

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia 24450

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

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: V211-20-095-01

This contract entered into this 2nd day of July 2020 between Bootmakers LLC, EIN # 47-1334832, hereinafter known as the "Contractor" and the Commonwealth of Virginia, Virginia Military Institute, hereinafter known as "VMI" henceforth.

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

SCOPE OF CONTRACT: The Contractor shall provide Bates Model E00968 compatible Men's leather oxfords and Bates Model E00769 compatible Women's leather oxfords pending submission of an approved sample.

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

CONTRACT DOCUMENTS: The contract documents shall consist of:

- (1) This signed contract;
- (2) The original solicitation dated 3 May 3030;
- (3) The Contractor's Proposal in response to this solicitation dated 3 June 2020, including Attachment E Pricing Schedule; and
- (4) The Commonwealth of Virginia General Terms and Conditions;
- (5) Approved Sample

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

CONTRACTOR:

By: Vedhya Dyer
For: BOOTMAKERS LLC
Title: CEO
Date: July 2nd, 2020

VMI:

By: Lynn Carmack
MAJ Lynn W. Carmack
For: Virginia Military Institute
Title: Assistant Director, Procurement Services
Date: 2 July 2020

Virginia Military Institute
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSALS
RFP # V211-20-095

Issue Date: 3 May 2020
Title: VMI Cadet Shoes and Boots
Due Date: 3 June 2020 at 2:00 PM EST
Commodity Code: 80005 / 80014 / 80056 / 80064
Issuing Agency: Virginia Military Institute
Procurement Services
314 Smith Hall
Lexington, VA 24450

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

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

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

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

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

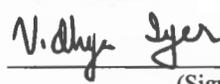
Name And Address Of Firm:

Bootmakers LLC

3408 Putnam St.

West Lafayette, IN Zip Code: 47906

Date: May 15, 2020

By: 

Name: Vidhya Iyer (Signature In Ink)

(Please Print)
Title: CEO

EVA Vendor ID or DUNS number 040079112

Phone: (765) 412-7243

E-mail: info.bootmakers@gmail.com

Fax: (765) 463-3501 Attn: Bootmakers

Minority Vendor: Woman owned: Small Business CERTIFICATION #: SWAM 8033066

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.



BOOTMAKERS

Bootmakers' team:

Bootmakers is SWaM certified small, woman-owned, minority-owned, micro business with highly committed and motivated individuals. Customer satisfaction and on-time delivery is our top priority. Our team has doubled in size in the last year. We have a small but excellent team of driven and upright team members, who helps serve the needs of our growing business.

Vidhya Iyer, CEO and founder of Bootmakers LLC, has been in the business for almost 6 years, serving military institutions with their varied footwear and accessory needs. Bootmakers started as a business making high-end custom-fit boots. Having measured 100s of legs and feet we are able to translate that knowledge and philosophy to our standard sized footwear. When one of our valued customers approached us to create a standard size boots for their academy, we used our experience to develop of boot to meet their needs. They have been our customer since 2014. Please find included Vidhya Iyer's resume.

Maria Carmen, administrative assistant, makes initial contact with customers and assures that pricing, samples and other questions receive prompt attention.

Varun Tiwari, inspector on – site at the factory. He is an expert in leather and footwear manufacturing and he inspects the shoes during process. In addition, he conducts a 100% inspection of the finished goods to rule out any defects and returns.

Favour Umoro – sales and social media assistant. Favour is a energetic young lady who makes follow up calls with the customers and manages our web and social media presence.

We have a very good rapport with the factories and please see attached details in our Capability Statement.

VIDHYA IYER

3408 Putnam Street • West Lafayette, IN 47906 • Phone: (765) 412-7243

e-mail: info.bootmakers@gmail.com

WORK EXPERIENCE

Industry:

Bootmakers LLC, CEO and Founder

2014 – present

- Proprietor and lead designer of Bootmakers LLC, which specializes in custom-fit boots for polo and equestrian riders.
- Our customers include Eric's in Brooklyn, Houston Polo Club, Culver Military Academy, Indiana National Guard's prestigious Cassion Unit, Texas A and M to name a few. This Fall the an exclusive line is slated to arrive to stores nation-wide. We have been cash positive from the first year, with sales doubling every year.
- Participated in several trade shows – Equine Affair, New Orleans Fashion, Coterie 2018, NY, Atlanta Shoe Market, and Mid-Atlantic Shoe Fair, Philadelphia

TaxiTapp Inc., Co-Founder

2012 – 2013

- Co-founder of mobile application for on-demand vehicle service in college towns. Recruited and liaised with advisory council of industry professionals and spear-headed fundraising efforts and product management.
- TaxiTapp was the winner of the start-up weekend in Lafayette, IN. Awarded \$28,000 in funding from Purdue University's Innovation and Technology Center.

Ivy Tech Community College, Lecturer

2002

- Taught courses on business mathematics, accounting, and financial entrepreneurship to several classes of students.
- Designed and tailored curriculum to student needs. Provided out-of-class assistance to students, including individualized instruction and feedback.

Huth Thompson, Independent Contractor

1999 – 2001

- Performed Compliance audits for non-profits receiving federal grants over \$350,000.

Prado & Renteria C.P.A., Junior Auditor

1992 – 1993

- Designed internal control systems for a family run business with 15-20 employees.
- Performed compliance audits of Chicago Public schools. It is the whole public school system with hundreds of schools.
- During the Savings and Loan crisis, assembled mortgage files of the defaulted mortgages.

Dr. Rita Sussman, Accountant

1991 – 1993

- Managed books of accounts for a psychologist's office.

International Data Management LLC, Systems Analyst

1988-1990

- Provided software support for banking software. Provided on-site support and training for bank personnel using the company software.

LEADERSHIP & SERVICE

Human Relations Commission City of West Lafayette (Chairperson)

2003 – present

- Members of the HRC serve on appointment by the mayor of West Lafayette. The responsibilities include looking into complaints and education in matters regarding discrimination.
- Handled complaints and organized several diversity workshops to provide training to the general public. Launched workshop on "cultural competency" for lawyers/realtors/service professionals in the community.

Tippecanoe Arts Federation (Treasurer and Board Member)

2003 – 2005

- Active board member and treasurer. Participated in strategic planning for the future of the Tippecanoe Arts Federation.

Civic Theatre (Finance Committee Member)

- I was a active participant of the finance committee. In particular, I oversaw the annual budgets and monthly financial statements.

Wabash Valley Youth Symphony (Secretary and Board Member)

2003 – 2007

- As an active board member, filed the paperwork with the IRS to get the 501(c)(3) status for the youth symphony. Wrote grants and took the budget from \$2000 to \$20,000 in 4 years. Developed procedures to run the board in an effective manner.

EDUCATION

C.P.A.	1991
M.B.A. (Finance) University of Bombay	1985
B.S. (Accounting) University of Mumbai	1984

MISC

Languages: English, Hindi, Tamil, Gujarati, Marathi

Coding: Excel, Adobe InDesign, MiniTab, Microsoft Office

Citizenship: U.S.A



BOOTMAKERS

On Demand - Styles Customized for You.

Capability Statement

Expertise

- ▶ Extensive knowledge of footwear manufacturing and leatherwork processes.
- ▶ Bulk orders accepted.
- ▶ Customized styles for men and women.
- ▶ Prompt and seamless communication with customers.
- ▶ On-time delivery.
- ▶ Bootmakers has on its payroll independent process inspector who inspects the shoes while they are being made to detect and rectify any defects.
- ▶ Competitive prices.
- ▶ Quality assurance.
- ▶ Regular supplier audits to ensure quality.
- ▶ Great rapport with factories who make shoes for brands in UK, Spain and US.
- ▶ Our factories are [SA8000:2014 compliant](#).



Unique Capabilities

- ▶ Production capacity - 100 to 5,000 pairs per month for standard sizes.
- ▶ Custom sizes provided.
- ▶ Leather suppliers employ environmentally conscious tanning practices and have access to a broad range of leathers.
- ▶ Leather uppers and synthetic or leather soles as per your requirements.
- ▶ Smooth supply chain procedures.
- ▶ Worked with faculty at Purdue University to secure Technical Assistance Program grants to help develop measurement technology.

Current customers:

Culver Military Academy
Indiana National Guard
Texas A and M
Utah Military academy

Minority Woman-Owned Business. (MWBE)

Duns no: 040079112

Cage code: 7JQY8

NAICS: 316998/316210

SWaM: 803066

EIN: 47-1334832



Bootmakers LLC. 1281 Win Hentschel Blvd. West Lafayette, IN 47906,
(765)412-7243 info.bootmakers@gmail.com website: www.bootmakers.us



BOOTMAKERS

Bootmakers' plan and methodology:

Bootmakers makes and is able to offer at competitive prices quality uniform shoes and boots direct from the manufacturer to you - eliminating any middlemen. We submit the quotes to our customers electronically or through their bidding portal. Once the contract has been awarded and we receive the P.O., we promptly send it electronically to our factories to get the ball rolling. We carry safety stock to meet our customer's urgent needs. Vidhya visits the factories several times a year to oversee production and the sampling process. We work with factories which are SA 8000:2014 compliant. Here is the link to the [compliance standards](#)

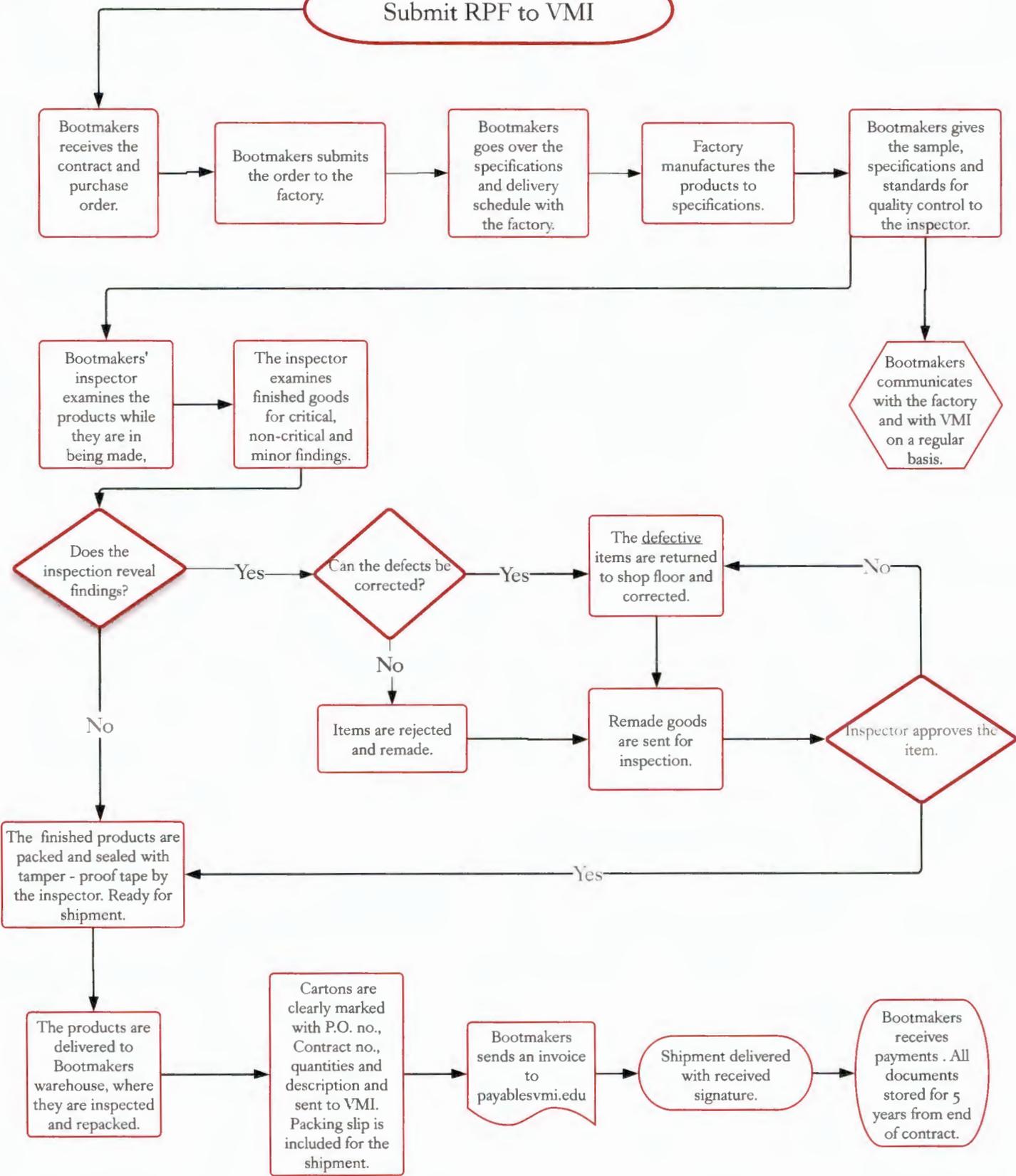
Once production starts we receive regular updates regarding the order's progress. We receive pictures of the finished products and if required, we share with our customers. The factory has its own in-house inspection team. In addition, we have our own independent process and quality control inspector, who visits the factory during production to identify defects while the shoes are being manufactured to prevent any redo or time loss. We provide the sample and the inspection tolerances to the inspector. This inspector is not only trained in leather manufacturing, but understands the process of footwear manufacturing, and hence are able to guide and advise the factories to fix any issues that he may come across. We are on call during the inspection – communicating with the inspector and factories immediately, regarding findings. Since inspection is done at the factory, defects are either corrected or the product is rejected/replaced. He performs an 100% inspection of the finished goods and once he is satisfied, he seals the cartons with a special tamper-proof tape and the shoes are ready for shipment. This process though costly eliminates returns/defects and ultimately reduces frustration and costs for our customers. We have thus far have had a rejection rate of 0%.

We have corporate accounts with DHL, FedEx, UPS and freight forwarders for larger shipments. The factory hands over sealed cartons to the courier service which will deliver to our warehouse in Indiana. The address to our warehouse is 250 N.9th Street, Lafayette, IN 47901. Upon receipt, we inspect the shoes and if needed, repack them. We pack shoes in cartons which are clearly marked on the lower right corner - the P.O. no., the style, the sizes, gender, color, and quantities. We include a packing slip for shipment. We send the invoice electronically to the email address provided payables@vmi.edu The invoice will include the state contract no. P.O. no. and Bootmakers' EIN. We intimate the customer with the delivery details – the tracking no., expected delivery date and courier's contact information. These are then delivered to the customer to be signed upon receipt. Delivery lead times are negotiated to match our customers' needs. We are proud of our 100% on-time delivery record.

Even after delivery we remain in touch with our customer to address any concerns. Some of our satisfied customers are Culver Academies, Tarleton State University, Utah Military Academy, Indiana National Guard to name a few. Bootmakers understands that we are not permitted to use Virginia Military Institute in any client list, advertising or promotional material. All documents will be stored for 5 years after the end of the contract. Bootmakers' has non-discrimination and drug-free workplace policies in place.

Bootmakers plan and methodology

Submit RPF to VMI





BOOTMAKERS

UNIFORM BROCHURE

Heritage, Comfort, and Fit.

BOOTMAKERS

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Oxford 2468

Our Oxford 2468 shoe represents a classic leather shoe with detailed finishes. The exterior leather upper polishes to a high gloss, while the interior has the option of moisture wicking or soft calf leather lining.

The individually stitched Goodyear welted sole provides a durable base. With its molded insole, this style is ideal for underclassmen. Available in two sole options, leather and rubber in men and women's sizes.



Derby 0469

The Derby 0469 features high-quality Clarino patent leather, (stay shine) low quarters.

The exterior is complemented by supple calf lining and good year welted leather soles for comfort and durability. Molded insoles make the shoes align with the wearer's foot for comfort and durability. The option of rubber sole and heel is available.



Canter

Canter was developed, with the guidance of our valued customer, as a reliable, classically styled, uniform boot. The # 7 YKK zipper, full grain leather upper, and an interior that is fully lined with calf leather, gives the Canter boot durability and comfort. It comes with a slip resistant TPR sole. Available in men and women's sizes.



Oxford 7000

Oxford - 7000, is all-leather upper and leather lining. The soft insoles offer comfort for you to be on your feet all day. Shine it up to a high gloss for your everyday drill. It comes in an all- rubber sole or a leather sole with a rubber heel. Available in men's and women's sizes.



Senior/Patrolman Boots

The clean finish of the cadet Senior boot represents a tradition of footwear and point of campus pride.

Made with superior French calf leather, stiff leather barrel lining and soft calf leather in the foot for comfort and flexibility. Order your Aggie spurs, chains, and personalized butterflies. One-stop hassle free shopping. Available in black and tan.

OTHER ITEMS: Customized full-grain leather military belts available

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Oxford Salute and Oxford Salute XL

Our newest product is the Oxford Salute. The Salute adds new features to our favorite Oxford style: soft calf leather lining and a light rubber sole. The versatile shoe is available in an all-rubber sole and in an ultralight Italian XL ExtraLight sole—a material known for weighing a third of the weight and more durable than normal rubber. With its light, flexible insole, this style is ideal for underclassmen. Available in black, dark brown and stay shines, in men's and women's sizes.



Available in black and brown



Belts

Our belts are completely customizable to your institution's needs. Please reach out to us with your requirements.



Expertise

- Extensive knowledge of footwear making and leatherwork processes.
- Bulk orders accepted.
- Customized styles for men and women.
- Prompt and seamless communication with manufacturer and customers.
- On-time delivery.
- Scientific testing and product measurements by independent professional inspectors.
- Competitive prices.
- Quality assurance.
- Regular supplier audits to ensure quality.

Unique Capabilities

- Order quantity - 100-500 pairs per month for standard sizes.
- Custom sizes provided.
- Leather suppliers employ environmentally conscious tanning practices and have access to a broad range of leathers.
- Leather uppers and synthetic or leather soles as per your requirements.
- Smooth supply chain procedures.

Woman-Owned Small Business.

Duns # 040079112
SAM # 7JQY8
NAICS: # 316998/316210
SWaM # 803066

(765)412-7243
info@bootmakers.us

WWW.BOOTMAKERSUNIFORM.COM



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Sole test report:

We use Dyanite rubber soles which offer comfort and durability. The tests were conducted by SATRA – an independent research and testing organization established in 1919 in U.K., which tests products and components to international standards, and is specialized in the footwear industry. Please find below the test results.

Supplier /Factory :	Sant Rubbers Ltd.								
Supplier 's Country:	India								
Description :	U.WINTER MONET								
Test Objective :	All Physical								
Colour Name	WINTER BROWN								
Batch No.	10								
Plan No.	1259								
	<input type="checkbox"/> Production Material <input type="checkbox"/> Production Re-test <input type="checkbox"/> Developmental <input type="checkbox"/> Sales Sample								
Test	Unit	Method	TEST RESULTS			Average	Standard	Tolerance	Rating
Hardness	Shore A	Din 53505	64	65	66	65	65	± 3	Satisfactory
Density			1.16	1.16	1.16	1.16	1.20	Max.	Satisfactory
Din Abrasion	mm ³ /loss	Din	200	200	198	199	200	Max.	Satisfactory
Elongation	%	ISO 37	434	467	475	459	400	Min	Satisfactory
Tensile Strength .	kg/cm ²	ISO 37	62	62	63	62	60	Min	Satisfactory
Tear Strength	kg/cm	ISO 34 - 1	15	13	14	14	8	Min	Satisfactory
Shrinkage	%								
Coefficient of Friction (Test Plaque)	kg/kg								
Coefficient of Friction (Forefoot part)	kg/kg								
Coefficient of Friction (Heel Part)	kg/kg								
QUV light Discoloration*	AATCC Scale								
Heat Ageing 70°C 3days	AATCC Scale								
Heat Ageing 60°C 7days	AATCC Scale								
Comments									
* Temperature:21-23°C	* Relative Humidity:55-58%RH								Tested By :
	* Hardness Test Performed on Outsole								Reviewed By :
	* Specific Gravity & Abrasion Test Performed on 6mm Slab								Approved By :
	* Elongation, Tensile & Tear Test Performed on 2mm Slab								

ATTACHMENT A

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

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

VENDOR'S PRIMARY CONTACT:

Name: Vidhya Iyer Phone: (765)412-7243
Email: info.bootmakers@gmail.com

Length of Time in this Business: YEARS: 5 MONTHS: 11

REFERENCES: Indicate below a listing of at least three (3) current or recent accounts, either commercial, industrial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.

COMPANY: Culver Military Academy CONTACT NAME: Frank Stubblefield
PHONE: (951) 685-6464 EMAIL: frank.stubblefield@culver.org
FAX: _____

PROJECT: Riding boots.
DATE(S) OF SERVICE: 2014 till present. VALUE: \$ 115,000

COMPANY: Tarleton State University CONTACT NAME: Stacy Nichols
PHONE: (254) 968-9188 EMAIL: snichols@tarleton.edu
FAX: _____

PROJECT: All - leather Goodyear welted Oxfords.
DATE(S) OF SERVICE: 2018 till present VALUE: \$30,000

COMPANY: Utah Military Academy CONTACT NAME: Chief Kelly Martin
PHONE: _____ EMAIL: kmartin@utahmilitaryacademy.org
FAX: _____

PROJECT: Oxford shoes with rubber soles.
DATE(S) OF SERVICE: 2019 to present VALUE: \$ 75,000



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BOOTMAKERS
Heritage, Craft, and Fit

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ATTACHMENT B

CONFLICT OF INTEREST STATEMENT

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

NAME: Bootmakers LLC

ADDRESS: 3408 Putnam Street,

CITY/STATE: West Lafayette, IN 47906

TELEPHONE NUMBER: (765)412-7243

FEDERAL ID NUMBER (FIN): 47-1334832

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 VIRGINIA MILITARY INSTITUTE:

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

IF YES, EXPLAIN:

Virginia Jager
SIGNATURE OF OFFEROR

May 20, 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 alert.

ATTACHMENT E

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

Description	Quantity	Price per Pair	Up-Charge for Special Sizes
Bates Model E00968 Men's leather oxford, black	1 pair	\$68	\$5
Bates Model E00769 Women's leather oxford,	1 pair	\$68	\$5
CAPPS Model 90131, Women's Black Smooth Pump	1 pair	NIL	
Belleville Model C390 Combat Boot, Coyote Brown, Unisex	1 pair	NIL	



OSHA[®]
Occupational Safety
and Health Administration

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



Equal Employment Opportunity is

THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
 - (1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

1281 WIN HENTSCHEL BLVD.

W. LAFAYETTE, IN 47906

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.



BOOTMAKERS

Samples:

Bootmakers LLC was awarded the contract by VMI as against the RFP V211-19-088-5 and has submitted samples and I was given to understand by Maj. Carmack, assistant director of procurement that additional samples are not required for this RFP.