

**ORIGINAL**



**REQUEST FOR PROPOSAL  
PROJECT #V211-20-056**

**TAILORED CADET UNIFORMS**

**19 January 2020**

VIRGINIA ASSOCIATION  
OF STATE COLLEGE &  
UNIVERSITY PURCHASING  
PROFESSIONALS

**VASCUPP**

ORIGINAL



REQUEST FOR PROPOSAL  
PROJECT #A211-20-026

TAILORED CADET UNIFORMS

19 January 2020



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

REQUEST FOR PROPOSAL  
**RFP #V211-20-056**

Issue Date: 19 January 2020

Title: Tailored Cadet Uniforms

Pre-Proposal  
Conference Date: Wednesday, 5 February 2020 at 10:00 AM EST – Mandatory

Due Date: Thursday, 20 February 2020 at 2:00 PM EST to 314 SMITH HALL

Commodity Code: 2000, 20085, 20088

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

Period of Contract: **Date of Award** through **30 June 2021** (Annually Renewable After the First Year through 30 June 2025)

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.

**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 bids should be placed in the envelope.

**PRE-PROPOSAL CONFERENCE- Mandatory**: A mandatory pre-proposal conference will be held at Virginia Military Institute in the QMD located at 535 North Main Street, Lexington, VA 24450 on **5 February 2020 at 10:00 AM EST**. Offeror must arrive in time to be present at the pre-proposal conference at 10:00 AM EST, **after which entry will not be allowed**. 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 conference will be a prerequisite for submitting a Proposal. Proposals will only be accepted from those Offerors who are represented at this Pre-Proposal Conference. 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 W. Carmack, VMI Procurement Services- Phone (540) 464-7223 or [carmack@vmi.edu](mailto:carmack@vmi.edu). Use of the Understanding of Requirement Form, Attachment B must be used for questions concerning specifications or statement of needs.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

\_\_\_\_\_  
**HANOVER UNIFORM COMPANY**  
**3501 MARMENCO COURT**

\_\_\_\_\_  
**BALTIMORE, MD** Zip Code: **21230**

EVA Vendor ID or DUNS number **E10324**

E-mail: **MSYMMES@HANOVERUNIFORM.COM**

Minority Vendor: \_\_\_\_\_ Woman owned: \_\_\_\_\_ Small Business ☒ Dept. of Minority Business Enterprise Cert.: **693880**

Date: **18 FEBRUARY 2020**

By: \_\_\_\_\_  
(Signature In Ink)

Name: **MARK SYMMES**

(Please Print)

Title: **DIRECTOR, MILITARY SALES**

Phone: **(800)541-9709 X102**

Fax: **(410 ) 235-6071**

\*NOTE: If you are an individual with a disability and need reasonable accommodations, please contact MAJ Lynn Carmack, (540) 464-7323, no later than 4:00 PM EST, 30 January 2020.

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.

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

<b><u>Item of Uniform</u></b>	<b><u>OrderDate</u></b>	<b><u>Due Date</u></b>
<u>White Trouser</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Dress Wool Trouser</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Blouse</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Coatee</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Duty Jacket</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>White Skirt</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Wool Skirt</u>	<u>31 Jan</u>	<u>01 Jun</u>
<u>Overcoat</u>	<u>01 May</u>	<u>15 Sep</u>
<u>Long White Formal Skirt</u>	<u>31 Jan</u>	<u>01 Jun</u>

B. **Service:**

1. The Contractor(s) shall provide two (2) Qualified Tailors, on site, to fit uniforms at Matriculation. Exact dates to be determined by the Quartermaster.
2. The Contractor(s) shall provide two (2) Qualified Tailors, on site, to fit uniforms at winter issue. Exact dates to be determined by the Quartermaster.
3. Tailors provided by the Contractor(s) shall work under the direction of the VMI Military Store Operations Manager.
4. The Institute may return any garment(s) for modification/replacement if specifications are not met at no cost to the Institute.
5. 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.

## VIII. REQUIRED GENERAL TERMS AND CONDITIONS FOR GOODS AND NONPROFESSIONAL SERVICES

- 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. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <https://vascupp.org> or a copy can be obtained by calling the Procurement Office at (540)464-7323.
- B APPLICABLE LAWS AND COURTS:** This procurement 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. The Contractor shall comply with applicable federal, state and local laws 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.
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 subcontractor 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 B-2 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 submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this procurement, nor are they an agent of any person or entity that is currently so debarred.
- 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/offeree) has questions about the specifications or other solicitation documents, the prospective (bidder/offeree) 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, that 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:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS,

CLARIFICATION OF TERMS, PAYMENT 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/offeree) to perform the services/furnish the goods and the (bidder/offeree) 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/offeree's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeree's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeree) fails to satisfy the Commonwealth that such (bidder/offeree) 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 disputes 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: USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offers) 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/offers) 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/offers) 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/offers) 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.
- I 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 these 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. 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 must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

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

Profession/Service	Limits
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate Asbestos

Employment & Training - 2111-000

Design, Inspection or  
Abatement Contractors  
Landscape/Architecture  
Professional Engineer  
Surveying

\$1,000,000 per occurrence, \$3,000,000 aggregate  
\$1,000,000 per occurrence, \$1,000,000 aggregate  
\$2,000,000 per occurrence, \$6,000,000 aggregate  
\$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 NONDISCRIMINATION 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:** The eVA Internet electronic procurement solution, website 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; 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 handled through purchase order changes.

**In addition, these General Term and Conditions must be incorporated or incorporated by reference in all purchase orders issued by state agencies and institutions except for the procurement types which are excluded in section 14.9 or as otherwise**

provided in 14.10a.

- 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 Minority Business Enterprise. 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\*\*\*\*\*

#### **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 anytime 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. **CANCELLATION OF CONTRACT:** The Institute reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period and upon sixty (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.
- E. **CONFLICT OF INTEREST:** The Offeror represents to the Institute that it is entering into this agreement with the Institute does not entail any violation of the *Virginia Conflict of Interest Act*.
- F. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless Virginia Military Institute, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency to use the

the contract, the contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

1. **DEFINITION:** The contract shall be defined as the agreement between the contractor and the employer for the execution of the work under the contract.

the contract shall be defined as the agreement between the contractor and the employer for the execution of the work under the contract.

2. **CONFLICT OF INTEREST:** The contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

the contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

3. **SELECTION OF CONTRACT:** The contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

the contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

4. **THE CONTRACTOR:** The contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

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5. **THE EMPLOYER:** The employer shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

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6. **THE CONTRACT:** The contract shall be defined as the agreement between the contractor and the employer for the execution of the work under the contract.

**GENERAL TERMS AND CONDITIONS**

**\*\*\*\*\* (GENERAL TERMS AND CONDITIONS) \*\*\*\*\***

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7. **THE CONTRACTOR:** The contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

the contractor shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

8. **THE EMPLOYER:** The employer shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

the employer shall be responsible for the performance of the work under the contract and shall be liable for the consequences of any breach of the contract.

materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.

- 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: <u>HANOVER UNIFORM COMPANY</u>	<u>20 February 2020, 2:00 PM SHARP, EST</u>
Name of Bidder/Offeror	Due Date Time
<u>3501 MARMENCO COURT</u>	<u>V211-20-056</u>
Street or Box Number	IFB No./RFP No.
<u>BALTIMORE, MD 21230</u>	<u>Tailored Cadet Uniforms</u>
City, State, Zip Code	IFB/RFP Title

Name of Contract/Purchase Officer or Buyers: **MAJ Lynn Carmack, CUPO, VCCO, CPSM, CPPO;**  
Secondary contact: **Ms. Tracey Lackey, 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 and hour.**
- I. **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 A, the Understanding of Requirements form.
- J. **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.
- K. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the Institute. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Institute the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- L. **WORK SITE DAMAGES:** Any damages to existing utilities, equipment, finished surfaces and to the Institute's property caused by the acts of omissions of the Contractor's agents, employees or invites shall be repair/restored to the Institute's satisfaction at the Contractor's expense.
- M. **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)**

- N. **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 good 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 good and services will be provided to VMI at favored nations pricing, terms and conditions.

ACCESSORY ITEMS FOR VIRGINIA MILITARY INSTITUTE**Blouses****Price**

Collars (Hooks & Eyes, and Collar clasps unattached)	\$35.00 /Each
Collar Tabs	\$2.00 /Each
Large Hook (1-3/8" wide)	\$1.00 /Each
Large Eye (1-3/8" wide)	\$1.00 /Each
Small Hook	\$0.45 /Each
Small Eye	\$0.45 /Each
Collar Clasps	\$2.25 /Each
Zippers	\$3.00 /Each
Zipper Pulls	N/A /Each

**\*\*THESE ARE INCLUDED IN THE  
ZIPPER\*\***

Black Mohair Braid (1" wide)	\$4.50 /Yard
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**Coatees****Price**

Collar (Clasps, Hooks & Eyes, and Buttons unattached)	\$45.00 /Each
Collar Tabs	\$2.00 /Each
Buttons – Waterbury 33 Ligne, Long and Short Shank	\$155.00 /Gross
Collar Clasps	\$2.25 /Each
Leather Washers & Rings	\$15.50 /Each

ACCESSORIES, continued

**Wool Dress Trouser**

	<b><u>Price</u></b>
Striping	<u>\$3.25</u> /Yard
Zippers	<u>\$1.50</u> /Each
Zipper Tabs	<u>\$7.00</u> /Dozen
Zipper Stops – Bottom of Zipper **INC with zipper)	<u>\$N/A</u> /Each
Waistband Lining	<u>\$1.40</u> /Yard
Front Closure Hook & Eye	<u>\$58.00</u> /1000
Buttons, 22 Ligne	<u>\$7.00</u> /Gross

**Duty Jackets**

	<b><u>Price</u></b>
Zippers	<u>\$3.50</u> /Each
Zipper Tabs	<u>N/A</u> /Dozen
Cuffs	<u>\$2.50</u> /Pair

**White Cotton Trousers**

	<b><u>Price</u></b>
Buttons	<u>\$8.00</u> /Gross
Zippers	<u>\$1.00</u> /Each
Zipper Stops – Bottom of Zipper	<u>N/A</u> /Each
Zipper Tabs	<u>\$5.00</u> /Dozen

ACCESSORIES, continued

**Gray & White Skirts (Long & Short)**

	<b><u>Price</u></b>
Buttons	<u>\$7.50</u> /Gross
Lining	<u>\$8.00</u> /Yard
Zippers	<u>\$1.25</u> /Each

**Overcoat**

	<b><u>Price</u></b>
Buttons (Long & Short Shank)	<u>\$100.00</u> /Gross
Lining	<u>\$7.25</u> /Yard
Wigan	<u>\$3.00</u> /Yard

**White Trousers (Regular Rise)**

	<b><u>Price</u></b>
Buttons	<u>\$8.00</u> /Gross
Zippers	<u>\$1.05</u> /Each
Zipper Tabs	<u>\$9.00</u> /Dozen
Zipper Stops – Bottom of Zipper	<u>N/A</u> /Each
Belt Loops	<u>\$1.00</u> /Each

**Wool Trousers (Regular Rise)**

	<b><u>Price</u></b>
Striping	<u>\$3.25</u> /Yard
Zippers	<u>\$1.50</u> /Each
Zipper Tabs	<u>\$7.00</u> /Dozen
Zipper Stops – Bottom of Zipper	<u>\$N/A</u> /Each
Buttons	<u>\$8.00</u> /Dozen
Buttons, 22 Ligne	<u>\$7.00</u> /Gross
Front Closure Hook & Eye	<u>\$58.00</u> /1000

ATTACHMENT B

UNDERSTANDING OF REQUIREMENTS

RFP# V211-20-056

OFFEROR: HANOVER UNIFORM COMPANY

RFP#: RFP #V211-20-056

Date: 18 FEBRUARY 2020

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

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

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Questions must be submitted by 31 January 2020. No response will be provided for questions received after this date. All responses to questions will be made by Addendum.

Questions Submitted by: MARK SYMMES  
NAME

HANOVER UNIFORM COMPANY  
ORGANIZATION

(800) 541-9709 x 102  
PHONE

msymmes@hanoveruniform.com  
EMAIL

This may be FAXED to: (540) 464-7669 or E-Mail to: [carmacklw@vmi.edu](mailto:carmacklw@vmi.edu), MAJ Lynn Carmack, Procurement Officer

## CONFLICT OF INTEREST STATEMENT

Ensure that the solicitation is thoroughly read and completed. Complete, sign and return the information requested below with your proposal. FAILURE TO FURNISH THIS DATA MAY RESULT IN REJECTING YOUR PROPOSAL.

NAME: HANOVER UNIFORM COMPANY

ADDRESS: 3501 MARMENCO COURT

CITY/STATE: BALTIMORE, MD 21230

TELEPHONE NUMBER: (800)541-9709 X102

FEDERAL ID NUMBER (FIN): 20-1659916

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

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

RELATIONSHIP WITH THE COLLEGE OF VIRGINIA:

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

18 FEBRUARY 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) EVA WEBSITE.

## CONTRACTOR DATA SHEET

**QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirement.

Indicate the length of time you have been in business providing this type of service. 83 Years  
5 Months

Provide a list of current references, either college, Educational Institutions, and/or other companies that your firm is servicing. Include the length of service, dollar volume, year contract was entered into, and the name and address of the person the State has your permission to contact. Such listing shall be comprehensive of your firm's customer base and can be formatted as follows:

**CURRENT ACCOUNTS:**

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
UNITED STATES NAVAL ACADEMY 101 WILSON ROAD, ANNAPOLIS, MD ROBIN MARSCH, 410-293-2908	83 YEARS	\$1,200,000
VALLEY FORGE MILITARY ACADEMY 1001 EAGLE ROAD, WAYNE PA COL KEN SEITZ, 610-989-1254	13 YEARS	\$275,000
VIRGINIA TECH CADET CORPS TAILOR SHOP, 202 MILITARY BUILDING BLACKSBURG, VA DEAN MILLER, 540-231-8009	11 YEARS	\$300,000
NORWICH UNIVERSITY 158 HARMON ROAD NORTHFIELD, VT MARY ROUX, 802-485-2017	11 YEARS	\$205,600
GEORGIA MILITARY COLLEGE 201 E. GREENE ST. MILLEDGEVILLE, GA KAREN SEAGRAVES, 478-445-2712	16 YEARS	\$210,000
FISHBURNE MILITARY ACADEMY 225 S. WAYNE AVE WAYNESBORO, VA COL. STEVE CORBIN, 540-946-7718	16 YEARS	\$145,000
HARGRAVE MILITARY ACADEMY 200 MILITARY DR CHATHAM, VA CPT BRENT WEINKAUF, 434-432-2689	14 YEARS	\$220,000

ATTACHMENT D contd.

RFP# V211-15-056

RIVERSIDE MILITARY ACADEMY  
2001 RIVERSIDE DR.

GAINESVILLE, GA

DEBBIE DUNN, 770-532-6251

13YEARS

\$250,000

MISSOUR MILITARY ACADEMY

204 N. GRAND AVE

MEXICO, MO

RICHARD DEHLINGER, 888-564-6662

13 YEARS

\$240,000

**\*\*NUMEROUS OTHERS AVAILABLE UPON REQUEST\*\***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOST ACCOUNTS:

Account Name, Address & Phone #

Length of Service

\$ Volume/Year

NONE

\_\_\_\_\_

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## Small Business Subcontracting Plan

## Definitions

**Small Business:** "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DSBSD-certified women- and minority-owned businesses when they have received DSBSD small business certification.

**Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DSBSD) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).**

Offeror Name: HANOVER UNIFORM COMPANY

Preparer Name: MARK SYMMES Date: 18 FEBRUARY 2020

## Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. 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 in this section. 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 Minority Business Enterprise (DSBSD), are you certified as a (check only one below):

☐ Small Business

☐ Small and Women-owned Business

☐ Small and Minority-owned Business

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

## Section B

## Definitions

**Small Business:** "Small business" means an independently owned and operated business which, together with its affiliates, has 250 or fewer employees in its business, annual gross receipts of \$10 million or less, or is a small business as defined in the previous three years. This shall not include (1) certain women- and minority-owned businesses when they have received DBE(s) small business certification.

**Woman-Owned Business:** "Woman-owned business" means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration laws, or at the time of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration laws, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** "Minority-owned business" means a business concern that is at least 51% owned by one or more minority individuals in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DBME) by the due date of the submission to participate in the SBA program. Certification applications are available through DBME online at [www.DBME.virginia.gov](http://www.DBME.virginia.gov) (Customer Service).

Original Name: BAZOVERI EXPORT COMPANY

Date: 18 FEBRUARY 2020

Proposer Name: STAR 21 AFMS

## Instructions

1. If you are certified by the Department of Minority Business Enterprise (DBME) as a small business, complete only Section A of this form. This shall not include DBE(s)-certified women- and minority-owned businesses as described in a certified DBE(s) small business certification.
2. If you are not a DBE(s)-certified small business, complete Section B of this form. For the offer to receive credit for the small business subcontract plan evaluation criteria, the offeror shall identify the portion of the contract that will be subcontracted to DBE(s)-certified small business in this section. Points will be assigned based on each offeror's proposed subcontracting expenditures with DBE(s)-certified small business for the initial contract period as indicated in Section B in relation to the contract's total price.

## Section A

If your firm is certified by the Department of Minority Business Enterprise (DBME) as a small business, complete only one below:

Small Business

Small and Woman-Owned Business

Small and Minority-Owned Business

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

## 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. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

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

Small Business Name & Address  DSBSD Certificate #	Status if 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
N/A					
HANOVER FACTORIES	UNIFORM WHICH	COMPANY PRODUCED	PLANS ALL	TO USE ALL APPROVED	CURRENT SAMPLES
<b>Totals \$</b>					

WRITTEN NARRATIVE AS REQUIRED BY PAGE 5, SECTION IV, B. 2)

Hanover Uniform Company has a proud 83- year tradition of supplying the Military School and University Market. We provide all services from garment production, tailoring, embroidery, and customization services to outstanding institutions such as the United States Naval Academy, United States Air Force Academy, Virginia Tech Corps of Cadets, Norwich University, Valley Forge Military Academy and College, and approximately 95% of the Private Military Boarding School and Charter School market in the United States. Hanover Uniform is the premiere uniform provider for the Military School Uniform market in the country.

All of the tailors at our local facility in Baltimore, as well as our production plant in Georgia, and our new MIL SPEC Factory in Baltimore, are highly qualified and undergo a comprehensive training program to ensure the highest level of quality. Our Georgia plant is overseen by over 120 years of collective experience in the manufacture of high end military and commercial trousers, and our Military Spec factory is highlighted by the most innovative procedures, technologically advanced equipment, and precise oversight of specification management required by the US Government for programs such as the President's Own, Marine Corps Uniforms, etc. All of our production management teams are at the full disposal of Mrs. Cindy Dudley and all VMI staff for any questions, needs, and concerns; and all understand the detailed specifications, intense quality standards, and need for dedicated oversight required for all Virginia Military Institute uniform items. Either of our factories is fully capable of making any item required or needed by VMI at any time.

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

Unlike our competitors, Hanover Uniform has an entire division dedicated to Military Schools. Mark's ability to dedicate 100% of his time to this specialized group of clients ensures a high quality, competitively priced product, that is delivered on time. This, coupled with an owner, John Mintz, who is 100% committed to the Military School Program, has allowed Hanover Uniform to become the premiere supplier of Military School Uniforms in the United States. Hanover Uniform's other advantage is in the customer service of our Military Division. Unlike other companies, who may have 10-20 people working on different aspects of uniform contracting, manufacturing, quality control, etc., Mark is the only employee at Hanover Uniform Company who is responsible for customer service and oversight of the division. He is the sole contact for any question, comment, concern for any aspect of the entire division, eliminating the need to be routed through a myriad of individuals to satisfy what might be an immediate

and emergent need. Should Mark not be available for any reason, John Mintz, the owner and CEO of Hanover Uniform Company, is the only other contact necessary to reach out to. This makes information dissemination, manufacturing procedures, and management of the division more streamlined and efficient for both Hanover Uniform and all of our customers.

Hanover plans to produce all VMI garments with our production and tailoring staff; the same staff that has produced all samples and production over the last 11 years. We have a select place in our manufacturing facilities is allocated specifically for VMI fabric, trims, and components and a dedicated window would be allocated in the production line based on date of orders. As requested at the pre-bid conference, the plans for fabric availability is as follows. Hanover will plan to order fabric in excess of fabric needed for the current year's orders with the goal to finish your production with at least 1000 additional yards of material on hand to allow us to handle fill-in orders, any anomalies in production yields, and to give us a head-start on orders when they are placed vs when the bulk fabric order arrives. We then order the balance of the goods when we know what items and quantities VMI will purchase from us. The key for us to deliver your orders in the same fiscal year as they are ordered is clear communication, If we can get an assurance from VMI in the Fall of what the following years total order quantity would be then we would be in an excellent position to always deliver everything prior to the end of your fiscal year.

As also requested at the pre-bid conference; in reference to delivery dates for orders; the time frames dictated in the contract for some items are very strict, and in some cases may be difficult to meet, though we will do all in our power to do so. This applies particularly for the trousers. The extra fabric we will have on hand will help us prepare to start the orders upon receipt, but, as stated above, many outside factors will influence delivery dates. In order to give Hanover Uniform the best chance to meet desired delivery dates for summer orders set forth in the RFP, if VMI were to provide projected quantities for summer orders in the October time frame and actual orders by mid January; barring any issue that arises outside of our control with regards to fabric or trim delivery, etc. Hanover Uniform will do everything possible to be able to meet delivery expectations. As in all cases, Hanover Uniform will do all within our power to ensure the quickest possible turnaround time and highest quality manufacturing for all orders, both stock and special.

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