

**VIRGINIA MILITARY INSTITUTE**  
Lexington, Virginia 24450

Procurement Services  
Phone 540-464-7323  
Fax 540-464-7669

**CONTRACT RENEWAL NOTICE**

**DATE:** 7 March 2023  
**CONTRACT TITLE:** Cadet Dress Caps, Shakos, and Shako Pon Pon  
**CONTRACT NUMBER:** V211-19-104

**RENEWAL PERIOD:** 5/14/2023 - 5/13/2024 **REMAINING RENEWALS:** 0

**ISSUED BY:** Virginia Military Institute  
Procurement Services  
314 Smith Hall  
Lexington, VA 24450  
**BUYER:** MAJ Lynn W. Carmack  
**PHONE:** 540-464-7223  
**FAX:** 540-464-7669  
**EMAIL:** carmacklw@vmi.edu

**CONTRACTOR:** Keystone Uniform Cap  
2251 Fraley St.  
Philadelphia, PA 19137  
**CONTACT:** Neal Susten  
**PHONE:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_  
**EMAIL:** caps@keystoneuniformcap.com

**FEI #:** 23-2897156

In accordance with the original contract, all terms, conditions, pricing and specifications remain intact. Any agreed upon Changes and/or Modifications are attached if applicable and hereby incorporated herein.

**CONTRACTOR:**  
**Signature:** Neal Susten  
**Printed Name:** Neal Susten  
**Date:** 3/16/23

**BUYER:**  
**Signature:** Lynn Carmack  
**Printed Name:** MAJ Lynn W. Carmack  
**Date:** 6-6-23

**CONTRACT ADMINISTRATOR:**  
**Signature:** Blaine Noel  
**Printed Name:** Blaine Noel  
**Date:** 06 JUN 23

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

PROCUREMENT SERVICES  
Phone 540-464-7323  
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**CONTRACT MODIFICATION AGREEMENT**

Date: 16 March 2023

Contract No.: V211-19-104

Modification No.: 01

Issued By: COMMONWEALTH OF VIRGINIA,  
Virginia Military Institute

Contractor: Keystone Uniform Cap

Contract Dated: 14 May 2019

Contract Duration: One Year, with four optional renewals

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

Description of Modification:

**Contractor is updating its Pricing Schedule for the final renewal period to include an increase of \$2.00 per cap. The price for the renewal period of 5/14/2023 – 5/13/2024 will be:**

**VMI Cadet Dress Cap - \$41.95**

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

KEYSTONE UNIFORM CAP

By:

Neal Suster

Neal Suster Partner 3/18/23

Name and Title (Type or Print)

Date Signed

VIRGINIA MILITARY INSTITUTE

By:

Lynn Carmack

MAJ Lynn W. Carmack

Asst. Director, Procurement Services

3/16/23

Date Signed