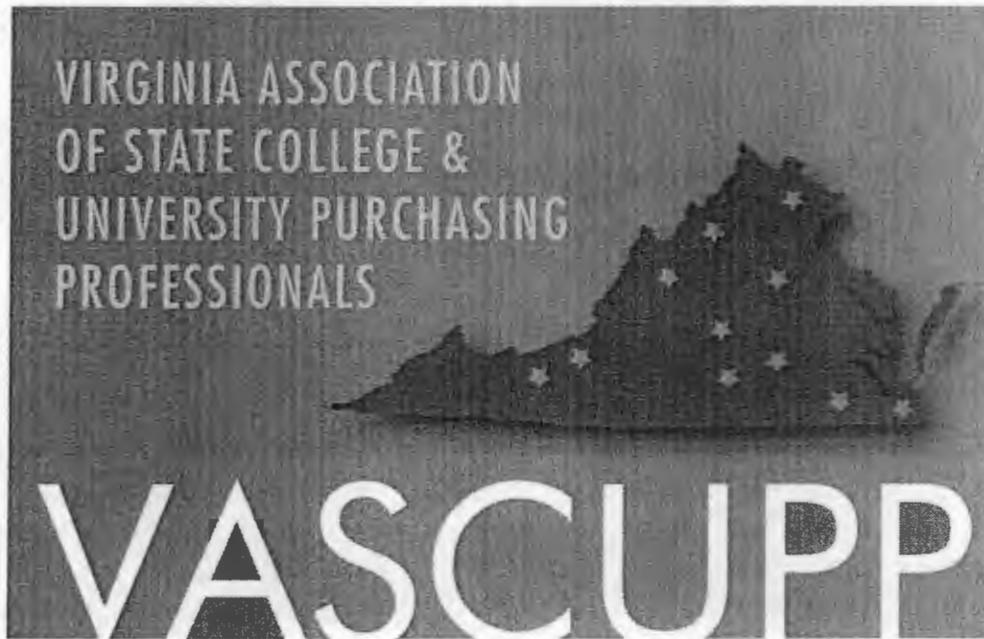




REQUEST FOR PROPOSALS
RFP# V211-19-031
VMI CADET SHIRTS
23 September 2018



Virginia Military Institute
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSALS

RFP # V211-19-031

Issue Date: 23 September 2018
Title: VMI Cadet Shirts
Pre-Proposal Conference Date: 2 October 2018 at 10:00 AM EST
Due Date: 23 October 2018 at 2:00 PM EST
Commodity Code: 20000 / 20070 / 20085
Issuing Agency: Virginia Military Institute
Procurement Services
314 Smith Hall
Lexington, VA 24450

Period of Contract: Date of Award through 30 June 2019 (Annually renewable after the first two years through 30 June 2023)

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, 314 Smith Hall, 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.

OPTIONAL PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at Virginia Military Institute in the QMD Building, Lexington, VA 24450 on 2 October 2018 at 10:00 AM EST. This conference is mandatory for offerors who have not presented a sample for review, and optional for all others. Offeror should arrive in time to be present at the pre-proposal conference at 10:00 AM EST. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation. Claims as a result of failure to inspect the job site will not be considered by the Institute.

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

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:

_____ Date: 10/18/18
Elbeco Incorporated _____ By: David Burnette
4418 Pottsville Pike _____ Name: David Burnette
Reading, PA _____ (Signature In Ink)
Zip Code: 19605 _____ (Please Print)
Title: Vice President of Sales and Marketing
EVA Vendor ID or DUNS number 00-232-5983 _____ Phone: (800) 468-4654
E-mail: mjohnson@elbeco.com _____ Fax: (610) 921-8651
Minority Vendor: _____ Woman owned: _____ Small Business _____ CERTIFICATION #: _____

*NOTE: If you are an individual with a disability and need reasonable accommodations, please contact MAJ Lynn Carmack (540) 464-7223, no later than 4:00 PM EST, 27 September 2018.

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.

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. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: Elbeco Incorporated	23 October 2018, 2:00 PM SHARP, EST	
Name of Bidder/Offeror	Due Date	Time
4418 Pottsville Pike	V211-19-031	
Street or Box Number	IFB No./RFP No.	
Reading, PA 19605	Cadet Shirts	
City, State, Zip Code	IFB/RFP Title	

Name of Contract/Purchase Officer or Buyers: MAJ Lynn W. Carmack, CPSM, CPPO, CUPO;
 Secondary contact: LTC Kathleen H. Tomlin, VCO, VCCO, CUPO

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- H. **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**

ATTACHMENT A

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

QUALIFICATIONS: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

VENDOR'S PRIMARY CONTACT:

Name: David Rosenblum Phone: (301) 529-8215

Email: drosenblum@elbeco.com

Length of Time in this Business: YEARS: 30 MONTHS: 5

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: Citadel Cadet Store CONTACT NAME: Linda Mattingly

PHONE: (843) 953-5330 EMAIL: linda.mattingly@citadel.edu

FAX: (843) 953-4870

PROJECT: Supplying Uniform Shirts and Pants

DATE(S) OF SERVICE: July 1996-Current Year VALUE: \$ 120,000 yearly

COMPANY: Fork Union Military Academy CONTACT NAME: Major Steve Wilson

PHONE: (804) 842-4351 EMAIL: wilsons@fuma.org

FAX: (804) 842-4300

PROJECT: Supplying Uniform Shirts and Pants

DATE(S) OF SERVICE: March 1997-Current year VALUE: \$ 27,000 yearly

COMPANY: Norfolk Police Department CONTACT NAME: Bill Jeneary

PHONE: (757) 664-4155 EMAIL: william.jeneary@norfolk.gov

FAX: (757) 664-3278

PROJECT: Supplying Uniform Shirts and Pants

DATE(S) OF SERVICE: July 1994-Current Year VALUE: \$ 35,000 yearly

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: Elbeco Incorporated

ADDRESS: 4418 Pottsville Pike

CITY/STATE: Reading, PA

TELEPHONE NUMBER: (800) 468-4654

FEDERAL ID NUMBER (FIN): 23-1218590

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

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

RELATIONSHIP WITH VIRGINIA MILITARY INSTITUTE:

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

IF YES, EXPLAIN:

David Burnett
SIGNATURE OF OFFEROR

10/18/18
DATE

Please tell us how you received this solicitation:

- It was mailed to you directly.
- You requested a copy through the Virginia Business Opportunities.
- You obtained a copy from the Virginia Department of Minority Business Enterprise.
- Other (please specify) _____

ATTACHMENT E

PRICING SCHEDULE: The offeror shall furnish VMI Cadet Shirts as specified in this Request for Proposals. Prices will vary based on the total stock quantity ordered during the period from 1 JULY – 30 JUNE of each year. Multiple orders may be issued for each item during this period.

Item	Quantity	Price Each	Quantity	Price Each	Quantity	Price Each	Special Makes w/Quick Delivery	Price Each
White Short Sleeve Shirt: Male Cadet	1-200		201-350		351 +		20-22 weeks 1200 pc minimum	\$21.95
White Short Sleeve Shirt: Female Cadet	1-200		201-350		351 +		20-22 weeks 1200 pc minimum	\$21.95
Black Long Sleeve Shirt: Male Cadet	1-200		201-350		351 +		24-26 weeks 1200 pc Minimums	\$31.95
Black Long Sleeve Shirt: Female Cadet	1-200		201-350		351 +		24-26 weeks 1200 pc Minimums	\$31.95



VMI Cadet Shirts
RFP # V211-19-031
Due Date: October 23, 2018 at 2:00pm EST

B2. PLAN AND METHODOLOGY

THE STOCK ORDER PROCESS:

This consists of the customer sending orders by email, fax or phone to our Customer Service team. Elbeco has their own custom ordering form that can be utilized or the customer may use their own form and submit via email or fax. Elbeco's form is not mandatory but simply an option. Once the order is received and updated in our system, the customer will receive an order confirmation (the customer needs to supply an email address to customer service). Once the initial order process is complete, a pick slip is generated for all available inventory. It is then printed by our warehouse manager. Once printed, the pick slip is picked, packed, and ready for delivery. Our warehouse will ship the order within 24-72 hours.

THE SPECIAL ORDER PROCESS:

The special order process is different from our stock program insofar as it is a custom order as opposed to "an off the shelf stock" item. VMI has always been a "special" or custom program for Elbeco. Following confirmation of the proper uniform specification, the customer typically places their orders with the sales rep (administrator)/Customer Service. Fabric is then ordered and production begins once fabric is delivered to the factory. The time frame from orders placed to production completion is usually 90-120 days. In the case of VMI, we (Elbeco) have always "drop shipped" our orders directly from the factory to VMI.



VMI Cadet Shirts
RFP # V211-19-031
Due Date: October 23, 2018 at 2:00pm EST

B3. WRITTEN NARRATIVE

Elbeco is a 111 year old manufacturing firm of public safety garments. We are considered one of the very best uniform manufacturers in the Public Safety Industry with annual sales totaling nearly 50M dollars. We have approximately 208 employees with a sales team of nearly 20 corporate and outside sales team members. We are familiar with direct sales to academies having had military academy customers such as The Citadel, Missouri Military Academy, St. Thomas Academy, Fork Union, and VMI. For purposes of this contract, the below listed individuals will be assigned to your account.

- David Rosenblum is the administrator of the contract. David is a thirty (30) year rep of our company and has a wealth of knowledge and experience in both our stock and special programs. David has been on both the retail and manufacturing sides to our industry which gives him an excellent perspective on our industry's processes. David will be your main contact.
- Sandy Ludwig is our Customer Service Manager. Sandy has held a variety of positions at Elbeco starting from Customer Service rep to Credit Manager and now oversees all of Elbeco's Customer Service process. Sandy has been with the company for 18 years.
- Samantha Ludwig is our Contract Coordinator. Sam started as our receptionist and has been in her present position for the last three (3) years. She is responsible for the proper execution of all of our contracts and handles all of our bid operations. Samantha has been with the company for 5 years.
- Tom Wenner is our Warehouse Manager. Tom supervises our entire warehouse team and is primarily responsible for ensuring we pick your right products and have accuracy for all of your deliveries. Tom has been with the company for 13 years.



- TJ Virk is our Vice President of Sourcing and Product Development. He is proficient in the principle applications of sourcing, supply chain management, product development and manufacturing of domestic and global apparel and uniforms. TJ is primarily responsible for managing manufacturing and product Development operations. TJ has been with the company for 12 years.

- Additional value support teams
 - Fully staffed Sewing room which provides after production custom options such as emblem attachments, hemming, and other similar embellishments.
 - Fully staffed IT team
 - A Production team that is comprised of fabric, sourcing and supply chain specialists.

Our largest customer once said that of all of his manufacturers (of which this customer has many) Elbeco "makes the trains run on time." In short, our company is known for top quality goods coupled with an unparalleled ability to deliver products.

VMI Cadet Male White Short Sleeve Shirt
Elbeco Style 8053

- Style:** Dress-style shirt has a plain reverse front, full cut tapered fit, open sport collar, long sleeves and full dress shirttail with a continuous hem (folded with turnunder, not just serged). Shirt has two plain breast pockets with top-stitched mitered flaps, shoulder board sleeves that accommodate VMI cadet boards and a double-yoke with matching inside yoke of Dacron/cotton poplin. All stitches must be of proper tension to avoid puckering after laundering and/or dry cleaning. All fabric is of first quality, pre-shrunk and color fast. Work wear industrial style shirt construction is unacceptable and is cause for rejection.
- Fabric:** Milliken 2810, 65% polyester/35% cotton with or without M-Stretch Stainsmart, weighing 5 oz. per square yard. Color: white herringbone.
- Collar:** One-piece convertible collar measures 3" long with ultrasonically fused-in mylar stays that measure 2 $\frac{3}{4}$ " long x $\frac{3}{8}$ " wide. Collar has a woven fusible interlining, is top-stitched $\frac{1}{4}$ " off the edge and has no neck button or buttonhole.
- Front:** To be made with a Sport shirt front with each front having turnback facings approximately 3" wide. Shirt has six buttons and six buttonholes, spaced 3 $\frac{1}{2}$ " apart. Fronts are joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a $\frac{1}{16}$ " raised stitch. Safety stitch joining is unacceptable.
- Yoke:** Double life yoke for support of lock in shoulder boards corner are constructed to accommodate VMI Boards.
- Pockets:** Two plain patch pockets with mitered corners that measure 5" wide x 5 $\frac{7}{8}$ " deep are set to the shirt with $\frac{1}{16}$ " stitches. Buttons are centered on the pockets to align with the buttonholes in the flaps.
- Flaps:** Two mitered flaps that measure 5 $\frac{1}{4}$ " wide, 2 $\frac{3}{8}$ " deep at center and 1 $\frac{3}{4}$ " long are secured to the shirt $\frac{3}{8}$ " above the pockets with $\frac{1}{4}$ " top-stitches. Buttonholes are centered on the flaps to align with buttons on the pockets.
- Sleeves:** Half sleeves have a 1" wide hem with $\frac{1}{4}$ " turnunder to prevent raveling, and is one piece as specified. Sleeves are straight and whole, have 1" hems, finish 6 $\frac{1}{2}$ " long from each underarm seam to bottom of sleeve for a large (16 $\frac{1}{2}$), and graded accordingly.
- Construction:** Collar and pocket flaps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally top-stitched.
- Labels:** Each shirt has a permanent care and manufacturer label sewn-in on the inside left tail of the shirt. Neck size is listed on an embroidered label inside the collar.
- Buttons:** All buttons are first grade 19 ligne pearlescent. Replacement buttons are not to be sewn on shirttail. Upon ordering, replacement buttons are supplied in bulk, two buttons per shirt on order.

VMI Cadet Male White Short Sleeve Shirt
Elbeco Style 8053

Sewing: Collar and pocket flaps are top-stitched ¼” off the edge. Sleeve inserting and side close felling seams are safety-stitched.

Thread: All sewing is with color fast polyester wrap thread to match fabric and has no monofilament.

Interlining: Collar has fusible interlining. Pocket flaps are interlined with EZ Crease.

Military Creases:

Shirt has five sharp permanent military creases. One crease in each front is centered vertically through pockets and flaps. Three vertical creases are in back; middle crease is on the center line and side creases are spaced equally from the center crease.

Stock Sizes: Shirts must be available in sizes Small through 4XL. Package three shirts per box shipped.

October 18, 2018

VMI Cadet Female White Short Sleeve Shirt
Elbeco Style 8055

- Style:** Dress-style shirt has a plain reverse front, full cut tapered fit, open sport collar, long sleeves and full dress shirttail with a continuous hem (folded with turnunder, not just serged). Shirt has two plain breast pockets with top-stitched mitered flaps, shoulder board sleeves that accommodate VMI cadet boards and a double-yoke with matching inside yoke of Dacron/cotton poplin. All stitches must be of proper tension to avoid puckering after laundering and/or dry cleaning. All fabric is of first quality, pre-shrunk and color fast. Work wear industrial style shirt construction is unacceptable and is cause for rejection.
- Fabric:** Milliken 2810, 65% polyester/35% cotton with or without M-Stretch Stainmart, weighing 5 oz. per square yard. Color: white herringbone.
- Collar:** One-piece convertible collar measures 2⁷/₈" long with ultrasonically fused-in mylar stays that measure 2¹/₂" long x ³/₈" wide. Collar has a woven fusible interlining, is top-stitched ¹/₄" off the edge and has no neck button or buttonhole.
- Front:** To be made with a Sport shirt front with each front having turnback facings approximately 3" wide. Shirt has five buttons and five buttonholes, spaced 3¹/₂" apart. Fronts are joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a ¹/₁₆" raised stitch. Safety stitch joining is unacceptable.
- Yoke:** Double life yoke for support of lock in shoulder boards corner are constructed to accommodate VMI Boards.
- Pockets:** Two plain patch pockets with mitered corners that measure 5" wide x 5⁷/₈" deep are set to the shirt with ¹/₁₆" stitches. Buttons are centered on the pockets to align with the buttonholes in the flaps.
- Flaps:** Two mitered flaps that measure 5¹/₄" wide, 2³/₈" deep at center and 1³/₄" long are secured to the shirt ³/₈" above the pockets with ¹/₄" top-stitches. Buttonholes are centered on the flaps to align with buttons on the pockets.
- Sleeves:** Half sleeves have a 1" wide hem with ¹/₄" turnunder to prevent raveling, and is one piece as specified. Sleeves are straight and whole, have 1" hems, finish 5¹/₄" long from each underarm seam to bottom of sleeve for a size 36, and graded accordingly.
- Construction:** Collar and pocket flaps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally top-stitched.
- Labels:** Each shirt has a permanent care and manufacturer label sewn-in on the inside left tail of the shirt. Neck size is listed on an embroidered label inside the collar.
- Buttons:** All buttons are first grade 19 ligne pearlescent. Replacement buttons are not to be sewn on shirttail. Upon ordering, replacement buttons are supplied in bulk, two buttons per shirt on order.

VMI Cadet Female White Short Sleeve Shirt
Elbeco Style 8055

Sewing: Collar and pocket flaps are top-stitched ¼” off the edge. Sleeve inserting and side close felling seams are safety-stitched.

Thread: All sewing is with color fast polyester wrap thread to match fabric and has no monofilament.

Interlining: Collar has fusible interlining. Pocket flaps are interlined with EZ Crease.

Military Creases:

Shirt has five sharp permanent military creases. One crease in each front is centered vertically through pockets and flaps. Three vertical creases are in back; middle crease is on the center line and side creases are spaced equally from the center crease.

Stock Sizes: Shirts must be available in bust sizes 28 through 52. Package three shirts per box shipped.

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VMI Cadet Male Black Long Sleeve Shirt
Elbeco Style 7112

- Style:** Form fitting shirt has full tail with continuous hem (folded with turnunder, not just surged) and double yoke. All stitches must be of proper tension to avoid puckering after laundering and/or dry cleaning. All fabric must be of first quality, pre-shrunk and color fast.
- Fabric:** Metcalf 9270, 65% Dacron polyester/35% rayon, $\pm 5\%$, tropical weave. Color: VMI black.
- Collar:** Dress style collar is die cut. Back of stand measures $1\frac{3}{8}$ " ($\pm\frac{1}{8}$ "). Collar points, medium spread, are 3" long. Interlining is first line commercial quality and stitched. Permanent collar stays of first quality vinyl that measure $2\frac{3}{4}$ " long x $\frac{3}{8}$ " wide are sewn into collar so that no stitches are made through bottom leaf. There is a tie space of $\frac{3}{4}$ " when collar is buttoned.
- Front:** Plain front has a facing approximately $1\frac{5}{8}$ " wide and extends from neckline to bottom of shirt provided by a turnunder of material. Left front has seven buttonholes, $\frac{3}{4}$ " from the edge, 3" to $3\frac{3}{4}$ " apart. Right front has a similar turnunder facing.
- Yoke:** Shirt has a lining in yoke and collar band made of cotton blend, color to match shirt. No manufacturing tags in this area.
- Pockets:** Two plain mitered breast pockets that measure $5\frac{1}{2}$ " wide x 6" deep are located proportional to the size of the shirt.
- Flaps:** Two mitered flaps that finish along the width of pocket, $2\frac{3}{8}$ " deep at center, are stitched in front of shirt $\frac{1}{4}$ " above top pockets. Buttons on center of pockets align with buttonholes in center of flaps.
- Sleeves:** To be straight and whole with sleeve vents from the top of cuffs. Sleeves have vents with top facing of $1\frac{1}{8}$ " wide finished at top with neat block points. Each sleeve has an approximate 5" sleeve vent and fastens with a two-button adjustable cuff.
- Cuffs:** Barrel-type cuffs measure a finished minimum of $2\frac{3}{4}$ " wide, top-stitched $\frac{1}{4}$ " around edge of cuffs with rounded corners. Cuffs fasten with two buttons and one buttonhole to allow cuffs to be adjustable. The two buttons are evenly spaced to prevent puckering when fastened. Cuffs are die cut for uniform fit and are attached to sleeves by double-stitching $\frac{1}{4}$ " apart, visible on outside of cuffs.
- Construction:** Collar and pocket flaps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally top-stitched.
- Labels:** Each shirt has a permanent care and manufacturer label sewn-in on the tail of the shirt. Neck size and applicable sleeve length are listed on an embroidered label inside the collar.

VMI Cadet Male Black Long Sleeve Shirt
Elbeco Style 7112

- Buttons:** All buttons are melamine, match fabric color, and are four-hole buttons. Button stitches are locked. Replacement buttons are not to be sewn on the shirttail, but supplied in bulk upon request.
- Sewing:** Collar and pocket flaps are top-stitched ¼" off the edge. Sleeve inserting and side close felling seams are safety-stitched.
- Thread:** All sewing is with color fast polyester wrap thread to match fabric and has no monofilament.
- Interlining:** Collar has fusible interlining. Pocket flaps are interlined with EZ Crease.
- Creasing:** To be silicone type, two in front and three in back, military crease style. Front creases go through pockets and pocket flaps so that crease is continuous.
- Packaging:** Two shirts per box.
- Sizes:** To be standard commercial sizes except they must be available in tapered cut. Neck sizes must be exact as specified ranging from 14" through 22½" with sleeve lengths ranging from 30" to 40"+ as specified $\pm\frac{1}{2}$ ". Body lengths are to be adjusted accordingly. Shirt length is approximately 32" for neck size 14". (Exact size schedules enclosed.) Sizes are cut on a male pattern.

October 18, 2018

VMI Cadet Female Black Long Sleeve Shirt
Elbeco Style 7114

- Style:** Form fitting shirt has full tail with continuous hem (folded with turnunder, not just surged) and double yoke. All stitches must be of proper tension to avoid puckering after laundering and/or dry cleaning. All fabric must be of first quality, pre-shrunk and color fast.
- Fabric:** Metcalf 9270, 65% Dacron polyester/35% rayon, $\pm 5\%$, tropical weave. Color: VMI black.
- Collar:** Dress style collar is die cut. Back of stand measures $1\frac{3}{8}$ " ($\pm\frac{1}{8}$ "). Collar points, medium spread, are 3" long. Interlining is first line commercial quality and stitched. Permanent collar stays of first quality vinyl that measure $2\frac{3}{4}$ " long x $\frac{3}{8}$ " wide are sewn into collar so that no stitches are made through bottom leaf. There is a tie space of $\frac{3}{4}$ " when collar is buttoned.
- Front:** Plain front has a facing approximately $1\frac{1}{8}$ " wide and extends from neckline to bottom of shirt provided by a turnunder of material. Right front has seven buttonholes, $\frac{3}{4}$ " from the edge, 3" to $3\frac{3}{4}$ " apart. Left front has a similar turnunder facing.
- Yoke:** Shirt has a lining in yoke and collar band made of cotton blend, color to match shirt. No manufacturing tags in this area.
- Pockets:** Two plain mitered breast pockets that measure $5\frac{1}{2}$ " wide x 6" deep are located proportional to the size of the shirt.
- Flaps:** Two mitered flaps that finish along the width of pocket, $2\frac{3}{8}$ " deep at center, are stitched in front of shirt $\frac{1}{4}$ " above top pockets. Buttons on center of pockets align with buttonholes in center of flaps.
- Sleeves:** To be straight and whole with sleeve vents from the top of cuffs. Sleeves have vents with top facing of $1\frac{1}{8}$ " wide finished at top with neat block points. Each sleeve has an approximate 5" sleeve vent and fastens with a two-button adjustable cuff.
- Cuffs:** Barrel-type cuffs measure a finished minimum of $2\frac{3}{4}$ " wide, top-stitched $\frac{1}{4}$ " around edge of cuffs with rounded corners. Cuffs fasten with two buttons and one buttonhole to allow the cuffs to be adjustable. The two buttons are evenly spaced to prevent puckering when fastened. Cuffs are die cut for uniform fit and are attached to sleeves by double-stitching $\frac{1}{4}$ " apart, visible on outside of cuffs.
- Construction:** Collar and pocket flaps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally top-stitched.
- Labels:** Each shirt has a permanent care and manufacturer label sewn-in on the tail of the shirt. Neck size and applicable sleeve length are listed on an embroidered label inside the collar.

VMI Cadet Female Black Long Sleeve Shirt
Elbeco Style 7114

- Buttons:** All buttons are melamine, match fabric color, and are four-hole buttons. Button stitches are locked. Replacement buttons are not to be sewn on the shirrtail, but supplied in bulk upon request.
- Sewing:** Collar and pocket flaps are top-stitched ¼" off the edge. Sleeve inserting and side close felling seams are safety-stitched.
- Thread:** All sewing is with color fast polyester wrap thread to match fabric and has no monofilament.
- Interlining:** Collar has fusible interlining. Pocket flaps are interlined with EZ Crease.
- Creasing:** To be silicone type, two in front and three in back, military crease style. Front creases go through pockets and pocket flaps so that crease is continuous.
- Packaging:** Two shirts per box.
- Sizes:** To be standard commercial sizes except they must be available in tapered cut. Size ranges are 30" to 44" chest with sleeves from 29" to 38" as specified $\pm\frac{1}{2}$ ". Body lengths are to be adjusted accordingly. (Exact size schedules enclosed.) Sizes are cut on a female pattern.

October 18, 2018



ADDENDUM 1
#V211-19-031
Cadet Shirts

Submitted and posted by: MAJ Lynn W. Carmack

16 October 2018

Response to Understanding of Requirements Request:

Section VIII, #1: On the redacted electronic copy requested, what type of information needs to be redacted from the document, if any? **Any information that could be considered as proprietary to your company, such as patented processes, etc.** Also, how would you prefer we submit the electronic copy? Do we scan the document in by email or is there a different method preferred? **The electronic copy should be submitted on a USB drive or a CD.**

Attachment E: If we are only submitting a special make shirt price with delivery, would we only complete the special make with quick delivery columns? **Yes.**

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

Attachment:

Pre-Bid Meeting Sign-In Sheet

END ADDENDUM 1.

Rec'd Addendum 10/16/18
Samantha Ludwig
Samantha Ludwig, Contract Coordinator
Elbeco Inc.

