

Lining is sewn into waistband, with no topstitching visible on the outside of the skirt. Lining shall end 1" from hem of skirt (**tolerance of + and - 1/4"**). The lining will have 1" turn under and to flag everywhere

except at the kick pleat. The lining is to be sewn completely into the kick pleat here with no raw edges showing on lining or skirt (no tacking of lining to kick pleat). The lining must be even (straight).

**CLOSURE:** Skirts have a button and a separate buttonhole tab closure at the top of the zipper (center back seam).

Skirt has a self-material separate tab closure. Tab to extend from left side of skirt to right.

**BUTTON:** 1 solid white #20 (approximately 1/2" in diameter) 4 hole sew thru button and positioned as not to "buckle" the tab or show the top of the zipper.

Button to be positioned so when buttoned that there is no gap and top of zipper does not show.

**BUTTONHOLE:** A horizontal buttonhole is placed 3/8" to 1/2" from the end of the tab.

**BUTTON**

**TAB:** A separate button tab extends 1-1/2" to 1-3/4" past the left side of skirt at the top of the zipper.

**ZIPPER/**

**TAPE:** 8" Talon (or YKK) (**tolerance of + OR – 1/4"**) brass side placket zipper, with white zipper tape, on center back seam. Zipper teeth extend tape by 1/2" into the waistband.

The top of the zipper stops at the bottom of the waistband to prevent a gap showing. Zipper has a stop at the bottom of the teeth.

The zipper is to have a flap behind it to prevent getting caught in any other material. Lining at zipper is sewn down completely at zipper – not hanging loose or just tacked.

**POCKETS:** None.

**BELT LOOPS:** None

**HANGING LOOPS:** None

**LAUNDRY TAG:** Laundry tag made of linen, 1-1/4" x 4" (**tolerance of + 1/4" and - 0"**), for laundry number, sewn onto inside at waistband 2-1/2" to 3" from left of zipper. Not to be sewn thru and thru.

**LABELING TAGS:** One single poly-cotton tag or approved sample with manufacturer's name, date of production, fabric content, and size and length in permanent ink. To be sewn to the left of the zipper.

A heavy-duty paper tag shall be attached to waistband left hip side exterior with same information.

**X. SPECIFICATIONS – AGSU UNIFORM**

**AGSU REQUIREMENTS FOR FACULTY & STAFF**

**AGSU NEEDS:** All AGSU Uniform items must be manufactured according to the stringent specifications set by the U.S. Army Natick Soldier Systems Center (NSSC).

Each contractor will need to be an approved manufacturer or have access to an approved manufacturer of the AGSU Uniform.

**UNIFORM ITEM:** AGSU – Army Green Service Uniform

**FEMALE AGSU UNIFORM**

**AGSU COAT:** Color Heritage Green  
Chest 4 – 24  
Lengths Misses Petite – XTall  
Lengths Women’s Petite – XTall

**AGSU SLACKS:** Color Heritage Taupe  
Waist 4 – 24  
Lengths Misses Petite, Misses Regular, Misses Tall & Misses XTall  
Lengths Women’s Petite, Women’s Regular, Women’s Tall & Women’s XTall

**AGSU SKIRT:** Color Heritage Taupe  
Waist 0 – 24  
Lengths Misses Petite, Misses Regular, Misses Tall & Misses XTall W  
Lengths Women’s Petite, Women’s Regular, Women’s Tall & Women’s XTall

**AGSU LONG SLEEVE OVERBLOUSE OFFICER/ENLISTED:** Color Tan  
Chest 4 to 24  
Lengths Petite, Regular, Tall & XTall

**AGSU SHORT SLEEVE OVERBLOUSE OFFICER/ENLISTED:** Color Tan  
Chest 4 to 24  
Lengths Petite, Regular, Tall & XTall

**AGSU WINDBREAKER:** Color Heritage Green  
Chest 4 to 24  
Lengths Petite, Regular, Tall & XTall  
REMOVABLE LINER

**AGSU ALL-WEATHER COAT:** Color Heritage Green

**SHOE:** Chest 4 to 24  
Lengths Petite, Regular, Tall & XTall  
REMOVABLE LINER  
Leather Oxford/Walnut Brown  
Size 4 to 13  
Width Narrow to Extra Wide

**DRESS PUMP:** Color Walnut Brown  
Size 3 to 14  
Width Narrow to Extra Wide

## MALE AGSU UNIFORM

**AGSU COAT:** Color Heritage Green  
Chest 34 to 58  
Lengths Short, Regular, Long, & XLong  
Cut Athletic and Classic

**AGSU TROUSERS:** Color Heritage Taupe  
Waist 28 to 56  
Lengths Short, Regular, Long & XLong  
Cut Athletic and Classic

**AGSU LONG SLEEVE OFFICER/ENLISTED:** Color Tan  
Neck 14 to 21  
Sleeve 30/31 to 38/39

**AGSU SHORT SLEEVE OFFICER/ENLISTED:** Color Tan  
Chest 14 to 21  
Lengths Petite, Regular, Tall & XTall

**AGSU WINDBREAKER:** Color Heritage Green  
Chest 28 to 56  
Lengths Petite, Regular, Long & XLong  
REMOVABLE LINER

**AGSU ALL-WEATHER COAT:** Color Heritage Green  
Chest 28 to 56  
Lengths Petite, Regular, Long & XLong  
REMOVABLE LINER

**SHOE:** Leather Oxford/Walnut Brown  
Size 6 to 15

Width Narrow to Extra Wide

## GENERAL AGSU UNIFORM ACCOUTREMENTS

<b>BELT:</b>	Type Web Color Heritage Green Type Stretch Color Heritage Green
<b>BUCKLE:</b>	Buckle & Tip Color Antique Gold
<b>CAP OFFICER/ENLISTED:</b>	Garrison Sizes 6-1/2 – 7-7/8 Service Sizes 6-1/2 – 7-7/8
<b>CAP DEVICE OFFICER/ENLISTED:</b>	Color Antique Gold
<b>EPAULETS OFFICER/ENLISTED:</b>	Female (Small)/Male (Large) CPT, MAJ, LTC, COL, BG
<b>GLOVES:</b>	Color Heritage Walnut Brown Size XS to 2XL
<b>NECKTIE:</b>	Color Heritage Green Size Short to XLong
<b>RANK PATCH:</b>	CSM, MSG, SFC
<b>DRESS SOCKS:</b>	Color Walnut Size XSmall to XLarge 2pk.
<b>SWEATERS:</b>	Color Heritage Green Size XSmall to 3XLarge

**OUT OF TARIFF SIZES FOR AGSU UNIFORMS WILL BE NEEDED AS A SPECIAL-ORDER ITEM  
PRICING TBD AT TIME OF ORDER**

XI. SIZING CHARTS:

The Full length of the Blouse is to be measured from center base of Collar to bottom edge. **DO NOT INCLUDE WIDTH OF COLLAR.**

Note: The average measurement for Over the shoulder is 6" more than the Chest measurement on Males

Example Over the shoulder 46" Chest  
40"

MALE SHORT BLOUSE MEASUREMENTS Basically 5' 5" - 5' 7"																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
SLEEVE LENGTH	16	16	16	16	16.5	16.5	16.5	16.5	16.5	16.5	17	17	17	17	17	17
WAIST LENGTH	15.75	15.75	16	16.5	16.5	16.5	16.5	16.5	16.75	16.75	17	17	17	17	17	17
BACK LENGTH	25.5	26	26	26.5	26.75	27	27	27.5	27.5	27.5	27.75	27.75	28	28	28.5	28.75

MALE REGULAR BLOUSE MEASUREMENTS Basically 5'8" - 5' 10"																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
SLEEVE LENGTH	17	17	17	17	17.5	17.5	17.5	17.5	17.5	17.5	18	18	18	18	18	18
WAIST LENGTH	16.75	16.75	17	17	17.5	17.5	17.5	17.5	17.75	17.75	18	18	18.25	18.5	19	19.5
BACK LENGTH	26.5	27	27	27.5	27.75	28	28	28.5	28.5	28.5	28.75	28.75	29	29	29.5	29.75

<b>MALE LONG BLOUSE MEASUREMENTS Basically 5' 11" - 6' 1"</b>																
<b>FITS OVER CHEST</b>	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
<b>OVER SHLD MEAS.</b>	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
<b>COLLAR</b>	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
<b>MID - WAIST</b>	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
<b>SEAT</b>	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
<b>SLEEVE LENGTH</b>	18	18	18	18	18.5	18.5	18.5	18.5	18.5	18.5	19	19	19	19	19	19
<b>WAIST LENGTH</b>	17.75	17.75	18	18	18.75	18.75	18.75	18.75	18.75	18.75	19	19	19.25	19.5	20	20.5
<b>BACK LENGTH</b>	27.5	28	28	28.5	28.75	29	29	29.5	29.5	29.5	29.75	29.75	30	30	30.5	30.75

**MALE EXTRA LONG BLOUSE MEASUREMENTS LISTED BELOW**

The Full length of the Blouse is to be measured from *center back base of Collar to bottom edge. DO NOT INCLUDE WIDTH OF COLLAR.*

**Note:** The average measurement for Over the shoulder is 6" more than the Chest measurement on Males

Example Over the shoulder 46" Chest  
40"

<b>MALE EXTRA LONG BLOUSE MEASUREMENTS Basically 6' 2" - 6' 4"</b>																
<b>FITS OVER CHEST</b>	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
<b>OVER SHLD MEAS.</b>	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
<b>COLLAR</b>	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
<b>MID - WAIST</b>	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
<b>SEAT</b>	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
<b>SLEEVE LENGTH</b>	19	19	19	19	19.5	19.5	19.5	19.5	19.5	19.5	20	20	20	20	20	20
<b>WAIST LENGTH</b>	18.75	18.75	19	19	19.5	19.5	19.5	19.5	19.75	19.75	20	20	20.25	20.25	20.5	20.5
<b>BACK LENGTH</b>	28.5	29	29	29.5	29.75	30	30	30.5	30.5	30.5	30.5	30.75	30.75	31	31.5	31.75

- Notes:
- A. Collar sizes are the actual measurement from center of collar finished edge to finished edge (excluding Clip & Clasp)
  - B. Mid waist measurement is directly below rib cage area.
  - C. The seat measurement is based upon the largest part of the seat to finish same at bottom of blouse/skirt. Normally the chest and seat measurement are the same, but we have added 1" to the seat.
  - D. The back length of Blouse is taken from bottom edge of collar center to bottom edge of Blouse skirt.

29-Oct-03

MALE XX - LONG BLOUSE MEASUREMENTS																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
SLEEVE LENGTH	19	19	19	19	19.5	19.5	19.5	19.5	19.5	19.5	23	20	20	20	20	20
WAIST LENGTH	18.75	18.75	19	19	19.5	19.5	19.5	19.5	19.75	19.75	23	20	20.25	20.25	20	19.5
BACK LENGTH	29.5	30	30	30.5	30.75	31	31	31.5	31.5	31.5	31.5	31.75	31.75	32	32.5	32.75

\* Please note the Waist length for the front of Coatee is to be measured from base of collar to bottom front edge.

The back length is to be measured from center back base of Collar to bottom edge of tail. **DO NOT INCLUDE WIDTH OF COLLAR.**

Note: The average measurement for Over the shoulder is 6" more than the Chest measurement on Males

Example Over the shoulder 46" Chest 40"

<b>MALE SHORT COATEE ACTUAL MEASUREMENTS</b>																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	53
SLEEVE LENGTH	16	16	16	16	16.5	16.5	16.5	16.5	16.5	16.5	17	17	17	17	17	17
Back WAIST LENGTH	15.75	15.8	16	16.5	16.5	16.5	16.5	16.5	16.8	16.75	17	17	17	17	17	17
BACK LENGTH	28.5	29	29	29.5	29.75	30	30	30.5	30.5	30.5	30.75	30.75	31	31	31.5	31.75

<b>MALE REGULAR COATEE MEASUREMENTS</b>																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	53
SLEEVE LENGTH	17	17	17	17	17.5	17.5	17.5	17.5	17.5	17.5	18	18	18	18	18	18
Back WAIST LENGTH	16.75	16.8	17	17	17.5	17.5	17.5	17.5	17.8	17.75	18	18	18.25	18.5	19	19.5
BACK LENGTH	29.5	30	30	30.5	30.75	31	31	31.5	31.5	31.5	31.75	31.75	32	32	32.5	32.75

<b>MALE LONG COATEE MEASUREMENTS</b>																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5

MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	53
SLEEVE LENGTH	18	18	18	18	18.5	18.5	18.5	18.5	18.5	18.5	19	19	19	19	19	19
Back WAIST LENGTH	17.75	17.8	18	18	18.8	18.75	18.8	18.8	18.8	18.75	19	19	19.25	19.5	20	20.5
FULL LENGTH	30.5	31	31	31.5	31.75	32	32	32.5	32.5	32.5	32.75	32.75	33	33	33.5	33.75

\* Please note the Waist length for the front of Coatee is to be measured from base of collar to bottom front edge.  
The Full length is to be measured from center back base of Collar to bottom edge of tail. **DO NOT INCLUDE WIDTH OF COLLAR.**  
Note: The average measurement for Over the shoulder is 6" more than the Chest measurement on Males  
Example Over the shoulder 46" Chest 40"

<b>MALE EXTRA LONG COATEE MEASUREMENTS</b>																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	53
SLEEVE LENGTH	19	19	19	19	19.5	19.5	19.5	19.5	19.5	19.5	20	20	20	20	20	20
Back WAIST LENGTH	18.75	18.8	19	19	19.5	19.5	19.5	19.5	19.8	19.75	20	20	20.25	20.25	201	19.5
FULL LENGTH	31.5	32	32	32.5	32.75	33	33	33.5	33.5	33.5	33.5	33.75	33.75	34	34.5	34.75

## FEMALE WOOL AND WHITE REGULAR RISE TROUSERS

SIZE	4	6	8	10	12	14	16	18	20	22	24
WAIST	23	25	27	29	31	33	35	37	39	41	43
HIP BASE OF FLY 2PT	34 1/2	36 1/2	38 1/2	40 1/2	42 1/2	44 1/2	46 1/2	48 1/2	50 1/2	52 1/2	54 1/2
THIGH (at crotch)	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2
KNEE (13" down)	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22	22 1/2	23	23 1/2
BTM	16 1/2	16 3/4	17	17 1/4	17 1/2	17 3/8	18	18 1/4	18 1/2	18 3/4	19
FRONT RISE TWB	11 1/8	11 3/8	11 5/8	11 7/8	12 1/8	12 3/8	12 5/8	12 7/8	13 1/8	13 3/8	13 5/8
BACK RISE TWB	16 3/8	16 5/8	16 7/8	17 1/8	17 3/8	17 5/8	17 7/8	18 1/2	18 3/8	18 5/8	18 7/8

INSEAMS
---------

X PETITE 28

PETITE 30

REGULAR 31

TALL 32

X TALL 35

## FEMALE COATEE/BLOUSE CHART

SIZE	CHEST	COLLAR SIZE
4R	32	13 3/4
6R	34	14 1/4
8R	36	14 3/4
10R	38	15 1/4
12R	40	15 3/4
14R	42	16 1/4
16R	44	16 3/4
18R	46	17 1/4
20R	48	17 3/4
22R	50	18 1/4
24R	52	18 3/4
26R	54	19 1/4

X SHORT SLEEVE LENGTH	16
SHORT SLEEVE LENGTH	17
REG SLEEVE LENGTH	18
LONG SLEEVE LENGTH	19
X LONG SLEEVE LENGTH	20

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

<u>Item of Uniform</u>	<u>Order Date</u>	<u>Due Date</u>
<u>White Trouser (Stock)</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>White Trouser (Special)</u>	<u>As Needed</u>	<u>2 weeks after order</u>
<u>Dress Wool Trouser (Stock)</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Dress Wool Trouser (Special)</u>	<u>As Needed</u>	<u>2 weeks after order</u>
<u>Braided Blouse (Stock)</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Braided Blouse (Special)</u>	<u>As Needed</u>	<u>2 weeks after order</u>
<u>Coatee (Stock)</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Coatee (Special)</u>	<u>As Needed</u>	<u>4 weeks after order</u>
<u>Duty Jacket</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>White Skirt</u>	<u>31 Jan</u>	<u>4 weeks after order</u>
<u>Wool Skirt</u>	<u>31 Jan</u>	<u>4 weeks after order</u>
<u>Overcoat</u>	<u>01 May</u>	<u>15 Sep</u>
<u>Long White Formal Skirt</u>	<u>31 Jan</u>	<u>4 weeks after order</u>

**A. Service:**

1. The Contractor(s) shall provide three (3) Qualified Tailors, on site, to fit coats. Required measurements will be taken and recorded for “Special Makes”. Exact dates to be determined by the Quartermaster.
2. Tailors provided by the Contractor(s) shall work under the direction of the VMI Military Store Operations Manager.
3. The Institute may return up to 100 pieces of each garment for alterations at the alterations/hour price. The Institute may return any garment(s) for modification/replacement if specifications are not met at no cost to the Institute.
4. The Contractor shall, upon request from the Institute, supply replacement and repair trimmings to include but not limited to: zippers, collars, cuffs (duty jacket), and buttons at Contractor's cost. Submit firm unit price list for contract period with proposal. See Attachment A.
5. Sample pattern/alteration tags used to communicate information for special made-to-measure garments and necessary alterations will be given to Contractors at the pre-proposal conference. Contractor shall be responsible for providing the Military Store with necessary supplies. Contractors shall indicate in their proposals how this same procedure will be implemented.

### XIII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL:** This procurement is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. In addition, the manual may be accessed electronically at <https://vascupp.org> or a copy can be obtained by calling Procurement Services at (540) 464-7323.
- B. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. VMI and the Contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia, § 2.2-4366*). ADR procedures are described in Chapter 9 of the Commonwealth of Virginia Vendor's Manual. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations
- C. ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4343.1E*).

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

1. During the performance of this contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  - d. If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.
  - e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
    - f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the Contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of

race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each sub-contractor or vendor.

**D. ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**F. DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this procurement. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

**G. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

**H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs**

Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide on a case by case basis, in its sole discretion, whether to reject such a proposal.

**I. CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than 10 (ten) calendar days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

**J. PAYMENT:**

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, which are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The B-3 provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

**K. PRECEDENCE OF TERMS:** Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

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

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

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

**O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. B-4
2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
  - a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the dispute's provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

**P. DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

**Q. TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

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

**S. TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging,

packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

**T. INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers’ compensation insurance in accordance with §§ 2.2-4332 and 65.2- 800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers’ Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers’ compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer’s Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia shall be added as an additional insured to the policy by an endorsement.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

**NOTE: In addition, various Professional Liability/Errors and Omissions coverage is required for the following:**

<b><u>Profession/Service</u></b>	<b><u>Limits</u></b>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)	<i>Code of Virginia</i> § 8.01-581.15
	<a href="https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/">https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/</a>
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

**U. ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this procurement, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

**V. DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**W. NON-DISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued, and the current fees are as follows:

a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

(i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.

(ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 30 days of the order issue date. Any adjustments (increases/decreases) will be managed through purchase order changes.

Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.

Z. **SET-ASIDES.** This solicitation is set-aside for DSBSD-certified small business participation only **when designated “SET-ASIDE FOR SMALL BUSINESSES” in the solicitation.** DSBSD-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Small Business and Supplier Diversity. DSBSD-certified women- and minority-owned businesses are also considered small businesses when they have received DSBSD small business certification. Small businesses must be certified by DSBSD not later than the solicitation due date.

\*\*\*\*\*END GENERAL TERMS AND CONDITIONS\*\*\*\*\*

#### XIV. **SPECIAL TERMS AND CONDITIONS**

- A. **ADDITIONAL USERS:** This procurement is being conducted on behalf of state agencies, institutions and other public bodies who may be added or deleted at any time during the period of the contract. The addition or deletion of authorized users not specifically named in the solicitation shall be made only by written contract modification issued by this agency or institution and upon mutual agreement of the contractor. Such modification shall name the specific agency added or deleted and the effective date. The contractor shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.
- B. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the Virginia Military Institute will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that Virginia Military Institute has purchased or uses any of its products or services, and the contractor shall not include Virginia Military Institute in any client list in advertising and promotional materials.
- C. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- D. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of one or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so, stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor’s proposal as negotiated.
- E. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- F. **FUTURE GOODS:** VMI reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, sub-systems, or related services that are newly introduced during the term of this agreement. Such additional goods and services will be provided to VMI at favored nations pricing, terms and conditions.
- G. **LATE PROPOSALS:** To be considered for selection, proposals must be received by Procurement Services prior to the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in Procurement Services. Proposals received in Procurement Services after the date and hour designated are automatically disqualified and **will not be considered**. The Institute is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the internal Institute mail system. **It is the sole responsibility of the Offeror to ensure that its proposal reaches Procurement Services by the designated date and hour.**
- H. **OFFEROR UNDERSTANDING OF REQUIREMENTS:** It is the responsibility of each Offeror to inquire about and clarify any requirements of this solicitation that are not understood. The Institute will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in Procurement Services. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of proposals. A copy of all inquiries and the respective response will be provided in the form of an addendum to all Offerors who have indicated an interest in responding to this solicitation. These questions may be sent by FAX to 540-464-7669 using Attachment E, the Understanding of Requirements form.
- I. **OFFER ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for ninety (90) days. At the end of the ninety (90) days, the offer may be withdrawn at the written request of the Offeror. If the offer is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
- J. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI. No price increases will be authorized except at the time of contract renewal periods and require not less than 30 days advance notice and must be approved by Procurement Services. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to Procurement Services. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

Procurement Services will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to Procurement Services.

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

## **XV. METHOD OF PAYMENT:**

Virginia Military Institute will authorize payment to the contractor after receiving satisfactory service and receipt of the contractor's correct invoice for services rendered.

Invoice documents shall include the contract number and purchase order number. Invoices must correspond with contract prices. Unless specified otherwise in a purchase order change form or a contract modification agreement, invoices shall be sent to the following address:

Virginia Military Institute  
Accounts Payable,  
Office of the Comptroller  
310 Smith Hall  
Lexington, VA 24450

**The preferred method of Invoice delivery is electronically to [payables@vmi.edu](mailto:payables@vmi.edu).**

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

<b>Item</b>	<b>Qty</b>	<b>Price Each</b>	<b>Qty</b>	<b>Price Each</b>	<b>Qty</b>	<b>Price Each</b>	<b>Special Makes w/Quick Delivery</b>	<b>Price Each</b>
Braided Blouse Female	1	\$250.00					3-5	\$250.00
Braided Blouse Male	1	\$250.00					3-5	\$250.00
Coatee Female	1	\$450.00					3-5	\$450.00
Coatee Male	1	\$450.00					3-5	\$450.00
Duty Jacket	1	\$150.00					3-5	\$150.00
Overcoat	1	\$775.00					3-5	\$775.00
Skirt Long White Formal	1	\$52.00					3-5	\$52.00
Skirt Short White Formal	1	\$50.00					3-5	\$50.00
Skirt Short White Regular Rise	1	\$50.00					3-5	\$50.00
Trousers White High Rise	1	\$52.00					3-5	\$52.00
Trouser White Regular Rise	1	\$52.00					3-5	\$52.00
Trouser Wool Regular Rise	1	\$52.00					3-5	\$52.00

Alterations Per Hour \$ 60.00 \_\_\_\_\_

Item AGSU UNIFORMS	Qty	Price Each	Qty	Price Each	Qty	Price Each	Special Makes w/Quick Delivery	Price Each
Coat Female								
Slacks Female								
Skirt Female								
<del>Shirt Long Sleeve (F) Overblouse - Enlisted</del>								
<del>Shirt Long Sleeve (F) Overblouse - Officer</del>								
<del>Shirt Short Sleeve (F) Overblouse - Enlisted</del>								
<del>Shirt Short Sleeve (F) Overblouse - Officer</del>								
Windbreaker Female								
All-Weather Coat Female								
Dress Pump Female								
Dress Shoe Female								
Coat Athletic Male								
Coat Classic Male								
<del>Trousers Athletic Male</del>								
<del>Trousers Classic Male</del>								
<del>Shirt Long Sleeve (M) Athletic - Enlisted</del>								
<del>Shirt Long Sleeve (M) Athletic - Officer</del>								
<del>Shirt Long Sleeve (M) Classic - Enlisted</del>								
<del>Shirt Long Sleeve (M) Classic - Officer</del>								
<del>Shirt Short Sleeve (M) Athletic - Enlisted</del>								
<del>Shirt Short Sleeve (M) Athletic - Officer</del>								
<del>Shirt Short Sleeve (M) Classic - Enlisted</del>								
<del>Shirt Short Sleeve (M) Classic - Officer</del>								

Item AGSU UNIFORMS	Qty	Price Each	Qty	Price Each	Qty	Price Each	Special Makes w/Quick Delivery	Price Each
Windbreaker Male								
All-Weather Coat Male								
Dress Shoe Male								
Belt Web								
Belt Stretch								
Buckle								
Cap Garrison								
Cap Service Enlisted								
Cap Service Officer								
Cap Device Enlisted								
Cap Device Officer								
Epaulets Small (Female)								
Epaulets Large (Male)								
Gloves Unisex								
Necktie Unisex								
Rank Patch								
Soeks Unisex								
Sweaters Unisex								

ACCESSORY ITEMS FOR VIRGINIA MILITARY INSTITUTE**BRAIDED BLOUSES**PRICE

Black Mohair Braid (1" wide)	4.00___/Yard
Collars (Hook & Eyes/Collar Clasps ATTACHED)	40.00___/Each
Collar Clasps	<u>3.00</u> ___/Each
Collar Tabs	3.00___/Each
Large Hook (1-3/8" wide)	1.25___/Each
Large Eye (1-3/8" wide)	1.25___/Each
Small Hook	.25___/Each
Small Eye	.25___/Each
Slides – Black	2.00___/Each
Zippers	3.50___/Each

**FULL DRESS COATEE**

Buttons – Waterbury 33 Ligne, Long & Short Shank	345.00___/Gross w/ bodkin
Collar (Hook & Eyes/Collar Clasps ATTACHED)	50.00___/Each
Collar Clasps	3.00___/Each
Collar Tabs	4.25___/Each
Leather Washers & Rings	20.00___/Gross

**DUTY JACKET**

Collars	_____/Each
Cuffs	3.25___/Pair
Elbow Patches (6-1/2"x6-1/2", 7"x7", 8"x8")	10.00___/Pair
Waistbands	10.00___/Each
Zippers	3.25___/Each
Zipper Tabs	15.00___/Dozen

**OVERCOAT**

Buttons	10.00___/Gross
Lining	7.50___/Yard
Wigan	2.00___/Yard

**SKIRT LONG WHITE FORMAL/SHORT WHITE FORMAL/SHORT WHITE REGULAR RISE**

Buttons	10.00___/Gross
Lining	7.50___/Yard
Zippers	3.25___/Each

**TROUSERS WHITE HIGH RISE**

Buttons	10.00___/Gross
Zippers	3.25___/Each
Zipper Tabs	15.00___/Dozen

**TROUSERS WHITE REGULAR RISE**

Belt Loops	1.25___/Each
Buttons	10.00___/Gross
Zippers	3.25___/Each
Zipper Tabs	15.00___/Dozen

**TROUSERS WOOL REGULAR RISE**

Buttons	10.00___/Gross
Buttons (22 Ligne)	10.00___/Gross
Front Closure Hook & Eye	65.00___/box
Striping	3.25___/Yard
Waistband Lining-gripper	2.00___/Yard
Zipper	3.25___/Each
Zipper Tabs	15.00___/Dozen

**AGSU COAT**

Belt \_\_\_\_\_/Each  
Buckle \_\_\_\_\_/Each  
Button (Large 4 hole green) \_\_\_\_\_/Each  
Button (Decorative) \_\_\_\_\_/Each  
Metal Rings (for buttons) \_\_\_\_\_/Each  
Sleeve Braid \_\_\_\_\_/Each

**AGSU SLACKS/TROUSERS**

Buttons \_\_\_\_\_/Each  
Front Closure Hook & Eye \_\_\_\_\_/Each  
Zippers \_\_\_\_\_/Each

**SKIRTS**

Button \_\_\_\_\_/Each  
Front Closure Hook & Eye \_\_\_\_\_/Each  
Zippers \_\_\_\_\_/Each

**LS/SS SHIRTS**

Buttons \_\_\_\_\_/Each

**WINDBREAKER**

Buttons \_\_\_\_\_/Each  
Zippers \_\_\_\_\_/Each

**ATTACHMENT B**

**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: Bryan Jinnett \_\_\_\_\_ Phone: 512.970.7899 Email: bjinnett@jweinc.net  
\_\_\_\_\_

Length of Time in this Business: YEARS: 17 \_\_\_\_\_

**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: Marta \_\_\_\_\_ CONTACT NAME: Peter Bruno \_\_\_\_\_

PHONE: 404.427.6142 \_\_\_\_\_ EMAIL: pbruno@itsmarta.com \_\_\_\_\_  
FAX: \_\_\_\_\_

PROJECT: Complete uniform program of 3500+ employees \_\_\_\_\_  
DATE(S) OF SERVICE: 2023 - current \_\_\_\_\_ VALUE: \$ 1,500,000 annual \_\_\_\_\_

COMPANY: Estee Lauder Co. \_\_\_\_\_ CONTACT NAME: Arianna Firpo \_\_\_\_\_

PHONE: 914.552.3232 \_\_\_\_\_ EMAIL: afirpo@estee.com \_\_\_\_\_  
FAX: \_\_\_\_\_

PROJECT: Global uniform program for all Estee Lauder Co. \_\_\_\_\_  
DATE(S) OF SERVICE: 2004-current \_\_\_\_\_ VALUE: \$1,000,000 annual \_\_\_\_\_

COMPANY: Restaurant Services Inc. (Burger King) \_\_\_\_\_ CONTACT NAME: Sean McCarthy \_\_\_\_\_

PHONE: 305.529.3410 \_\_\_\_\_ EMAIL: smccarthy@tslink.com \_\_\_\_\_  
FAX: \_\_\_\_\_

PROJECT: North American Burger King Restaurant uniforms \_\_\_\_\_  
DATE(S) OF SERVICE: 2005-current \_\_\_\_\_  
VALUE: \$ 1,600,000 annual \_\_\_\_\_

ATTACHMENT C

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: JWE Inc. \_\_\_\_\_

ADDRESS: 180 Maiden Ln. FL6 \_\_\_\_\_

CITY/STATE: New York, NY 10038 \_\_\_\_\_

TELEPHONE NUMBER: 212.213.8288 \_\_\_\_\_

FEDERAL ID NUMBER (FIN): 13-3475697 \_\_\_\_\_

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 checked="" type="checkbox"/> MINORITY-OWNED BUSINESS | <input type="checkbox"/> PARTNERSHIP         |
| <input type="checkbox"/> SHELTERED WORKSHOP                 | <input 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 ( x ) NO

IF YES, EXPLAIN:

*Bryan Jinnett* \_\_\_\_\_ 05/21/2025  
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 D**

**Small Business Subcontracting Plan**

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions**

- (1) If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- (2) If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD- certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

**Section A**

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

**Section B**

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation percentages may result in breach of the contract.

**B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement**

Micro/Small Business Name & Address  DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)

**ATTACHMENT E  
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: \_\_\_\_\_

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, CPSM, CPPO

For: \_\_\_\_\_

For: Virginia Military Institute

ATTACHMENT F

UNDERSTANDING OF  
REQUIREMENTS



RFP #V211-25-047

Virginia Military Institute

Procurement Services

OFFEROR: \_\_\_\_\_

Date: \_\_\_\_\_

The following question concerns specifications, Section(number) \_\_\_\_\_

Paragraph \_\_\_\_\_, page \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All responses to questions will be made by Addendum.

Questions Submitted by: \_\_\_\_\_

NAME

FIRM \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

This form may be sent by E-Mail to Lynn Carmack [carmacklw@vmi.edu](mailto:carmacklw@vmi.edu).

THIS CERTIFIES THAT  
**J.W.E. INC**  
dba J.W.E. INC



\* Nationally certified by the: **NEW YORK & NEW JERSEY MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 315212; 315210; 315220; 315240

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

09/04/2024

**Issued Date**

NY03333

**Certificate Number**

09/19/2025

**Expiration Date**

A handwritten signature in black ink, appearing to read "Ying McGuire".

**Ying McGuire**  
NMSDC CEO and President

A handwritten signature in blue ink, appearing to read "Terrence Clark".

**Terrence Clark, President & CEO**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

*Certify, Develop, Connect, Advocate.*

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®