

**VIRGINIA MILITARY INSTITUTE**

Lexington, Virginia 24450

PROCUREMENT SERVICES  
Phone 540-464-7323  
Fax 540-464-7669

**COMMONWEALTH OF VIRGINIA**  
**STANDARD CONTRACT**

Contract Number: **V211-20-095-02**

This contract entered into this **2nd** day of **July 2020** between **Southern Police Equipment Company, Inc.,**  
**EIN # 52-0939316,** hereinafter known as the "Contractor" and the Commonwealth of Virginia, **Virginia Military**  
**Institute,** hereinafter known as "VMI" henceforth.

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

**SCOPE OF CONTRACT:** The Contractor shall provide **Bates Model E00968 Men's leather oxfords, Bates Model E00769 Women's leather oxfords, CAPPS Model 90258 Men's leather oxfords, CAPPS Model 90100 Women's leather oxfords, CAPPS Model 90131 Women's Black Smooth Pumps, and Belleville Model C390 Combat Boots for VMI Cadets and staff.**

**PERIOD OF PERFORMANCE:** **2 July, 2020 through 30 June, 2021 with an option to renew for four (4) additional one year periods.**

**CONTRACT DOCUMENTS:** The contract documents shall consist of:

- (1) This signed contract;
- (2) The original solicitation dated 3 May 2020;
- (3) The Contractor's Proposal in response to this solicitation dated 3 June 2020, including Attachment E Pricing Schedule; and
- (4) The Commonwealth of Virginia General Terms and Conditions

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

**CONTRACTOR:**

By: Karen Allan Ballance

For: Karen Allan Ballance

Title: President

Date: 7/2/2020

**VMI:**

By: Lynn W. Carmack

MAJ Lynn W. Carmack  
For: Virginia Military Institute

Title: Assistant Director, Procurement Services

Date: 2 July 2020

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

**REQUEST FOR PROPOSALS**  
**RFP # V211-20-095**

Issue Date: 3 May 2020

Title: VMI Cadet Shoes and Boots

Due Date: 3 June 2020 at 2:00 PM EST

Commodity Code: 80005 / 80014 / 80056 / 80064

Issuing Agency: Virginia Military Institute  
Procurement Services  
314 Smith Hall  
Lexington, VA 24450

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

If Proposals are mailed: send directly to the Issuing Agency shown above. If Proposals are hand delivered, deliver to the Virginia Military Institute, Procurement Services, 110 Hines Lane, Lexington, VA 24450. **NO LATE SUBMISSIONS WILL BE ACCEPTED.**

**IDENTIFICATION OF BID ENVELOPE:** The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section IX, paragraph H. The envelope should be addressed as directed in the heading of this Page of the solicitation. No other correspondence or other Proposals should be placed in the envelope. Email instructions for proposals are provided in Section IX.

All Inquiries for Information Should Be Directed To: MAJ Lynn Carmack, VMI Procurement Services at [carmacklw@vmi.edu](mailto:carmacklw@vmi.edu). Use of the Understanding of Requirements Form, Attachment D, must be used. **No phone calls will be accepted; no emails will be answered.** Answers will be posted in the form of an addendum.

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:  
Southern Police Equipment Co., Inc.

7609 Midlothian Tpk.

Richmond, VA

Zip Code: 23235

Date: 05/29/2020

By: 

Name: Greg Ballengee (Signature In Ink)

(Please Print)

Title: Manager

EVA Vendor ID or DUNS number 058916180

Phone: (804) 323-1855

E-mail: greg@southernpoliceequipment.com

Fax: (804) 323-5067

Minority Vendor: \_\_\_\_\_ Woman owned: ☒ Small Business ☒ CERTIFICATION #: 6451

**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, or any other basis prohibited by state law relating to discrimination in employment.**

ORIGINAL WHEN RED



Southern Police Equipment Co.

*Southern's*  
BEST

**Virginia Military Institute  
RFP # V211-20-095  
PLAN & METHODOLOGY STATEMENT**

Southern Police Equipment Company receives orders via: phone, fax, email, and Virginia's eVA system.

All systems are monitored regularly, and by multiple personnel.

Our process routes received orders to the individual whom regularly handles the particular account. That individual would possess all documentation regarding products & quotations for the Customer's requirements.

Customer Service Representative enters the received order into our system, and subsequently also creates the Southern Police Equipment Purchase Order to the product manufacturer(s).

That continuity (inquiry / quotation / sales order / purchase order) helps ensure customer requirements are understood, and properly communicated through the supply-chain.

ORIGINAL WHEN RED

7609 Midlothian Turnpike, Richmond, VA 23235  
Toll Free: 800-542-5243 Local: 804-323-1855 Fax: 804-323-5067

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Southern Police Equipment Co.

*Southern's*  
BEST

**Virginia Military Institute  
RFP # V211-20-095  
NARRATIVE STATEMENT**

Southern Police Equipment Company has serviced numerous sized-garment contracts during our 49 year history. Local, State, and National contracts for: Custom-fit Body Armor, Footwear, Tactical Uniforms, Military Service Academy Uniforms are some of the product lines previously and currently serviced. References have been provided.

Southern Police Equipment Company has had the honor of providing these RFP products to Virginia Military Institute for many years.

If Southern Police Equipment receives an award resulting from this RFP, the contract will be managed by Chrissy Hoyt, Customer Service Representative at Southern Police Equipment.

Ms. Hoyt has been an employee of Southern Police Equipment for over 1 year, and brings many years experience in Government Contracting, most recently at General Dynamics Corp..

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7609 Midlothian Turnpike, Richmond, VA 23235  
Toll Free: 800-542-5243 Local: 804-323-1855 Fax: 804-323-5067





ATTACHMENT B

CONFLICT OF INTEREST STATEMENT

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

NAME: Southern Police Equipment Co., Inc.

ADDRESS: 7609 Midlothian Tpk.

CITY/STATE: Richmond, VA 23235

TELEPHONE NUMBER: 804-323-1855

FEDERAL ID NUMBER (FIN): 52-0939316

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

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

RELATIONSHIP WITH VIRGINIA MILITARY INSTITUTE:

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

IF YES, EXPLAIN:



SIGNATURE OF OFFEROR

05/29/2020

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) \_\_\_\_\_.

**ORIGINAL WHEN RED**  
**ATTACHMENT E**

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

Description	Quantity	Price per Pair	Up-Charge for Special Sizes
Bates Model E00968 Men's leather oxford, black	1 pair	\$79.77	None
Bates Model E00769 Women's leather oxford, black	1 pair	\$79.77	None
Capps Model 90258 Men's leather oxford, black	1 pair	\$86.70	None
Capps Model 90100 Women's leather oxford, black	1 pair	\$81.70	None
CAPPS Model 90131, Women's Black Smooth Pump	1 pair	\$59.90	None
Belleville Model C390 Combat Boot, Coyote Brown, Unisex	1 pair	\$111.70	None