

# Tailored Cadet Uniforms for: Virginia Military Institute

Request for Proposal Number:  
**V211-20-056**

**ORIGINAL PLUS SIX (6) COPIES**

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## **Submitted by:**

### **Fechheimer Brothers Company**

4545 Malsbary Road

Cincinnati, OH 45242

Business Type: Uniform Manufacturer and Distributor

Submitted: February 18, 2020

## **Authorized Representative:**

Fred Heldman

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Signature: \_\_\_\_\_



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## Introduction

Fechheimer is pleased to present our proposal for furnishing the Virginia Military Institute uniform program. Our proposal is inclusive of the tailored uniform items and service requirements as described in RFP# V211-20-056.

Fechheimer uniform items developed for our military and military school programs are the best quality the industry has to offer. Our component materials used in the construction of the Flying Cross brand uniforms are of the highest quality available. Fechheimer has invested considerable resources into pattern development. Excellent patterns result in sharp, well fitting uniforms and low alteration costs for Virginia Military Institute (VMI).

## Section B2a & B2c    **Fechheimer History, Experience, and Services**

Fechheimer in the uniform business for over 175 years. The company was founded by Jacob Fechheimer and was originally formed as a haberdashery in Cincinnati, OH. In 1986, Berkshire Hathaway Corporation purchased controlling interest in Fechheimer. Today, Fechheimer's flagship brand label "Flying Cross Uniforms" is recognized worldwide as a symbol of exceptional quality, true value and impeccable service in uniforms. We are a leading manufacturer in the military uniform market, specializing in Navy, Marine Corps, and Army Dress Uniforms. As a point of interest, we produce 90% of all tailored officer uniforms worldwide for the Navy and Marine Corps Exchange Systems. Most recently we became involved in the development the Army's new Green Service Uniform Ensemble that resembles the uniform worn by the U.S. Army during World War II. Our company stocks over 60 uniform styles to support the United States Armed Services and has committed multi millions of dollars in inventory to support these programs. We are a full service manufacturer with sales and vendor service professionals positioned worldwide.

With regard to the academic institutional market, again we are a proven industry leader. The following is a partial customer list in this market.

- *The United States Air Force Academy (USAFA)*
- *The United States Coast Guard Academy (USCGA)*
- *The United States Merchant Marine Academy (USMMA)*
- *The United States Naval Academy (USNA)*
- *VMI*
- *The Citadel*
- *Norwich University*
- *State University of New York (SUNY) Maritime College*
- *Texas A&M*

Contact names and numbers are listed in Attachment D and are available as references. Others can be furnished upon request.

Please note, Fechheimer is handling large scale programs for our nations service academies, with 90% market share at USNA, and 60% market share of USAFA. Fechheimer has a proven track record at VMI. We are capable of manufacturing and servicing all items identified in this contract simultaneously. We own multiple manufacturing facilities and have long standing relationships with certified contractors, who are capable of making all VMI garments.

## **Section B2b Staff Experience and Qualifications**

Fechheimer Brothers Company has substantial human resources to utilize for the daily operations. These include customer service representatives, fabric and trim buyers, quality control specialists, systems engineers, designers, tailors, fitters, sales professionals and management executives.

There are several key individuals needed to facilitate the performance of the VMI Uniform program. Those individuals include the Director of Military Sales, Production Coordinator, Clothing Designer and Military Customer Service Team Lead. A description of their experience and backgrounds are as follows:

### *James C. Kelly*

#### *Director, Military Sales*

Mr. Kelly has worked with Fechheimer Brothers Company for the past 23 years and has 32 years of experience in the apparel industry. Altogether, 30 years have been focused on the military and military academic sectors. Mr. Kelly was educated at Philadelphia College of Textiles and Science and received degrees in Apparel Management and Textile Science. He has handled the Virginia Military Institute uniform contract for the past 20 years and is completely familiar with every aspect of the contract.

### *Mark Billotte*

#### *Designer*

Mr. Billotte has worked with Fechheimer Brothers Company for the past 12 years. He has 40 years of experience in the tailored clothing design and manufacturing business. Mark is an accredited member of IACDE, International Association of Clothing Designers and Executives.

### *Brandon Kuhlenberg*

#### *Military Customer Service Team Lead*

Mr. Kuhlenberg is new to the Fechheimer Brothers Company, having only been here a year. However, Brandon's experience being a GM for a small business and a Master-At-Arms during his time in the U.S. Navy gives him an outstanding combination of customer service and an extensive military knowledge with regards to critical attention to detail that military uniforms require.

### *Jason Johnson*

#### *Production Planner*

Mr. Johnson has been with Fechheimer Brothers Company for 3 years. He is responsible for production scheduling and tracking factory special orders. He plays a key role in assuring that all products produced by Fechheimer Brothers Company are delivered on time and made according to specification requirements.

### *Andy English*

#### *Director of Quality Control*

Mr. English joined Fechheimer Brothers Company in 2017 and has 40 years of experience in the business, with extensive experience in Technical Service, R&D, Engineering, and Plant Management.

## **Training & Development**

Fechheimer Brothers Company is dedicated to providing proper training and development for our people. It is not uncommon to find employees who have been with the company for decades. The reason for this is partly because we make an investment in our people. We encourage and support them in continuing education, specialized training, which help further develop their skills to enhance their lives.

## Section B2d Production Techniques, Product Quality and Quality Control

Fechheimer Brothers Company takes quality seriously. We allocate substantial human and financial resources to assure that we are producing quality products. Our achievement of receiving the ISO 9001 quality certification is a testament to our ongoing commitment to providing quality goods and services. We invite you to review our quality control program, which is detailed in a 50-page manual. To summarize, our quality control program is a comprehensive program based on the following components:

### *Fabric Quality Control*

Each lot of fabric is inspected to ensure it meets the shade and technical standards.

*Cutting Department Quality Control – Marker making and cutting are automated processes.*

### *In-Process Quality Control*

Our Director of Quality Control, Andy English, personally visits each plant and subcontractor on a regular basis to inspect products as they go through the production process. He also inspects the facilities to make sure they are following our company procedures outlined in our quality control manual.

### *Final Statistical Audit*

All garments are audited on site before they ship to our distribution centers.

### *Distribution Center Audit*

In addition to the final statistical audit, we inspect the garments once they arrive at our distribution centers to ensure the garments meet our customers' specifications.

## Section B2e-g Manufacturing Plant Description

Fechheimer owns three factories and utilizes multiple contract facilities for the production of shirts, coats, trousers, skirts, and outerwear. Regarding factories not owned by Fechheimer Brothers Company, our company places substantial business with these companies and has control over quality and production schedules. Virginia Military Institute is welcome to visit any of our facilities. All of these facilities have been thoroughly vetted before producing military garments for Fechheimer.

<u>Company</u>	<u>Location</u>	<u>Products Produced</u>
Fechheimer Brothers Company	Cincinnati, OH	Alteration, Distribution
Fechheimer Brothers Company	Grantsville, MD	Shirts, Distribution
Fechheimer Brothers Company	Hodgenville, KY	Trousers, Slacks, Coats, Distribution
Accent Uniforms	Eddystone, PA	Coats, Outerwear
Gil Sewing	Chicago, IL	Coats, Skirts, Outerwear

The following is a review of the manufacturing plants' capabilities:

### *Fechheimer Brothers Company, Cincinnati, OH*

Cincinnati is the location of our corporate headquarters. The facility was once used as a factory and warehouse as well. As the company grew, we saw the need to expand to other factories. Today our Cincinnati facility serves as the corporate headquarters, the main distribution center, and as one of our customizing centers. We have a highly developed team who customizes stock garments and performs alterations when necessary. This is where past VMI emergency or special orders have been produced for a quick turn-around.

## Section B2e-g Manufacturing Plant Description (cont'd)

### *Fechheimer Brothers Company, Grantsville, MD*

The Grantsville facility employs approximately 200 people. This facility was built in 1953 and has been enlarged 5 times. Grantsville serves as our main shirt manufacturing plant and our national distribution center. All military products manufactured by Fechheimer or for Fechheimer come through Grantsville prior to being shipped. The facility has an on-site Quality Control Team, which inspects every cut as it comes into the warehouse.

### *Fechheimer Brothers Company, Hodgenville, KY*

The Hodgenville plant mainly produces high quality trousers and slacks. It also produces some of our jackets and outerwear for a variety of end users. The plant employees approximately 300 people between 2 buildings. The facility houses our Cutting Department with 25 operators and our Marking Department, which creates all the patterns for our manufacturing plants and subcontractors.

### *Accent Uniform Company, Eddystone, PA*

Accent is a tailored coat facility and employs approximately 100 people. They have capacity to produce up to 1200 tailored coats per week. They produce high quality tailored uniforms coats, jackets, and outerwear. They have been in business for 42 years and has produced product for Fechheimer for the past 25+ years. We represent approximately 80% of their production. Accent produces Flying Cross garments for the U.S. Navy, U.S. Marine Corps, military schools, and a variety of commercial customers. While their manufacturing method makes use of the traditional bundle method, they produce one of the highest quality uniform coats in the country.

### *Gil Sewing, Chicago, IL*

In 2008 we began working with another high quality tailored coat contractor, Gil Sewing. We developed Gil as a needed resource for our expanding tailored business. Gil is certified on coats and skirts for multiple branches of the U.S. Military.

## Section B2h Delivery Commitment

Fechheimer has been providing uniform programs to our nation's military for over 100 years and to our nation's service academies, military colleges, and schools for several decades. We have been a previous uniform supplier for VMI. We are completely committed to delivering product(s) within the needed time frame. We understand the importance of on time delivery and the many problems caused when delivery is not completed on schedule. Our company has built its fine reputation on consistent high quality product and timely delivery. Our standard delivery for made-to-order items is 150 – 180 days ARO. Please place orders as early as possible. Placing orders in the November/December time frame for delivery in the following academic year is encouraged.

We have a specific plan of action that we follow in order to ensure on time delivery, as follows:

### *Initial Post Award Contract Review*

- A complete review of all contract materials is performed with all key personnel to familiarize everyone with the terms and requirements of the contract.

### *Contract Implementation*

- A time line is developed to cover all necessary steps that must be taken in order to meet the requirements of the contract.
- Individual tasks are assigned to key personnel to initiate commencement of contract performance.
- A contract performance plan is developed and finalized.

## **Contract Performance Plan**

Following is an outline of the anticipated course of action that will be taken in order to execute this program in the most effective and efficient way possible.

### *Phase I – Post Award*

- 1) Meet with VMI personnel to discuss program particulars, the program performance plan, and review samples
- 2) Implement product revisions (if required)
- 3) Update product specifications (if required)
- 4) Allocate production resources
- 5) Initiate raw material orders
- 6) Receive and inspect raw materials, supply materials
- 7) Commence production of orders

### *Phase II – Pre-Delivery*

- 1) Finalize schedule
- 2) Report to VMI personnel as to progress of orders

### *Phase III – Delivery*

- 1) Ship initial product orders to VMI for delivery by date required
- 2) Process, produce, and/or ship fill-in orders per delivery requirement

### *Phase IV – Post Delivery*

- 1) Meet with VMI personnel to review program performance
- 2) Implement corrective action according to performance review (if required)
- 3) Revise plan of operations (if required)

## **Conclusion**

Fechheimer considers it a privilege to be associated with Virginia Military Institute and is very proud of the products and services we have provided your fine institution over the past two decades. As always, we are dedicated to providing VMI and its Corps of Cadets with a first class uniform program of which all of us can be proud. We have an experienced and knowledgeable team of professionals dedicated to the success of VMI's Uniform Program. We look forward to having the opportunity to continue our position as a respected vendor. With businesses closing their doors every day in our industry, Fechheimer is a company you can depend on to service your uniform needs through the present time and well into the future.

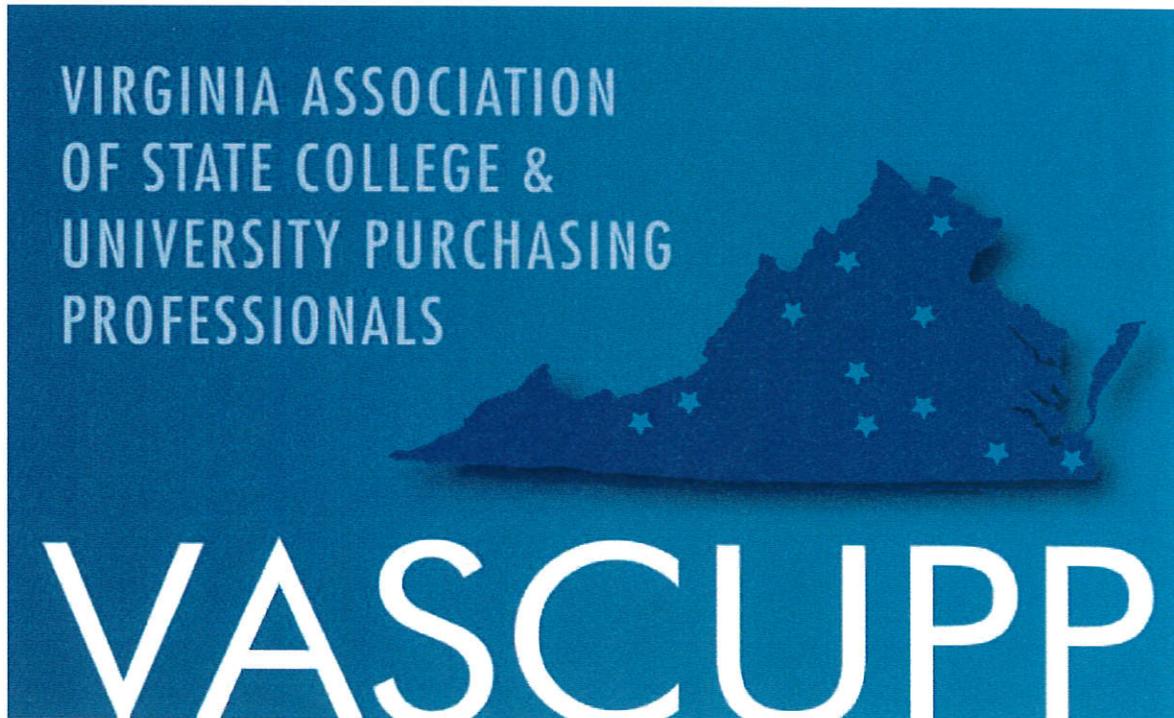
We thank you, Virginia Military Institute, for our past and present business relationship and for the opportunity to furnish this proposal.



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

**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.

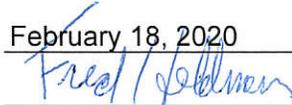
**IDENTIFICATION OF BID ENVELOPE:** The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section IX, paragraph H. The envelope should be addressed as directed in the heading of this Page of the solicitation. No other correspondence or other bids 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:  
Fechheimer Brothers Company  
4545 Malsbary Rd.  
Cincinnati, OH Zip Code: 45242

Date: February 18, 2020  
By:   
(Signature In Ink)  
Name: Fred Heldman  
(Please Print)  
Title: Senior Vice President

EVA Vendor ID or DUNS number 004232179

Phone: ( 513 ) 792-1639

E-mail: fheldman@fechheimer.com

Fax: ( 888 ) 793-5400

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

\*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.

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- I. **PURPOSE:** The intent and purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a **contract or contracts** through competitive negotiations to supply tailored cadet uniform items to the Corps of Cadets at the Virginia Military Institute (VMI), an agency of the Commonwealth of Virginia.
- II. **BACKGROUND:** Founded in 1839 as the nation's first state military college, the Virginia Military Institute is organized under the laws of the Commonwealth of Virginia and is governed by a Board of Visitors appointed by the Governor. In accordance with the provisions of the Code of Virginia, the 1300 cadets constitute a military corps. Cadets live within a military framework; they wear the cadet uniform at the Institute; live in a barracks; and regularly take part in parades and drills. **It is, therefore, imperative that the continuing supply of articles of uniform be equal or superior in quality to those used heretofore at VMI.**
- III. **STATEMENT OF NEEDS:** The Contractor(s) shall have the capability of providing tailored cadet uniforms to match existing uniforms according to the following specifications. Quality and workmanship shall be defined by control samples of each item submitted by the Contractor.

**A. SAMPLES**

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

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

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

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

**IV. PROPOSAL PREPARATION AND SUBMISSION**

A. General Requirements:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and six (6) copies of each proposal must be submitted to VMI. No other distribution of the proposals shall be made by the Offeror.
2. Proposal Preparation:
  - a. Proposals shall be signed by an authorized representative of the Offeror. All information

requested should be submitted. Failure to submit all information requested may result in the Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Agency at its discretion.

- b. Proposals should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
  - c. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Agency. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. The Agency will schedule the time and location of these presentations. Oral presentations are an option of the Agency and may or may not be conducted. Therefore, proposals should be complete.

Offerors are required to limit the number of representatives at the oral presentation to four (4) members of its staff. The responsible designer or pattern maker must be a member of the presentation team. A discussion of pattern development and size graduation that addresses body size and body length shall be included in the presentation.

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

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

**3. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a Department of Small Business and Supplier Diversity

certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the Procurement Services at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority- owned), and type of product/service provided.

All potential Offerors are required to submit a Small Business Subcontracting Plan unless the Offeror is registered as a DSBSD-certified small business. No Offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DSBSD) by the due date for receipt of proposals.

**V. EVALUATION AND AWARD CRITERIA**

**A. EVALUATION CRITERIA**

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

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

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

**VI. MANDATORY PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on **5 February 2020** at **10:00 am, EST** at the QMD located at 535 North Main Street, Lexington, VA 24450. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all Offerors having a clear understanding of the specifications/scope of work and requirements for this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those Offerors who are represented at this 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.

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

## VII. SPECIFICATIONS

### MALE BRAIDED BLOUSE

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

**MATERIAL:** Cadet Gray or VMI approved equivalent 18 ½ - 19 ½ 100% Wool Melton

**STYLE:** VMI Cadet type (Braided) with contoured (single side seam) body, with its inner structure to fit over actual shoulder, chest, waist, and seat sizes.

**CLOSURE:** Standard Male Closure.

- CUTTING NOTES:**
- a. Seam allowance: Add to forepart 1 1/4" (Tolerance – 1/4" + 0")
  - b. Add to underarm sleeve seam no less than 1 1/2" (but no more than 1 3/4"). Add this extra amount to the backside of the underarm seam only; the front side of the seam must have a seam allowance of 3/8" for alteration purposes. Both seams taper to 3/8" each at 9" above bottom of unfinished sleeve.
  - c. Center Back seam has at least 1 1/4" (Tolerance – 1/4" + 0") on each side of the back seam for adjustments.
  - d. Back braid distance 16" down from base of collar and has a total inside measurement (measuring from inside right braid to inside left braid—across center back seam) of 5 3/4" on a size 44R (with a tolerance of + or – 1/4").
  - e. Styling seams have 3/8" seam allowance on each side of seam with a tolerance of plus 1/8" and – 0.
  - f. Bottom turn-up of blouse is 1 3/4" (plus or minus 1/8") for lengthening purposes
  - g. No more than 1/8" Clipping or Notching of garment on any Seam allowances. (No clipping or notching at all is preferred.)
  - h. The lining of body has a 2 1/2" total amount (tolerance of plus or minus 1/2") continuous pleat down the center back from neck area, thru the bottom of the skirt of the lining itself. This is for alteration purposes and to allow fullness throughout body of lining. This continuous pleat is to be folded over and is to be pressed down from the neckline to the bottom of the lining. Pleat at hem is to hang loose (not to be rolled over and sewn down).
  - i. Measurement/size chart is found at the end of Section III of this document.
  - j. Neck of blouse to be the same size as the collar size specified in the attached chart. Collar itself to go end to end of blouse when "walked around" (before sewn down). Tolerance of minus 0 and plus 3/8" for body neck.
  - k. There is to be no side panel in any of these blouses.

**LENGTH:** Length of coat – lower edge front and rear to reach crotch line. Lengths determined by size (short, reg., long, etc). Length of coat for 44S is 27 ½", 44R is 28 ½", 44L is 29 ½" and 44XL is 30 ½". There is 1" added to the length for each additional body length. There is a tolerance of plus or minus 1/4". Lengths are to be graded according to sizes.

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

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

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

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

#### BODY AND SLEEVE

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

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

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

Sleeve lining is completely sewn into armhole, not tacked.

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

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

Sleeve lining turn up at cuff must have a generous 3" turn up (plus 1/2" and minus 0")

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

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

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

SLEEVE:

- a. The sleeve is "felled" into the top of the armhole using a special felling stitch, which allows fullness, evenness, flexibility, and strength.
- b. The bottom half of the armhole is machine lock- stitched to give the greatest strength in this high stress area. For ease of alteration, the armhole of the blouse is finished separately. The lining, interfacing, and sweat shields (which are sewn together) are then sewn to the armhole.
- c. Sleeves are cut utilizing a 60/40 pattern per fine tailoring. They are pitched forward 3-4 degrees in the armhole to allow for arm lift.
- d. When attaching the sleeve to the body, the back arm seam of the sleeve must touch the back panel seam of the body.
- e. The 1" wide Braid (as noted above) on sleeves shall be three inches (tolerance of plus or minus 1/8") from bottom of sleeve connecting end to end. The braid seam goes to the back of the sleeve. On the sleeve, the braid extends past the wool at least 3/4" but not more than 1".
- f. There is fusing on the bottom part of the sleeve for stability. Fusing shall be black sleeve wigan #550 from QST (not fusible) OR Staflex 4310 100% Polyester Thermalbond Non-Woven. 1.8oz/sq.yd. OR VMI APPROVED equivalent. Sleeve fusing to go from bottom of sleeve cuff up 11" for stability and endurance of the sleeve.

SLEEVE CUFF:

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

COLLAR STYLE &  
MEASUREMENTS

The sleeve cuff turned under will be tacked to each of the sleeve seams at the edge of the sleeve cuff material. The sleeve lining must not hang below bottom edge of cuff.

Collar fronts to be cut “squared” and at right angles to the top and bottom edges. 1-1/2" wide finished male width (+ or - 1/16" tolerance here) ALL collars are to be this width. The following is the desired collar (blouse and coatee/female and male) dimensional "drop" from top to bottom:

Top measurement to center measurement		1/2" drop
Center measurement to bottom measurement		1/4" drop
Example: 17" collar	top measurement	16 1/2"
	center measurement	17"
	bottom measurement	17 1/4"
example: 18 1/2" collar	top measurement	18"
	center measurement	18 1/2"
	bottom measurement	18 3/4"

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

**COLLAR INNER FABRIC:**

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

The back lining is not to show above the finished collar.

**COLLAR BRAID:**

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

**COLLAR TAB:**

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

**COLLAR CLOSURE:**

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

The collar hook is placed on the right side and the eye placed on the left side

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

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

**COLLAR CLASPS:**

Top of 3 collar insert clips are 3/4" below top of collar. #03-04776-00-00-11900 from OGS Technologies (formerly known as Waterbury Button Co.).

**COLLAR ATTACHEMNT:**

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

**BOTTOM CLOSURE:**

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

The bottom hook is placed on the left side and the eye on the right (opposite of the collar hook and eye)

with the hook and eye sewn between the layers of material (not on top of the fabric) to prevent it from pulling a hole in the fabric.

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

FACING:

(Black front flap)

Facing of 16 ounce black cloth well stayed. The facing starts no less than 1/8" and not more than 1/4" below the collar and will finish 1/2" below the zipper (zipper finishes 4" above the bottom of the blouse) on the right hand side.

ZIPPER/

ZIPPER TAPE:

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

Zipper will begin at top 1/2" (plus 0" and minus 1/8" tolerance) below collar seam and extending down the front to four inches from bottom of blouse (tolerance of plus or minus 1/4"). (Continued next page)

Zipper to be placed equal distance from edge and to unzip from the bottom.

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

Ascertain that zipper length is in accordance with size of blouse (short, reg. Long, etc.). Zipper teeth are not be turned under to make the zipper the proper length.

FRONT EDGE:

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

SHOULDER PADS:

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

THREAD:

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

LAUNDRY TAG:

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

LABELING TAGS:

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

Tag will carry size of coat (coat size and length), collar and sleeve length, Mfg's name and date of manufacture in permanent ink. A paper tag will be attached securely (not hanging loose) onto the left sleeve with same information.

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

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

FEMALE PATTERN:	Standard female closure.
FEMALE COLLAR:	Collar to be 1 1/2" wide.
FEMALE COLLAR TAB/CLIPS:	Black wool, self fabric tab 1 1/2" wide and 2 3/4" long to go on RIGHT SIDE OF THE COLLAR (opposite of the male collar tab).  Top of collar insert clip to be 1/2" below top of collar.
FEMALE COLLAR CLOSURE:	Hook is placed on LEFT SIDE of collar and the eye on right side (this is opposite of the male blouse collars).
FEMALE BOTTOM CLOSURE:	One small hook and eye #11 (3/8") are placed two (2) inches from bottom of coat. The hook is placed on the RIGHT SIDE and the eye on the LEFT SIDE (opposite of the male collar hook and eye).
FRONT FEMALE SEAM:	Seam on each side will run laterally from shoulder seam to blouse bottom for fullness in upper chest area.
FACING: <b><u>(Black front flap):</u></b>	The facing to start no less than 1/8" (and no more than 1/4") below the collar and finishes 1/2" (tolerance of plus or minus 0") below the zipper on the left hand side. (NOTE: zipper finishes 4" above the bottom of the blouse.)
WIDTH:	The distance between the back center braid when measured 16" down from the base of the collar is to be 4" (tolerance of + or - 1/8").
FEMALE ZIPPER:	The zipper pull to be placed on the LEFT HAND SIDE for female blouse. <b><u>(Pull to follow flap.)</u></b>
POCKETS:	Inside left breast, horizontal style, set into the left facing. 5" opening with reinforced welted edges of the black wool, facing fabric.

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

<b>MATERIAL:</b>	<u>Cadet Gray or VMI approved equivalent 18 ½ - 19 ½ 100% Wool Melton</u>
<b>STYLE:</b>	Single breasted, standing collar, waist length front with full tails having a generous overlapping back vent, with its inner structure to fit over actual shoulder, chest, waist, and seat sizes.
<b>CLOSURE:</b>	Standard Male Closure.
<b>CUTTING NOTES:</b>	<ul style="list-style-type: none"><li>a. Seam allowance: Add to forepart 1 1/4". (Tolerance – 1/4" + 0")</li><li>b. Add to underarm sleeve seam no less than 1 1/2" (but no more than 1 3/4"). Add this extra amount to the backside of the underarm seam only; the front side of seam is to have an allowance of 3/8" for alteration purposes. Both seams are tapered to 3/8" each 9" above bottom of unfinished sleeve.</li><li>c. Center Back seam will have at least 1 1/4" (Tolerance – 1/4" + 0") on each side of the seam for adjustments.</li><li>d. Styling seams have 3/8" seam allowance on each side of seam with a tolerance of plus 1/8" and - 0.</li><li>e. No more than 1/8" Clipping or Notching of garment on any Seam allowances. (No clipping or notching at all is preferred.)</li><li>f. Side seam finishes 3 1/2" away from dart for alteration purposes with tolerance of + or – 1/4"</li><li>g. Measurement/size chart is found at the end of Section III of this document.</li><li>h. The lining of body has a 2 1/2" total amount (tolerance of plus or minus 1/2") continuous pleat down the center back from neck area, thru the bottom of the skirt of the lining itself. This is for alteration purposes and to allow fullness throughout body of lining. This continuous pleat is to be folded over and is to be pressed down from the neckline to the bottom of the lining.</li><li>i. Neck of coatee to be the same size as the collar size specified in the attached chart. Collar itself to go end to end of coatee when "walked around" (before sewn down). Tolerance of minus 0 and plus 3/8" for body neck.</li></ul>
<b>LENGTH:</b>	Length of coatee (measured from base of collar to bottom of tails) are as follows: 44 Short 30 ½", 44 Regular 31 ½", 44 Long 32 ½", 44XL 33 ½". There is a tolerance of plus or minus 1/4". There is 1" added to the length for each additional body length. There is a tolerance of plus or minus 1/4". Lengths are to be graded according to sizes.
<b>FRONT TRIM:</b>	Eight, double stem rows of Special West Point style "Spear point" design Grip Flex #BR516BLK #516 1/16" Black Round or VMI approved equivalent with top row beginning 1" from base of collar and bottom row ending 1" (with a tolerance of + or – 1/4") from bottom of coatee. Trim rows encircle the <u>entire buttonhole</u> over the buttonhole stitching and extend laterally with a slight upward angle. The stem rows are butted together and form the 3-loop trefoil end, finishing in a decreasing width pattern from top to bottom. There is to be terminal decorative button at each trefoil, and eight functional attached buttons 1" from end of trefoil on right side for a total of 24 buttons on front coat.
<b>SWEATSHIELD:</b>	The sweat shield to be secured in the lower part of the armhole, 4" wide and 3 1/2" deep, rounded to fit armhole, made of an absorbent wool flannel, consisting of 85% wool and 15% nylon, double sponged to prevent shrinkage, edged all around with pre-shrunk bias poly-cotton finishing tape completely sewn into the armhole area.

**BODY & SLEEVE**

**LINING:**

Both fronts are self-fabric lined with the 18 ½ to 19 1/2 oz. Cadet Gray Melton wool.

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

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

Sleeve lining is completely sewn into armhole, not tacked.

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

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

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

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

**SLEEVES:**

There will be on each cuff, three (3) rows of Special West Point style "Spear point" trefoil designs of Grip Flex #BR516BLK #516 1/16" Black Round or VMI approved equivalent with button attached with leather disc and ring at "V" point. Metal discs are not allowed. Spear tip end and bars of designs shall be set adjacent. Bottom designs are set up 2 1/2" (tolerance of minus 0 and plus 1/2") from finished cuff with the trim rows spaced 2" apart.

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

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

**SLEEVE CUFF:**

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

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

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

**COLLAR STYLE**

**& MEASUREMENTS:**

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

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

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

Example: 17" collar top measurement                      16 1/2"

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

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

COLLAR/INNER FABRIC:

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

COLLAR TRIM:

The edges will be "framed" in trim which is wider than the coatee soutache. This trim shall be EIC Industries # BR7296BLK 0N0023-7296 1/8" tubular braid or approved VMI equivalent set flush to edges (no grey Melton to show between finished top and bottom).

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

COLLAR SOUTACHE:

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

This design must start 1" (tolerance of -0 and + 1/4") in from edge of collar.

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

COLLAR TAB:

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

COLLAR CLOSURE:

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

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

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

COLLAR CLASPS:

Top of 3 collar insert clips to be 3/4" below top of collar. #03-04776-00-00-11900 from OGS Technologies (formerly known as Waterbury Button Co.)\_A button is centered at loops on soutache, sunk, and fastened with rings (no leather washer).

## COLLAR

### ATTACHMENT:

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

### BUTTONS:

There must be 44 buttons on each coatee. All buttons shall be gilt 33 Ligne VMI style (i.e. of superior quality). All front buttons, collar buttons and two (2) waist buttons on back shall be long shank. The eight, center front closure buttons are functional, sewn to coat and shall have a plastic backing button on the inside. Tail buttons and sleeve buttons must be short shank. All except front closure buttons and collar buttons are pulled snug and fastened with leather disk and wire ring. Metal discs are not allowed.

### BUTTONHOLES:

Buttonholes for the 8 front functional buttons must be the cut-first style, allowing greater durability and enhanced appearance. Trim rows shall encircle the entire buttonhole over the stitching and extend laterally with a slight upward angle.

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

### CLOSURE:

Standard male closure. The top closure button is parallel with the end of the collar. Center front opening with 8 functional buttons/buttonholes down center, soutache to end 1/2" from edge of coatee with the button placed 1" from end of soutache. At the top of coatee, at collar, the right under portion of the front closure extends laterally to finish a full 1-1/2" wider than the front centerline (overlap) of the coat. The left front (with buttonholes), finishes 3/4" laterally wider than centerline and must have an upward angled cut at the top edge.

### BACK AND TAIL:

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

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

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

Bottom of tails are left open and even (lies flat and is straight across) unclipped, unfinished edges. Tails are self-lined. Side edges of tail & the vent edge are top stitched. Bottom of tails are to be back tacked (not bar tacked) at the end of the tails (front side of coatee and lining) to prevent the seam from coming loose.

Outside curve of tails on a size 44 Reg to finish 10" out from back body seams at waistline. The tails will finish 17" wide at unfinished bottom from corner to corner.

Both tails must have three (3) V-rows of West Point Style "Spear point" trefoil designs of Grip Flex #BR516BLK #516 1/16" Black Round or VMI approved equivalent.. Bars of designs to be set butted. A button is placed at each "V" point. Each "V" trim row shall be spaced 2" apart at centers. The inboard edge (shortest spear point) of each "V" row to be set no less than 1 1/4" out from tail seams with tip of inboard spear tip 2" below waistline seam and the bottom "V" point 4" from bottom raw edge of Short Coatee, 5" Regular Coatee 6" Long Coatee and so on. The size of the soutache is graded according to the size of the tail. The longest spear point must point to the outside edge of tails.

Three (3) additional buttons are to extend down each body seam continuation (on the side without the soutache), close to the seam but not in the seam; top button is attached at waistline seam; middle button is even horizontally with the middle "V" trim button, and bottom button is attached 1" above the bottom of the tail. These three (3) buttons are not spaced equidistant from each other. The middle button is positioned closer to the top button than it is to the bottom button.

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

- SHOULDER PADS: Shoulder pads to consist of heavy density, 100% premium grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy). It is a large semi-oval shape, 4 ½" x 7 ½". The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding or VMI approved equivalent.
- THREAD: Sewn with silk of finest grade (standard silk) for outside stitching and vat dyed mercerized cotton for seaming.
- LAUNDRY TAGS: White linen (blank) 2" wide and 12" long, set vertically, and be sewn to right narrow panel of tail lining, starting no less than 1/2" and no more than ¾" up from tail bottom, and must not cover seams or seam allowances. Grading for smaller sizes that will not allow a 12" linen tag is permitted.
- LABELING TAGS: Tag to be sewn onto inside center back of neck 1 to 1 1/2" below the collar, measuring at a minimum of 3"x 3".
- Tag will carry size of coat (coat size and length), collar and sleeve length, Mfg's name and date of manufacture in permanent ink.
- A paper tag will be attached securely (not hanging loose) onto the left sleeve with same information.

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

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

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

## OVERCOAT (UNISEX GARMENT)

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

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

<b><u>MATERIAL:</u></b>	<b><u>Cadet Gray or VMI approved equivalent 18 ½ - 19 ½ 100% Wool Melton</u></b>
STYLE:	West Point Cadet - with cape. No side edge - skirt front. Solid panel fronts (no waist seam in front of overcoat)
CLOSURE:	Standard Male Closure.
LENGTH:	To be cut determined by measurement from base of collar, to bottom raw edge. Length ordered are 51", 53", 55", 57", and 59".
BODY AND SLEEVE LINING:	Fully lined with black poly-twill.  Bottom of body lining to be hemmed so it will flag with a 1" hem and a 3/4" turn under, six inches shorter than bottom overcoat (tolerance of plus or minus ½"). Bottom of back lining at waist also to be hemmed so it will flag and finish with a 1" hem and a ¾" turn under.  Sleeve lining is completely sewn into armhole, not tacked. Sleeve lining is tacked to sleeve seams just below the elbow to hold the sleeve lining in place. The sleeve lining is not to hang below bottom edge of cuff.  No sweatshields.  Sleeve lining turn up at cuff must have a generous 3" turn up (plus ½" and minus 0")
SLEEVE:	Length must be graded according to full lengths of coat as follows: 47" length coat is to have a 16" length sleeve, 49" length coat is to have a 17" sleeve, 51" length coat is to have 18" sleeve, 53" length coat is to have a 19" sleeve etc.  Sleeves are to have 1/2" seam allowance on each side of the sleeve seams (tolerance of plus or minus 1/8"). This is for alteration purposes.  Sleeve fusing to go from bottom of sleeve cuff up 11" for stability and endurance of the sleeve.
SLEEVE CUFF:	The cuff turn under is to be tacked to each of the sleeve seams. The cuff of the sleeve and the sleeve lining has generous 3" (tolerance of minus 0 and plus 1/2") turn under consisting of fabric and lining secured and constructed to allow easy altering of sleeve length. This is done utilizing an "easy alter" chain stitch. The cuff turn under is tacked to both sleeve seams the edge of the sleeve cuff material. The sleeve lining is not to hang below bottom edge of cuff.
SLEEVE MEASUREMENT:	Width of sleeve bottom shall be 15 inches inside measurement (+ or - 1/4" tolerance). Other sizes graded for proportion.
BACK:	Two piece back-vent: hook on vent lining must reach skirt seam. Seam on back part of skirt shall be made with a 3/4" pleat continuing to bottom of overcoat. Pleat to fold toward center back of overcoat from waist to bottom.

Bottom of skirt at pleat has a single row of gray stitching starting 2" up at the pleat running diagonally (away from pleat) to the edge of the seam allowance.

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

COLLAR STAND  
AND FALL:

Falling-stand has a 2" stand and a 2 3/4" fall.  
The 2" stand will have a tolerance of plus or minus 1/8".  
The fall must have a tolerance of plus or minus 1/4".

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

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

COLLAR  
MEASUREMENT:

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

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

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

COLLAR INNER  
FABRIC:

Inner construction to be of extra firm 2 ply buckram (supplier is Twiss Associates) collar material in "natural" color.

Buckram in collar not to be notched.

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

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

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

BUTTONS:

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

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

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

Buttons on left front must be short shank.

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

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

BUTTONHOLES:

Five buttonholes on left front of overcoat. No buttonholes on right front. Top buttonhole are 1-1/4" from top

edge. Bottom button and buttonhole must be at the waistline.

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

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

- FACING: Facing of forepart above waist are large as forepart itself. It may be pieced on side and shoulder. Skirt will not be faced – 1 3/4" turn-back.
- BIB: From front of collar stand to edge of forepart to be approximately 5 3/4" finished. (+ OR – 1/4" tolerance.)
- CANVAS: Heavy Hymo with white herringbone synthetic haircloth with white felt over chest and shoulder. Black Silesia stay on each front of canvas.
- SHOULDER PADS:
- Shoulder pads consist of heavy density, 100%PREMIUM grade preshrunk "Harsh" quality combed Indian cotton "Harsh" quality being resilient, bouncy) or VMI equivalent.
  - It is a large semi-oval shape, 4 1/2 "x 7 1/2".
  - The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding.
- EDGE STITCHING: Single stitched 1/2" from edge of garment. Stitched with Size "A" gray silk.
- SEAMS: Plain. Stitching of Size "A" vat dyed mercerized cotton.
- BOTTOM: Raw edge.
- LABELING TAGS: Tag will indicate chest size, length of overcoat, collar size, sleeve length, Mfg. name and date of production. This shall be in permanent ink, on a Poly-cotton tag and is sewn on the outside of the inside patch pocket about one inch from top edge. On left sleeve a paper size ticket with same information as that on the exterior of inside pocket. No tags are to hang loose.
- LAUNDRY TAG: A white linen ticket, two inches wide and twelve inches long, must be placed vertically, seven inches up from the finished bottom of the lining (not wool coat itself) on left inside lining and three inches from the edge of the coat.

### **OVERCOAT CAPE**

- LENGTH: Cape length shall just touch the top of the back buttons (not to cover buttons).
- Cape is made without shoulder seams with the exception of cases involving a chest size of 52 and larger as needed.
- PLACEMENT: Cape are sewn in collar seam to within 1-1/4" (+ OR – 1/8") of end of collar at front.
- Front edge of cape not to show any red when sewn into the collar.
- BUTTONS: Seven buttons (23-1/2 ligne), Gilt VMI buttons are sewn on (not through & through) 1" from edge.
- Bottom button is sewn two inches from bottom of cape.
- BUTTONHOLES: Seven buttonholes on left front of cape, machine-made, with black "B" poly-cotton over #8 gimp.

Only the Bottom buttonhole is functional and must be two (2) inches from bottom of cape and cut.

Cape is not to be buttoned in front, but to hang edge to edge - at top only.

LINING:

M.J. Cahn 100% red wool # 474-5400 11½ - 12 oz. To extend to bottom edge with red not to show on outside.

Bottom of cape must be single stitched 1/4".

Front of cape is turned back two inches to form a narrow facing and stitched through and through on raw edge, catching scarlet lining, 1-3/4 inches from edge, and be stitched with Size "A" gray poly-cotton thread.

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

- MATERIAL:** 16 Oz. 100% wool Raeford whipcord 8145 Black, sponged and pre-shrunk.
- STYLE:** Hip length.
- CLOSURE:** Standard male closure
- PATTERN:** Patterns must accommodate chest sizes in EVEN measurements (34", 36", 38", etc.) And coat lengths S, R, L, XL, 2XL, 3X, etc.  
Special length patterns may also be required of contractor.
- POCKETS:** To be on the left inside 5" wide and 7" (with + or - ¼" tolerance), deep with a bar tack on each side of the pocket. Pocket to have a self fabric band at the top to reinforce the pocket strength.
- BACK:** One piece back.
- WAISTBAND:** Separate stretch waistband 2" wide, around bottom of coat to front.  
Waistband material to consist of: 100% Stretch Nylon 2 x 2 Rib Knitted fabric 750AH31BLK.
- SHOULDER SEAM:** Shoulder seam shall be topstitched 3/16" topstitched to the backside.
- LINING:** Coat body and sleeves is fully lined with black quilted material (1"X 1 1/2" diamonds #525-1), satin finished, and polyester twill for durability and breathe ability.  
  
Lining must withstand the 400 degree heat seal machine used for VMI I. D. tag.
- COLLAR and SLEEVE CUFFS:** Collars and cuffs procured from Strauss Knitting Mills Cuffs--- 100% Stretch Nylon 2 x2 Rib Knitted Flared Cuff 750ch7x3blk and Collars -- 100% stretch nylon 2 x 2 rib knitted fabric 750AH31BLK  
  
Sleeve cuffs are to have a finished (outside) measurement of 3" (with a tolerance of + or - 1/8"), when measured from the actual cuff seam to the bottom of the cuff.
- ZIPPER CLOSURE:** Standard Male closure consisting of Heavy duty black metal (Talon or Ykk zipper), sandwiched and butted, center front and end 5/8" from bottom of jacket. (Tolerance of plus or minus 1/4")  
  
The zipper shall be sewn in so that the zipper and pull are concealed when zipped without grabbing material on either side. Lying flat, abutted, and not overlapping.
- SHOULDER PADS:**
- a. Shoulder pads are to consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton. ("Harsh" quality being resilient, bouncy) or VMI approved equivalent.
  - b. It is a large semi-oval shape, 4 1/2 "x 7 1/2".
  - c. The entire pad is covered with a print cloth and quilt stitched throughout to prevent wadding.
  - d. Shoulder pads of "needle-punched" synthetic "cotton" are not acceptable. Stiffeners of stay- cloth are not acceptable.
- LABELING TAGS:** Tag shall be sewn onto inside center back of neck 3/4" to 1" below collar, measuring at a minimum of 3"x 3".
- LAUNDRY TAG:** Ticket to indicate size of coat (coat size and length), Mfg's name and date of manufacture in permanent ink. Laundry tag of white linen 3" x 5" and placed horizontally 1/2" to 3/4" below labeling tag, inside center back, with size written in permanent (laundry marker) ink on the lower right hand corner.

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

<b><u>MATERIAL:</u></b>	<b><u>Cadet Gray or VMI approved equivalent 18 ½ - 19 ½ 100% Wool Melton.</u></b>
STYLE:	High rise cadet, with full-length front fly of 12" (on a REGULAR length) with a tolerance of -1/2" and +1".
MALE PATTERN:	Standard male closure.  Full 9" increase from waist to seat (making a 36" waist to have a 45" seat). Seat measurement to be measured 1" above front bar tack at bottom of zipper. Tolerance here of minus 0" and plus 1/4".  <u>Finished measurements are:</u> Outseam shall be 43 1/2" Front rise shall be 15 1/2", Back rise shall be 20 1/2", Bottom measurement shall be 19" (these all have tolerances of plus or minus 1/4"). Outseam on wools are different from white trousers due to braid application.  A full cut with ample room in seat, thigh and ankle areas, being non- restrictive for marching.
RISE:	1 1/4" higher than standard (regular) rise.
MEASUREMENTS:	Actual waist size is in accordance to measurement inside top of closed waistband.
WAIST & HEM TOLERANCE:	All trousers have a waist measurement tolerance of plus or minus 1/2". The tolerance for the hem length is also plus and minus 1/2".
OUTLETS:	There is a <b><u>1 1/4" outlet</u></b> (Tolerance - 1/4" + 0") (on each side of back seam). Thigh will have an outlet of a total of 1" (plus or minus 1/4") on the back side of the trouser leg tapered back in to the normal seam allowance at the knee. (This is for alteration purposes.)
HEM:	Cuffs to have no less than a 3" hem but no more than 3 1/4" to include the leg stripe (no turn under like ducks have). Hem is blind stitched (to include the leg stripe) with no extra turn under like white trousers.
LEG STRIPE:	16 oz. 100% melton wool leg stripe is 2" on males (plus or minus 1/16" tolerance) to go to the end of the trouser hem. There is no fusing on the braid. Leg stripe to have no more than a 3/8" turn under on each side of the braid.
WAISTBAND:	Continuous style waistband with a curtain made of 100% cotton, 8.5 <u>oz</u> /sq. yard from Hamburger Woolen Co. Waistband curtain is sewn down before back seam is sewn together. This curtain <u>to</u> have a finished width of no less than 2" wide and not more than 2 1/4" wide. Fusing inside of waistband to consist of Staflex 4310 100% Polyester Thermalbond Non-Woven 1.8oz/sq. yd. or VMI approved equivalent (just like the white trouser curtain). No Snug-TEX in waistband. There is thru and thru topstitching around top of trousers, (except or FOB pocket) no less than 1 3/4" and not more than 2" down from the top of the waist. One single bar-tack is placed at the top of waist back seam for reinforcement. <b><u>No Snug-TEX in waist band.</u></b>
BELTLOOPS:	None.

- POCKETS: A fob pocket, measuring 4" deep with an opening **2 3/8" wide**, consisting of 1 ply white Silesia and 1 ply Cadet gray 100% Melton, serged together with double needle serging, set in with 3/8" seams at the top of the waistband at the right side.
- 1 bar tack at each edge of opening.
- ZIPPER: Solid brass 10" Talon zipper or YKK **with first quality, preshrunk**, blue or black zipper tape. Extend zipper teeth no less than 1/2" into waistband. Zipper has a stop at the bottom of the zipper teeth only.
- ZIPPER TAPE The zipper tape is sewn completely down the length of the tape twice, on the top fly side. One row of stitching is sewn securely at the edge of the zipper tape and the 2<sup>nd</sup> row of stitching to go down 1/8" away from the zipper teeth.
- FLY OPENING: Top of waistband fly to secure with a stainless steel Hook-Flex closure at top. The base of fly exterior has one bar tack, and the interior, one bar tack up 1" from base of fly for added strength. French fly tab to button across left inside front.
- FLY BUTTON: Fly Button shall be white, 27 Lingue, style #1899, color M8118 from Weber & Sons Button Co. Fly button is on the left inside without the stitching being visible at outside of trouser waistband.
- BUTTONHOLES: To be stitched completely to cover entire buttonhole without any excess material showing. Stitching will not cross any seam and when buttoned, lie flat.
- CROTCH: Crotch is lined with Silesia. Four-way, double reinforced, to allow durability through the laundry process.
- BOTTOMS: Plain cuff. No "taper" to trouser leg. Straight bottom. Trousers are to be finished.
- Invisible thread of any type is not acceptable.**
- SEWINGS: To be topstitched with pure dye poly-cotton gray (except for black stripe to be topstitched in black). Size "A" mercerized for seaming except seat seam with CSB # 33 nylon thread. Invisible thread of any type, including is not acceptable.
- LABELING TAGS: Tag to be permanently sewn to waist curtain over fob pocket: with waist size, length, and fabric content, name of manufacturer, and date of mfg., printed in permanent ink, as not to fade out in our laundry process.
- Paper ticket shall be sewn to outside waistband at left hip with same information.

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

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

STYLE: High-rise Cadet, with full length front fly of 12" (on a REGULAR length) with a tolerance of -1/2" and +1/2".

**Standard Female Closure**

WAISTBAND

TOPSTITCHING: Waistband curtain is sewn down before back seam is sewn together. This curtain is to have a finished width of not less than 1 1/2" and not more than 1 3/4" wide.

ZIPPER/

ZIPPER TAPE: Solid brass 9" Talon or YKK zipper with first quality, preshrunk blue or black zipper tape.

FEMALE

PATTERN: Standard female closure.

Full 12" increase from waist to seat.

Waist to be 31", seat  
to be 43", inseam to  
be 30", outseam to be  
43", front rise to be  
14", back rise to be  
19",  
bottom measurement to be 19".

Outseam on wools are different from white trousers due to braid application.

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

**X-Petite is to have a 28" inseam**

**Petite is to have a 29" inseam**

**Regular is to have a 30" inseam**

**Tall is to have a 30" inseam**

**X-Tall is to have a 33" inseam**

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

LEG STRIPES: 1 1/2" wide welt of 16 oz. Black Melton wool fabric. Full length from top of finished waistband to edge of cuff bottom and "turn under".

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

- MATERIAL: 100% cotton, 8.5 oz./sq. yard from Hamburger Woolen Co.
- STYLE: High-rise cadet with full-length front fly of 12" (on a REGULAR length) with a tolerance of -1/2" and +1".
- PATTERN: Standard male closure.
- Full 9" increase from waist to seat (making a 36" waist to have a 45" seat). Tolerance here of minus 0" and plus 1/4". Seat measurement to be measured 1" above front bar tack at bottom of zipper. Tolerance here of minus 0" and plus 1/4".
- Finished measurements shall be:
- Out seam is 44",  
Front rise 15 1/2",  
Back rise 20 1/2",  
Bottom measurement is 19" (all have tolerances of plus or minus 1/4").
- A full cut with ample room in seat, thigh and ankle areas, being non- restrictive for marching.**
- RISE: 1 1/4" higher than standard (regular) rise.
- MEASUREMENTS: Actual waist size must be in accordance to measurement at inside top of closed waistband.
- WAIST & HEM TOLERANCE: All trousers have a waist measurement tolerance of plus or minus 1/2". The tolerance for the hem length is also plus and minus 1/2".
- OUTLETS: There will be a **1 1/4" outlet (tolerance- 1/4" + 0")** on each side of back seam. Thigh has an outlet of a total of 1" (plus or minus 1/4") on the back side of the trouser leg tapered back in to the normal seam allowance at the knee. (This is for alteration purposes.)
- HEM: Cuffs have no less than a 3" hem (and no more than 3 1/4" hem) with a 3/4" turn under to prevent raveling. The hem is stitched through and through, not blind stitched.
- WAISTBAND: Continuous style waistband, with a self-fabric waistband curtain. This curtain **to have** a finished width of no less than 2" wide and not more than 2 1/4" wide.
- Fusing inside waistband (for stiffness) to consist of Staflex 4310 100% Polyester Thermalbond Non-Woven 1.8oz/sq. yd. or VMI approved equivalent.
- Waistband curtain is sewn down before the back seam is sewn together. There is thru and thru topstitching all around the top of trousers (except or FOB pocket) no less than 1 3/4" and no more than 2" down from the top of the waist. One single bar-tack is placed at the top of waist back seam for reinforcement.
- No Snug-TEX in waist band.**
- BELTLOOPS: None.

- POCKETS: Fob style, 4" deep with an opening  $2\frac{3}{8}$ " wide made of self-fabric. Pocket set into the top seam at right front, to hang between the outer fabric and the waistband curtain.
- 1 Bar tack at each edge of opening.
- ZIPPER/  
ZIPPER TAPE: Solid brass 10" Talon zipper or YKK **with first quality, preshrunk** white zipper tape.
- Extend zipper teeth no less than 1/2" into waistband.
- Zipper has a stop at the bottom of the zipper teeth only.
- The zipper tape is sewn completely down the length of the tape twice, on the top fly side. One row of stitching is sewn securely at the edge of the zipper tape and the 2<sup>nd</sup> row of stitching to go down 1/8" away from the zipper teeth.
- FLY OPENING: Top of waistband fly to secure with a white bone button/buttonhole feature.
- The base of fly exterior has one bar tack, and the interior, one bar tack up 1" from base of fly for added strength.
- French fly tab to button across left inside front.**
- BUTTONS: Buttons must be white, 27 Linge, style #1899, color M8118 from Weber & Sons Button Co.
- The closure button is sewn on left underneath side with stitching visible on outside of waistband.
- French fly button is on the left inside without the stitching being visible at outside of trouser waistband.
- BUTTONHOLES: To be stitched completely to cover entire buttonhole without any excess material showing. Stitching will not cross any seam and when buttoned, lie flat.
- French fly tab to button across left inside front.
- CROTCH: Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process.
- BOTTOMS: Plain cuff. No "taper" to trouser leg. Straight bottoms. Trousers are to be finished.  
**Invisible thread of any type is not acceptable.**
- LABELING TAGS: Tag must be permanently sewn to waist curtain over fob pocket: with waist size, length, and fabric content, name of manufacturer, date of mfg., printed in permanent ink, as not to fade out in our laundry process.
- Paper ticket sewn to outside waistband at left hip with same information.

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

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

STYLE: High rise Cadet, with full length front fly of 12" **on a Regular length** with a tolerance **0 -1/2" and +1/2"**.  
Standard female closure.

WAISTBAND  
TOPSTITCHING: Waistband curtain is sewn down before back seam is sewn together. This curtain is to have a finished width of not less than 1 1/2" and not more than 1 3/4" wide.

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

Waist to be 31",  
seat to be 43",  
inseam to be 30",  
out seam to be 43 1/2",  
front rise to be 14",  
back rise to be 19",  
bottom measurement to be 19".

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

**X-Petite is to have a 28" inseam**

**Petite is to have a 29" inseam**

**Regular is to have a 30" inseam**

**Tall is to have a 30" inseam**

**X-Tall is to have a 33" inseam**

ZIPPER/  
ZIPPER TAPE. **Solid brass 9" Talon or YKK zipper with first quality, preshrunk white zipper tape.**

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

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

MATERIAL: 65% Polyester – 35% Cotton

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

PATTERN: Standard male closure.

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

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

Full 9" increase from waist to seat (making a 36" waist to have a 45" seat). Tolerance here of minus 0" and plus 3/4".

Seat measurement to be measured 1" above front bar tack at bottom of zipper. Tolerance here of minus 0" and plus 1/4".

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

RISE: Regular.

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

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

WAIST & HEM  
TOLERANCE:

All trousers have a waist measurement tolerance of plus or minus 1/2". The tolerance for the hem length is same.

OUTLETS:

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

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

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

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

HEMS:

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

WAISTBAND:

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

Fusing inside waistband (for stiffener) consists of Staflex 4310 100% Polyester Thermalbond Non-Woven 1.8oz/sq. yd. or VMI approved equivalent.

Waistband curtain is sewn down before back seam is sewn together.

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

One single bar-tack to be placed at the top of waist back seam for reinforcement

No Snug-Tex in waist band.

**BELTLOOPS:**

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

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

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

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

- **Center Back: 1 belt loop on the center back seam**
- **Side seams: 1 belt loop placed on each of the side seams**
- **Back: 1 belt loop placed touching the inside darts (towards the center back)**
- **Front: 1 belt loop placed 1/4" from fob pocket. The other side front belt loop to be placed equal distance from sideseam as other front belt loop.**

**POCKETS:**

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

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

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

1 bar tack at each edge of opening.

**ZIPPER/**

**ZIPPER TAPE:**

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

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

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

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

**FLY/**

**FLY OPENING:**

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

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

**FLY BUTTONS:**

Buttons are white, 27 Linge, style #1899, color M8118 from Weber & Sons Button Co.

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

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

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

CROTCH: Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process.

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

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

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

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

- PATTERN: Standard female closure.
- STYLE: Regular rise with belt loops and continuous waistband, with full-length front fly of 9 1/2" (on a REGULAR length) with a tolerance of -1/2" and +1/2".
- MEASUREMENTS: Actual waist size is in accordance to measurement at top of closed waistband.  
Tolerance for waist and inseam plus or minus 1/2".
- NOTE: Female trousers have a 12" drop from waist to seat dimensions—the same as their white and wool trousers.

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

- X-Petite is to have a 28" inseam**  
**Petite is to have a 29" inseam**  
**Regular is to have a 30" inseam**  
**Tall is to have a 30" inseam**  
**X-Tall is to have a 33" inseam.**

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

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

- MATERIAL: Cadet Gray or VMI approved equivalent 18 ½ - 19 ½ 100% Wool Melton
- STYLE: Regular rise with 7 belt loops and a continuous style waistband with full-length front fly of 9 ¾" (on a REGULAR length) with a tolerance of -1/2" and +1/2" on a size 36 x 30.
- PATTERN: Standard male closure.  
For alteration purposes, these trousers are to have 4 darts total. 2 on each side of the back seam.  
**No drill holes at end of darts as these darts are used for alteration purposes.**  
Full 9" increase from waist to seat (making a 36" waist to have a 45" seat). Tolerance here of minus 0" and plus ¾".  
Seat measurement to be measured 1" above front bar tack at bottom of zipper. Tolerance here of minus 0" and plus ¼".  
A full cut with ample room in seat, thigh and ankle areas, being non- restrictive for marching.
- RISE: Regular.
- MEASUREMENTS: Actual waist size is in accordance to measurement at inside top of closed waistband.
- WAIST & HEM All trousers have a waist measurement tolerance of plus or minus 1/2".
- TOLERANCE: The tolerance for the hem length is also plus and minus 1/2".
- OUTLETS: There is a 1 ¼" outlet (**All tolerances – 1/4" + 0"**) on each side of back seam.  
Thigh has an outlet of a total of 1" (plus or minus 1/4") on the back side of the trouser leg tapered back in to the normal seam allowance at the knee. (This is for alteration purposes.)
- BOTTOMS: Plain cuff. No "taper" to trouser leg. Straight bottom. Trousers are to be finished.
- HEMS: Cuffs have no less than a 3" hem (and no more than 3 ¼") with no turn under.  
**These trousers to be blind stitched (not sewn through and through).**
- LEG STRIPE: 16 oz. 100% melton wool leg stripe is 1 ½" (plus or minus 1/16" tolerance) to go to the end of the trouser hem. There is no fusing on the braid. Leg stripe to have no more than a 3/8" turn under on each side of the braid.
- WAISTBAND: Continuous style waistband, with a curtain made of 100% cotton 8.5oz/sq. yd. This curtain to have a finished width of no less than 2" wide and not more than 2 ¼" wide.  
Waistband curtain is sewn down before back seam is sewn together.  
Fusing inside waistband (for stiffener) consists of Staflex 4310 100% Polyester Thermalbond Non-Woven 1.8oz/sq. yd. or VMI approved equivalent.  
There is thru and thru top stitching completely around the top of trousers (except or FOB pocket) no less than 1 ¾" and no more than 2" down from the top of the waist.  
No Snug-TEX in waist band.
- BELTLOOPS: Seven gray wool belt loops finishing at outer top of waistband ¾" wide and 2½" long tucked back (not sewn into waistband) and sewn down at bottom. Top of belt loop not to be tucked into waistband itself.  
**Belt loops to have outer stitching on the bottom of the belt loop (not top).**

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

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

**POCKETS:**

Fob style, 4” **inside depth** with an opening of **2 3/8”(tolerance of + or minus 1/8”)**, wide, consisting of 1 ply white Silesia and 1 ply Cadet gray 100% Melton, serged together with double needle serging, set in with 3/8” seams at the top of the waistband at the right side.

Pocket set into the top seam at right front, and hang between the outer fabric and the waistband curtain. **Pocket placement graded to allow for proper placement of front belt loop as not to be to close to zipper fly.**

1 bar tack at each edge of opening.

**The back side of the pocket is to be white and the front to be self-material. This will help with thickness.**

**ZIPPER/**

**ZIPPER TAPE:**

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

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

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

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

**FLY/**

**FLY OPENING:**

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

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

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

**FLY BUTTONS:**

Buttons are white, 27 Linge, style #1899, color M8118 from Weber & Sons Button Co.

**BUTTONHOLES:**

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

**CROTCH:**

Crotch is lined with Silesia Four-way, double reinforced, to allow durability through the laundry process. **Invisible thread of any type is not acceptable.**

**LABELING TAGS:**

Ticket to be permanently sewn to waist curtain over fob pocket: with waist size, length, and fabric content, name of manufacturer, date of mfg., printed in permanent ink, as not to fade out in our laundry process. Paper ticket sewn to outside waistband at left hip with same information.

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

EXACT SAME SPECIFICATIONS AS MALE WITH EXCEPTIONS NOTED BELOW:

- FEMALE PATTERN: Standard female closure.
- STYLE: Regular rise with belt loops and continuous waistband, with full-length front fly of 9 1/2" (on a REGULAR length) with a tolerance of -1/2" and +1/2".
- MEASUREMENTS: **Actual waist size is in accordance to measurement at top of closed waistband.** Tolerance for waist and inseam plus or minus 1/2".
- NOTE: **Female trousers have a 12" drop from waist to seat dimensions—the same as their white and wool trousers.**

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

- X-Petite is to have a 28" inseam**  
**Petite is to have a 29" inseam**  
**Regular is to have a 30" inseam**  
**Tall is to have a 30" inseam**  
**X-Tall is to have a 33" inseam**

- FLY: French fly tab to button across right inside front.
- LEG STRIPES: 1 1/2" wide welt of 16 oz. Black Melton wool fabric.
- Full length from top of finished waistband to edge of cuff bottom and "turn under".

**FEMALE SHORT GRAY WOOL SKIRT**  
**VMI Approved Sample Size Must Be 12 REGULAR**

<b>MATERIAL:</b>	<b>Cadet Gray or VMI approved equivalent 18 ½ - 19 ½ 100% Wool Melton</b>
<b>STYLE:</b>	Plain front, regular rise, with two darts placed in the front and two darts placed in the back.
<b>KICK PLEAT:</b>	Straight, with 5” kick pleat (with split – not folded) in center back seam and 1 ½” overlap on all lengths (tolerance of -0” and =1/2”).
<b>LENGTHS:</b>	Lengths from top of waistband to base shall be 22” for Petite 23” Regular 24” Tall.  Lengths are to be finished with a 2” hem with a tolerance of -1/4” and +1/2”.
<b>MEASUREMENTS:</b>	Waist – 30” Hip 42”
<b>WAISTBAND:</b>	Made of same material. Both sides of waistband to extend 1” to 1 1/4” past edge of skirt (extended tabs) for alteration purposes. Waistband width to be finished 1 1/4” (tolerance of - 0” and + 1/4”).  No ban roll band inside.
<b>WAIST &amp; HEM TOLERANCE:</b>	All skirts have a waist measurement tolerance of + or - 1/2”. The tolerance for the hem length is plus and minus 1/2”.
<b>OUTLETS:</b>	3/4” to 1” <u>on each side</u> of the actual seam on side seams and 3/8” to 1/2” on the back seam (due to this seam not being altered).
<b>HEM:</b>	There shall be a 2” hem in these skirts.
<b>LINING:</b>	Fully lined, black polyester twill.  Lining is sewn into waistband, with no topstitching visible on the outside of the skirt.  Lining ends 1” from hem of skirt (tolerance of + and -1/4”). The lining will have 1” turn under and to flag everywhere except at the kick pleat. The lining is sewn completely into the kick pleat here with no raw edges showing on lining or skirt (there is no tacking of lining to kick pleat). The lining must be even (straight).
<b>BUTTON:</b>	1 solid blue size 20 (approx. 1/2” in diameter), 4 hole sew thru button to be positioned as not to “buckle” the material when buttoned.
<b>BUTTONHOLE:</b>	Skirt to have a horizontal buttonhole 3/8” to ½” from edge of waistband.
<b>ZIPPER/ ZIPPER TAPE:</b>	8” Talon (or YKK) (tolerance of + or - 1/4”) brass side placket zipper, with blue or black zipper tape, on <b>CENTER BACK SEAM</b> . Zipper tape extends 1/2” into the waistband. The zipper has a flap behind it to prevent it from getting caught in material. Lining at zipper must be sewn down completely– not hanging loose or just tacked.

POCKETS: None.

BELT LOOPS: None

HANGING LOOPS: None.

SEWINGS: Sewn with poly/cotton thread for outside stitching and vat dyed mercerized cotton thread for seaming in a color that matches the fabric color. Invisible thread on any garment is not acceptable. Seams are not to be finished.

LAUNDRY TAG: Laundry tag must be made of linen, 1 ¼" x 4" (tolerance of plus 1/4" and minus 0"), for laundry number, sewn onto inside waistband 2 1/2" to 3" from left of zipper. Not to be sewn thru and thru.

LABELING TAGS: One single poly-cotton tag or approved sample with manufacturer's name, date of mfg., fabric content, and size and length in permanent ink. To be sewn to the left of the zipper.  
A paper tag shall be attached to waistband left hip side exterior with same information.

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

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

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

ZIPPER TAPE: White zipper tape.

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

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

BUTTON: Buttons to be solid white.

LINING: Fully lined, 120 count, Rayon satin, white.

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

MATERIAL:	Certified Navy Twill (CNT) 100% Polyester; shall have finished edges to prevent raveling.
STYLE:	Plain front, fully lined white polyester skirt.  Skirts must be high rise (no separate waistband)—like the white trousers.  Two darts placed in the front and two darts placed in the back. Straight, <u>kick pleat</u> (with split - not folded) in center back seam and 1 1/2" overlap on all lengths (tolerance of - 0" and + 1/2").
KICK PLEAT:	All kick pleats are to have a split—not folded. The split is to measure 17" up on petite sizes, 18" up on regular sizes, and 19" up on tall sizes from the finished bottom to the top of the kick pleat on all sizes.
LENGTHS:	Outseam (from top of skirt to bottom of finished hem) 40" on a Petite length 42" on a Regular length 44" on a Tall length Bottom measurement to be 48" finished width.
MEASUREMENTS:	Waist – 30" Hip 42"
WAISTBAND STIFFNER:	2" White Polysheen curtain fused WBSPF2-WHT (or equivalent) (no less than 2" and no more than 2 1/2" wide) -- to be sewn between the layers of the skirt and lining for added stiffness in the waistband.
WAIST & HEM TOLERANCE:	All skirts have a waist measurement tolerance of minus 0 and plus 1/2". The tolerance for the hem length <u>is plus</u> and minus 1/2".
OUTLETS:	3/4" to 1" on each side of the actual seam on side seams and 3/8" to 1/2" on the back seam (due to this seam not being altered).
HEM:	There shall be a 2" hem in these skirts. The hem shall have a serged edge to prevent raveling (not turned under).
LINING:	Fully lined, black polyester twill.  Lining is sewn into waistband, with no topstitching visible on the outside of the skirt. Lining shall end 1" from hem of skirt (tolerance of + and -1/4"). The lining will have 1" turn under and to flag everywhere except at the kick pleat. The lining is to be sewn completely into the kick pleat here with no raw edges showing on lining or skirt (no tacking of lining to kick pleat). The lining must be even (straight).
CLOSURE:	Skirts have a button and a separate buttonhole tab closure at the top of the zipper ( <u>center back seam</u> ).  Skirt has a self material separate tab closure. Tab to extend from left side of skirt to right.
BUTTON:	1 solid white #20 (approx. 1/2" in diameter) 4 hole sew thru button and positioned as not to "buckle" the tab or show the top of the zipper.

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

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

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

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

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

The zipper is to have a flap behind it to prevent getting caught in any other material.

Lining at zipper is sewn down completely at zipper – not hanging loose or just tacked.

POCKETS: None.

BELT LOOPS: None

HANGING LOOPS: None

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

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

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

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

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

Example Over the shoulder 46" Chest  
40"

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

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

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

**MALE EXTRA LONG BLOUSE MEASUREMENTS LISTED BELOW**

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

MALE EXTRA LONG BLOUSE MEASUREMENTS Basically 6' 2" - 6' 4"																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
SLEEVE LENGTH	19	19	19	19	19.5	19.5	19.5	19.5	19.5	19.5	20	20	20	20	20	20
WAIST LENGTH	18.75	18.75	19	19	19.5	19.5	19.5	19.5	19.75	19.75	20	20	20.25	20.25	201	19.5
FULL LENGTH	28.5	29	29	29.5	29.75	30	30	30.5	30.5	30.5	30.5	30.75	30.75	31	31.5	31.75

Notes: A. Collar sizes are the actual measurement from center of collar finished edge to finished edge (excluding Clip & Clasp)

B. Mid waist measurement is directly below rib cage area.

C. The seat measurement is based upon the largest part of the seat to finish same at bottom of blouseskirt. Normally the chest and seat measurement are same but we have added 1" to the seat.

D. The full length of Blouse is taken from bottom edge of collar center to bottom edge of Blouse skirt.

29-Oct-03

MALE XX - LONG BLOUSE MEASUREMENTS																
FITS OVER CHEST	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
OVER SHLD MEAS.	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	58
COLLAR	16	16	16.5	16.5	17	17	17.5	17.5	17.5	18	18	18.5	18.5	18.5	19	19.5
MID - WAIST	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	46
SEAT	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	52
SLEEVE LENGTH	19	19	19	19	19.5	19.5	19.5	19.5	19.5	19.5	23	20	20	20	20	20
WAIST LENGTH	18.75	18.75	19	19	19.5	19.5	19.5	19.5	19.75	19.75	23	20	20.25	20.25	201	19.5
FULL LENGTH	29.5	30	30	30.5	30.75	31	31	31.5	31.5	31.5	31.5	31.75	31.75	32	32.5	32.75

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

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

Note: The average measurement for Over the shoulder is 6" more than the Chest measurement on Males  
Example Over the shoulder 46" Chest 40"

**MALE SHORT COATEE ACTUAL MEASUREMENTS**

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

**MALE REGULAR COATEE MEASUREMENTS**

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

**MALE LONG COATEE MEASUREMENTS**

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

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

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

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

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

<u>Item of Uniform</u>	<u>OrderDate</u>	<u>Due Date*</u>
<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>

\*Delivery Approximately 150 to 180 days from receipt of order and size information

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

#### **J. PAYMENT:**

##### 1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, 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/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

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

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

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

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. B-4
2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
  - a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or

decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the 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.
- T INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain 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:**

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

Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

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

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

**W 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

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: _____	<b>20 February 2020, 2:00 PM SHARP, EST</b>
Name of Bidder/Offeror	Due Date Time
_____	<b>V211-20-056</b>
Street or Box Number	IFB No./RFP No.
_____	<b>Tailored Cadet Uniforms</b>
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.

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

Item	Qty	Price Each	Qty	Price Each	Qty	Price Each	Special Makes w/Quick Delivery	Price Each
Braided Blouse	1-200	\$400.00	201-350	\$350.00	351+	\$325.00	2-14	\$600.00
Wool Regular Rise Trousers	1-300	\$100.00	301-600	\$90.00	601+	\$82.50	3-21	\$150.00
Wool High Rise Trousers	1-300	\$100.00	301-600	\$90.00	601+	\$82.50	3-21	\$150.00
White Regular Rise Trousers	1-800	\$45.00	801-1400	\$42.00	1401+	\$33.00	7-49	\$75.00
White High Rise Trousers	1-800	\$45.00	801-1400	\$43.00	1401+	\$37.00	7-49	\$75.00
Gray Skirt	1-10	\$110.00	11-20	\$100.00	21+	\$100.00	1-7	\$150.00
White Skirt	1-10	\$70.00	11-20	\$60.00	21+	\$60.00	1-7	\$90.00
Long Formal White Skirt	1-10	\$105.00	11-20	\$95.00	21+	\$85.00	1-7	\$120.00
Overcoat	1-35	\$850.00	36-75	\$800.00	76+	\$750.00	1-7	\$1,250.00
Coatee	1-150	\$675.00	151-300	\$625.00	301+	\$600.00	1-7	\$900.00
Duty Jacket	1-200	\$175.00	201-350	\$150.00	351+	\$150.00	1-7	\$200.00

Alterations Per Hour \$           \$45.00

ACCESSORY ITEMS FOR VIRGINIA MILITARY INSTITUTE

<u>Blouses</u>	<u>Price</u>
Collars (Hooks & Eyes, and Collar clasps unattached)	<u>\$89.00</u> /Each
Collar Tabs	<u>\$8.00</u> /Each
Large Hook (1-3/8" wide)	<u>\$1.50</u> /Each
Large Eye (1-3/8" wide)	<u>\$1.50</u> /Each
Small Hook	<u>\$0.50</u> /Each
Small Eye	<u>\$0.50</u> /Each
Collar Clasps	<u>\$3.50</u> /Each
Zippers (Zipper Pulls Included with Zipper)	<u>\$3.50</u> /Each
Zipper Pulls	<u>N/A</u> /Each
Black Mohair Braid (1" wide)	<u>\$5.50</u> /Yard

<u>Coatees</u>	<u>Price</u>
Collar (Clasps, Hooks & Eyes, and Buttons unattached)	<u>\$89.00</u> /Each
Collar Tabs	<u>\$8.00</u> /Each
Buttons – Waterbury 33 Ligne, Long and Short Shank	<u>\$216.00</u> /Gross
Collar Clasps	<u>\$3.50</u> /Each
Leather Washers & Rings	<u>16.50</u> /Each

ACCESSORIES, continued

**Wool Dress Trouser**

**Price**

Striping	<u>\$8.25</u> /Yard
Zippers	<u>\$2.50</u> /Each
Zipper Tabs	<u>\$27.00</u> /Dozen
Zipper Stops – Bottom of Zipper	<u>N/A</u> /Each
Waistband Lining	<u>\$5.50</u> /Yard
Front Closure Hook & Eye	<u>\$99.00</u> /1000
Buttons, 22 Ligne	<u>\$648.00</u> /Gross

**Duty Jackets**

**Price**

Zippers	<u>\$4.50</u> /Each
Zipper Tabs	<u>N/A</u> /Dozen
Cuffs	<u>\$5.50</u> /Pair

**White Cotton Trousers**

**Price**

Buttons	<u>\$7.75</u> /Gross
Zippers	<u>\$1.25</u> /Each
Zipper Stops – Bottom of Zipper	<u>N/A</u> /Each
Zipper Tabs	<u>\$1.25</u> /Dozen

ACCESSORIES, continued

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

	<b><u>Price</u></b>
Buttons	<u>7.75</u> /Gross
Lining	<u>\$12.25</u> /Yard
Zippers	<u>\$1.25</u> /Each

**Overcoat**

	<b><u>Price</u></b>
Buttons (Long & Short Shank)	<u>\$330.00</u> /Gross
Lining	<u>\$5.50</u> /Yard
Wigan	<u>\$1.25</u> /Yard

**White Trousers (Regular Rise)**

	<b><u>Price</u></b>
Buttons	<u>\$7.75</u> /Gross
Zippers	<u>\$1.25</u> /Each
Zipper Tabs	<u>\$1.25</u> /Dozen
Zipper Stops – Bottom of Zipper	<u>N/A</u> /Each
Belt Loops	<u>\$0.50</u> /Each

**Wool Trousers (Regular Rise)**

	<b><u>Price</u></b>
Striping	<u>\$7.75</u> /Yard
Zippers	<u>\$1.25</u> /Each
Zipper Tabs	<u>\$1.25</u> /Dozen
Zipper Stops – Bottom of Zipper	<u>N/A</u> /Each
Buttons	<u>\$2.50</u> /Dozen
Buttons, 22 Ligne	<u>\$4.50</u> /Gross
Front Closure Hook & Eye	<u>\$99.00</u> /1000

UNDERSTANDING OF REQUIREMENTS

OFFEROR: Fechheimer Brothers Company, The

RFP#: RFP #V211-20-056

Date: 02/18/2020

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

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

Not applicable.  
\_\_\_\_\_  
\_\_\_\_\_  
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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: Fred Heldman  
NAME

Fechheimer Brothers Company, The  
ORGANIZATION

513-792-1639  
PHONE

fheldman@fechheimer.com  
EMAIL

This may be FAXED to: (540) 464-7669 or E-Mail to: 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: Fechheimer Brothers Company, The

ADDRESS: 4545 Malsbary Rd.

CITY/STATE: Cincinnati, OH

TELEPHONE NUMBER: 513-793-5400

FEDERAL ID NUMBER (FIN): 311000330

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

- SMALL BUSINESS
- WOMAN-OWNED BUSINESS
- MINORITY-OWNED BUSINESS
- SHELTERED WORKSHOP
- INDIVIDUAL BUSINESS
- SOLE PROPRIETORSHIP
- PARTNERSHIP
- 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

2/18/2020

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.

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. 33 Years  
11 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
1 <u>US Naval Academy: Robin Marsch</u> 401-293-2908 rlyons@usna.edu <u>101 Wilson Hall 5th Wing Annapolis, MD 21402</u>	<u>20+ Years</u>	<u>\$2,500,000.00</u>
2 <u>U.S. Air Force Academy: Shaun Bright</u> 719-333-3600 shaun.bright@us.af.mil Operational Contracting Office 8110 Industrial Dr. STE200 USAF Academy, CO 80840	<u>20+ Years</u>	<u>\$900,000.00</u>
3 <u>U.S. Navy (NEXCOM): Shannon Neas</u> 575-631-3868 shannon.neas@nexweb.org <u>3280 Virginia Beach Blvd Virginia Beach, VA 23452</u>	<u>30+ Years</u>	<u>\$8,500,000.00</u>
4 <u>USMC (MCX): Peter Leon</u> 703-784-6307 peter.leon@usmc-mccs.org Personal and Family Readiness 3044 Catlin Ave. Quantico, VA 22134	<u>25+ Years</u>	<u>\$1,200,000.00</u>
_____	_____	_____

LOST ACCOUNTS:

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
<u>Not applicable.</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 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: Not applicable.

Preparer Name: James C. Kelly Date: 2/18/2020

## 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

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**

<b>Small Business Name &amp; Address  DSBSD Certificate #</b>	<b>Status if Small Business is also: Women (W), Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract</b>
Accent Uniforms 222 Saville Rd. Eddystone, PA 19022		Tony D'Alissandro 610-874-4871	Coats and Outerwear	Blouse Coat, Coatee, and Overcoats	Unknown at this time as no definitive order quantity has been given.
Gil Sewing 3500 N. Kostner Chicago, IL 60641	Woman Owned	Michael Kaham 773-545-0990	Skirts and Outerwear	Skirts and Duty Jacket	Unknown at this time as no definitive order quantity has been given.
Hamburger Wollen Company Inc PO Box 796 New Hyde Park, NY 11040	Woman Owned	Eileen Rosen 516-352-7400	Coats, Outerwear, and Trousers	Blouse Coat, Coatee, Overcoats, and Wool Trouser Shell Fabric	Unknown at this time as no definitive order quantity has been given.
<b>Totals \$</b>					