



**REQUEST FOR PROPOSALS**

**RFP# ~~V211-24-040~~**

*V211-24-047*

**VMI CADET UNIFORM ACCESSORIES AND INCIDENTALS**

**15 December 2023**

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**VIRGINIA ASSOCIATION  
OF STATE COLLEGE &  
UNIVERSITY PURCHASING  
PROFESSIONALS**

**VASCUPP**

Virginia Military Institute  
Lexington, Virginia 24450-0304

**REQUEST FOR PROPOSALS**  
**RFP # V211-24-040**

Issue Date: 15 December 2023  
Title: VMI Cadet Uniform Accessories and Incidentals  
Due Date: 16 January 2024 at 2:00 PM  
Last Date for Questions: 5 January 2024 at 2:00 PM  
Commodity Code: 20000 / 20070 / 20085  
Issuing Agency: Virginia Military Institute  
Procurement Services  
330 VMI Parade Avenue,  
Room 314  
Lexington, VA 24450

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

VMI will accept proposals physically or electronically through the eVA Procurement Portal. No emailed proposals will be accepted.

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, 330 VMI Parade Avenue, Room 314, Lexington, VA 24450. **NO LATE SUBMISSIONS WILL BE ACCEPTED.**

**IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section IX, paragraph G. 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.

All Inquiries For Information Should Be Directed To: Shana O'Quinn, VMI Procurement Services at [Procurement@vmi.edu](mailto:Procurement@vmi.edu). **Use of the Understanding of Requirements Form, Attachment E, must be used. No phone calls will be accepted; no emails will be answered. Answers will be posted in the form of an addendum to the RFP.**

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:

Best Promotional Products + Apparel  
17444 Center Dr. Suite 5A  
Ruther Glen VA Zip Code: 22546

Date: 1-9-24  
By: Michelle L Williams  
Name: Michelle L Williams  
Title: Owner  
Phone: (804) 3477142 / 804 5891909  
Fax: ( )  
Minority Vendor: \_\_\_\_\_ Woman owned: ☒ Small Business ☒ CERTIFICATION #: 709758

V50000171535  
EVA Vendor ID or DUNS number  
E-mail: michelle@bestpromandapparel.com

**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, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.**

**REQUEST FOR PROPOSAL (RFP)**  
**RFP # V211-24-040**

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## **I. PURPOSE:**

The purpose of this Request for Proposals (RFP) is to establish a term contract with one or more vendor(s) to provide Cadet Uniform Accessories and Incidentals to Virginia Military Institute, hereinafter referred to as VMI, an agency of the Commonwealth of Virginia. The successful offeror(s) will be responsible for providing items included in the attached specifications.

## **II. SMALL, WOMAN-OWNED AND MINORITY (SWaM) PARTICIPATION**

It is the policy of the Commonwealth of Virginia and Virginia Military Institute to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. To that end, VMI is fully committed to achieving the standards set forth in the Governor's Executive Order and expects its partners to support a goal of no less than 42% spend with SWaM certified vendors. Preference will be given during evaluation to those business entities that are current SWaM certified. Information regarding certification can be obtained at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov).

## **III. VASCUPP EXPANDED COOPERATIVE LANGUAGE:**

**CONTRACT PARTICIPATION:** Under the authority of the Code of Virginia 2.2-4304. Cooperative Procurement, it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead-issuing institution's affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the public bodies indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as the need may be.

## **IV. BACKGROUND:**

Founded in 1839, Virginia Military Institute is a four-year undergraduate college awarding B.A. and B.S. degrees. VMI is the nation's first state-supported military college and from the beginning, the

VMI experience has instilled the character traits of service to community and to others in its cadets. 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 accessories and incidentals be equal or superior in quality to those used heretofore at VMI.** Current enrollment is approximately 1700 cadets from 45 states and 7 countries.

**V. STATEMENT OF NEEDS:** The Contractor(s) shall have the capability of providing the desired uniform accessories and incidentals per the specifications outlined in Attachment E. The quality and workmanship shall be defined by control samples of each item submitted by the Contractor. Contractors may be awarded a contract based on their proposal but should not expect to receive purchase orders from VMI until any required samples have been provided and approved.

## **VI. EVALUATION AND AWARD:**

Each proposals will be evaluated for full compliance with the RFP requirements and the mandatory terms and conditions set forth within this RFP document. The objective of the Evaluation Committee will be to select the contractor that is most responsive to the herein described needs of Virginia Military Institute.

### **EVALUATION CRITERIA AND SCORING:**

#### **POSSIBLE POINTS**

Qualifications and Experience / References	20
Approach and Methodology	20
Capabilities, Skills, Quality – based on submitted samples	20
Small, Woman, and Minority (SWaM) Utilization	20
Price	20

**TOTAL                      100**

## **VII. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

### **A. GENERAL INSTRUCTIONS:**

**To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the Virginia Military Institute Procurement Services and the Buyer of Record for the duration of this Proposal process. Only questions submitted on the Understanding of Requirements Form (attachment D) will be addressed in the form of an addendum.**

#### **1. RFP Response**

In order to be considered, Offerors must submit a complete response to this RFP. One (1) *original* and five (5) copies of the proposal must be submitted to the Issuing Agency. One redacted electronic copy must also be provided suitable for public posting. No other distribution of the proposal shall be made by the Offeror. The Agency is also accepting electronic proposals submitted through the eVA Procurement Portal. Emailed proposals will not be accepted.

## 2. Hard Copy Proposal Preparation

a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being considered non-responsive, and therefore, rejected.

b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis shall be placed on completeness and clarity of content. Failure to submit all information requested may result in the Institute 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 Institute. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

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.

d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’s proposal.

e. All proposals shall be received and time stamped in Procurement Services no later than the Closing Date and Time shown on the cover page of this Request for Proposal. Any proposal **received after** the specified date and time shall **not** be considered and shall be returned unopened to the Offeror.

f. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must



invoke the protection of Section 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

### 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 Institute. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. The Issuing State agency will schedule to time and location of these presentations. Oral presentations are an option of the Institute and may or may not be conducted. Offerors should ensure that written proposals are complete.

## B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals should be as thorough and detailed as possible so that the Institute may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as complete proposal:

1. Return RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. Plan and methodology for providing the goods/services as described in this Request for Proposal .
3. A written narrative statement to include, but not limited to the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as Attachment A to this RFP.
5. Conflict of Interest Statement, included as Attachment B to this RFP of this Request for Proposal.
6. Price Proposal Attachment F

## **FAILURE TO PROVIDE ACCURATE AND COMPLETE INFORMATION MAY BE CAUSE FOR PROPOSAL REJECTION**

**AWARD OF CONTRACT.** Selection shall be made of one or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in this Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers 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 which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Military Institute may cancel this Request for Proposals or reject proposals at any time prior

to award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*). Should the Virginia Military Institute 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.

The award document will be a contract incorporating by reference all of the requirements, terms and conditions of this solicitation and the successful offeror's proposal as negotiated.

**Virginia Military Institute reserves the right to award to more than one vendor as a result of this solicitation.**



## **VIII. GENERAL TERMS AND CONDITIONS**

- 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. In addition, the manual may be accessed electronically at <https://vascupp.org> or a copy can be obtained by calling Procurement Services 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 of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offers) 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/offers) has questions about the specifications or other solicitation documents, the prospective (bidder/offers) 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:** 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 offers 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 offers 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:**

<u>Profession/Service</u>	<u>Limits</u>
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. **NON-DISCRIMINATION 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, CONTRACTS, AND ORDERS:**

The eVA Internet electronic procurement solution, web site 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 and pay the Vendor Transaction Fees specified below; 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.

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 Small Business and Supplier Diversity. 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\*\*\*\*\*

## **IX. 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. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two 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 which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- E. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- F. **FUTURE GOODS:** VMI reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, sub-systems, or related services that are newly introduced during the term of this agreement. Such additional goods and services will be provided to VMI at favored nations pricing, terms and conditions.

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

From:	<b>16 January 2024, 2:00 PM SHARP, EST</b>
Name of Bidder/Offeror	Due Date Time
Street or Box Number	<b>V211-24-040</b> IFB No./RFP No.
City, State, Zip Code	<b>Cadet Uniform Accessories and Incidentals</b> IFB/RFP Title

Name of Contract/Purchase Officer or Buyers: **Ms. Shana O'Quinn**

**Secondary contact: LTC Lynn Carmack, VCCO, CUPO, CPSM, CPPO**

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. **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,  
330 VMI Parade, Room 314  
Lexington, VA 24450

**The preferred method of Invoice delivery is electronically to [payables@vmi.edu](mailto:payables@vmi.edu).**

- J. **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 D, the Understanding of Requirements form.

K. **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.

L. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI. No price increases will be authorized except at the time of contract renewal periods and require not less than 30 days advance notice and must be approved by Procurement Services. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to Procurement Services. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

Procurement Services will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to Procurement Services.

M. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.



## 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: Michelle Williams Phone: 804 347 7142  
Email: michelle@bestpromoandapparel.com  
michellewbest@outlook.com  
Length of Time in this Business: YEARS: 10 MONTHS: 0

**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: RRCTA Rappahannock Regional Criminal Justice Academy CONTACT NAME: Candi Johnston  
PHONE: 540 371 2875 EMAIL: candijohnston@rrcja.org  
FAX: \_\_\_\_\_

PROJECT: Uniforms: BDUs, polos, tees, caps, shorts  
DATE(S) OF SERVICE: 2015-2024 VALUE: \$ 25,000 yr (2023)

COMPANY: Norfolk Dept Public Health CONTACT NAME: Anna Talton  
PHONE: 757 237 7434 EMAIL: anna.talton@vdh.virginia.gov  
FAX: \_\_\_\_\_

PROJECT: Promotional Products  
DATE(S) OF SERVICE: 2020-2024 VALUE: \$ 76,312.00 (2023)

COMPANY: Royal Contracting CONTACT NAME: Robin Morales  
PHONE: 571-310-1148 EMAIL: robin@royalcontractingllc.net  
FAX: \_\_\_\_\_

PROJECT: Uniforms: Polos + tees + Promotional products  
DATE(S) OF SERVICE: 2021-2024 VALUE: \$ 19,000 (2023)

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: ~~PA~~ Best Promotional Products + Apparel LLC  
ADDRESS: 17444 Center Dr Suite 5A  
CITY/STATE: Ruther Glen, VA 22546  
TELEPHONE NUMBER: 804 589 1909  
FEDERAL ID NUMBER (FIN): 47 3751383

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

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

RELATIONSHIP WITH VIRGINIA MILITARY INSTITUTE:

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

IF YES, EXPLAIN:

  
SIGNATURE OF OFFEROR  
DATE 1-9-24

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



**ATTACHMENT C  
SAMPLE CONTRACT**

**VIRGINIA MILITARY INSTITUTE**

Lexington, Virginia 24450

**PROCUREMENT SERVICES**

Phone 540-464-7323

Fax 540-464-7669

**COMMONWEALTH OF VIRGINIA**

**STANDARD CONTRACT**

Contract Number: V211-24-040

This contract entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024 between \_\_\_\_\_  
SSN/FIN: \_\_\_\_\_, hereinafter known as the "Contractor"  
and the Commonwealth of Virginia, Virginia Military Institute, hereinafter known as "VMI."

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

**SCOPE OF CONTRACT:** The Contractor shall \_\_\_\_\_.

**PERIOD OF PERFORMANCE:** \_\_\_\_\_.

**COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid \$ \_\_\_\_\_  
(\_\_\_\_\_ 00/100 Dollars). In accordance with the  
Commonwealth of Virginia's *Prompt Payment Act* terms are Net 30 days from receipt of invoice.

**CONTRACT DOCUMENTS:** The contract documents shall consist of:

- (1) This signed form
- (2) The Contractor's Proposal/Bid and any modifications, if applicable.
- (3) The General Terms and Conditions
- (4) Special Terms and Conditions as required

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

**CONTRACTOR:**

**PURCHASING AGENCY:**

By: \_\_\_\_\_

By: Shana O'Quinn

For: \_\_\_\_\_

For: Virginia Military Institute

## CADET UNIFORM ACCESSORIES & INCIDENTALS

## Procurement Services

[illegible]



## ADDENDUM 1 V211-24-040

314 Smith Hall  
Phone: 540-464-7323

Lexington, VA 24450  
Fax: 540-464-7682

**Project:** *Cadet Uniform Accessories and Incidentals*

**Date/Time:** *20 December 2023*

**To: Prospective Offerors**

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Bidding Documents dated. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

***Response to understanding of requirements questions:***

- For the Red Physical Tray Belt-what are the dimensions?

Adjust from 29" to 52". Can stretch to 9 feet.

- For the watch cap (item 13), what is the QTY?

We order anywhere from 250 to 450 watch caps at a time. Once per year.


Submitted by:

Shana O'Quinn  
Procurement Officer  
540-464-7372  
[oquinnsp@vmi.edu](mailto:oquinnsp@vmi.edu)

**Best Promotional Products & Apparel**  
17444 Center Dr. Suite 5A  
Ruther Glen, VA 22546

I) **Plan & Methodology for providing goods:** Goods will be shipped via UPS to shipping address provided on the PCO and boxes will be labeled with PCO#.

II) **Statement of expertise, qualifications & experience of firm:** Best Promotional Products & Apparel has been a SWaM/Micro certified business since 2014. We have been providing the gloves, watch caps & suspenders for VMI for multiple years so we are very familiar with this process and these goods. We will continue to provide these items at VMI's request if we are chosen.



1/9/24

**Michelle Williams, Owner**  
**Best Promotional Products and Apparel, LLC**  
804-589-1909 office  
804-347-7142 cell

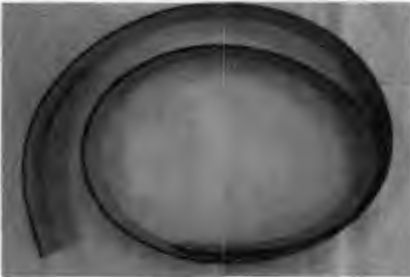
CADET ACCESSORIES & INCIDENTALS
Virginia Military Institute Listing Sheet
ITEM #1

BLACK LEATHER BELTS

SPECS - 1 1/2" wide & 1/8" thick domestically-produced vegetable tanned leather. Dyed black on the outer side and both edges. Inside of belt must be natural state. Tongue of belt to be rounded. Five machined holes beginning 3" from the rounded end 1/8" in diameter. A single continuous tooling line to be grooved into both edges on the dyed side set back 1/8" from actual edge.

Our five year order average is 50" - 335 & 60" - 2 Quantites that we keep on hand are below.

SIZES		Quantities
Waist	50"	575
	60"	15



Black Leather Belt Side View



Natural Leather Interior View



Leather Belt End Opposite of belt holes & tooling marks.



Five Holes in belt & rounded tip with tooling marks.

**ITEM #2**

**VMI DISTINCTIVE BELT BUCKLE**

**SPECS** - Solid yellow brass casting of domestically produced brass (minimum copper content 66%, minimum zinc content 33%).

No patina or laquer to be applied. Raised VMI cap shield centered in the casting. Buckle to be made convex so as to ride close to the body. Attached hooks on the back or reverse of the buckle. **a.** Two attachment hooks for the belts centered in the vertical axis, 5/8" apart (center to center), and located 3/8" from the left edge when viewing the back or reverse buckle. **b.** The attachment hook for the tongue of the belt will be centered in the buckle 1/4" from the right edge of the buckle when viewing it from the back reverse side.

**DIMENSIONS**

2" Tall, 2 3/4" Wide &  $\pm 1/8$ " thick with clipped corners.

Our five year order average is 360. Quantities that we keep on hand are below.

**SIZES**

N/A

**Quantities**

600





**ITEM #3****RED PHYSICAL TRAINING BELT**

Red reflective extend belt with buckle. Red stretch material with a gray reflective strip centered on the belt from end to end.

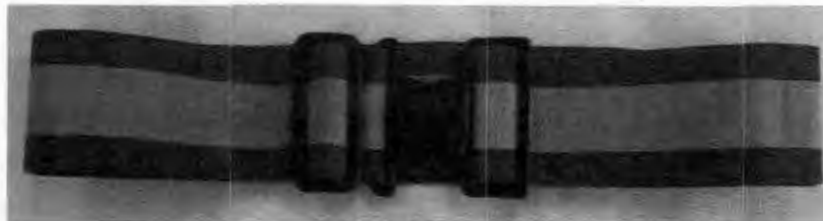
Our five year order average is 406. Quantities that we keep on hand are below.

**SIZES**

N/A

**Quantities**

550



Red PT Belt front view



Belt Clips

**ITEM #4****CLOTH CHEVRONS FOR GRAY BLOUSE****MALE BLOUSE CHEVRONS**

Chevron	Gray to Gray	Gray Border	Stitch Width
Captains	7" to 7 1/2"	1/4" wide	3/8"
Lieutenants	7" to 7 1/2"	1/4" wide	3/8"
Sergeants	7" to 7 1/2"	1/4" wide	3/8"
Corporals	6" to 6 1/2"	1/4" wide	3/8"

**FEMALE BLOUSE CHEVRONS**

Chevron	Gray to Gray	Gray Border	Stitch Width
Captains	6" to 6 1/2"	1/4" wide	1/4"
Lieutenants	6" to 6 1/2"	1/4" wide	1/4"
Sergeants	6" to 6 1/2"	1/4" wide	1/4"
Corporals	5" to 5 1/2"	1/4" wide	1/4"

**STARS**

Corporal star is to be 2" across from point to point of actual star. Measurement of border is 3/8" from actual star to each outside point (not top or bottom).

## DIAMONDS

Corporal diamond is to be 2 1/2" across from point to point of actual diamond. Measurement of border is 1/2" from actual diamond to each outside point.

Cadet Blue Wool VMI Material, Black #5596 Thread, Single layer normal cutaway backing. Raw edge (no merrowing) due to wool does not ravel.

Orders change from year to year. An estimated order would be Large Chevrons - 260/350 Small Chevrons - 50/90  
Quantities that we keep on hand vary each year.

### SIZES

Large  
Small

### Quantities

Vary  
Vary



Regimental Commander



Regimental Executive Officer  
Battalion Commander



Regimental S-1 Captain



Regimental S-2 Captain



Regimental S-3 Captain



Regimental S-4 Captain



Regimental S-5 Captain



Regimental S-6 Captain



Regimental S-7 Captain



Regimental SGT Major



Regimental S-1 SGT



Regimental S-2 SGT



Regimental S-3 SGT



Regimental S-4 SGT



Regimental S-5 SGT



Regimental S-6 SGT



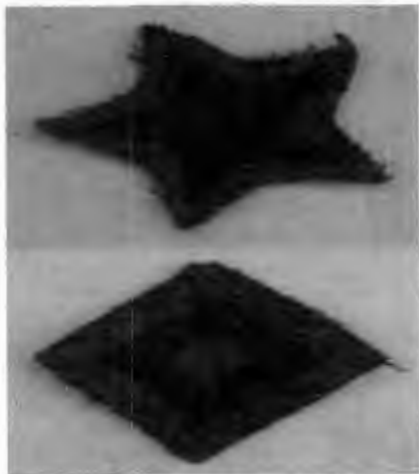
Regimental S-7 SGT

Color SGT w/star  
Company 1st SGT w/diamond  
Company SGT



Used in Multiple ranks.

Color Corporal w/star  
Company Clerk w/diamond  
Company Corporal



Star & Diamond

The star is used with the rank to the left of the star. Combined this makes the "corporal" rank become one of two ranks. Color SGT & Color Corporal.



This diamond is used with the rank to the left of the diamond. Combined this makes the "corporal" rank become one of two ranks. Company Company 1st SGT & Company Clerk



Battalion Executive Officer  
Company Commander



Battalion S-1 Lieutenant



Battalion S-2 Lieutenant



Battalion S-3 Lieutenant



Battalion S-4 Lieutenant



Battalion S-5 Lieutenant



Battalion S-6 Lieutenant



Battalion S-7 Lieutenant



Battalion SGT Major



Company Lieutenant



Company Operations SGT

Company Master SGT

Blouse Chevron Backing.

Back of chevron showing the lining that creates stability for sewing the rank on to the blouse.

#### ITEM #5

#### CLOTH CHEVRONS FOR COATEE

##### MALE COATEE CHEVRONS

Chevron	Black to Black	Black Border	Stitch Width
Captains	7" to 7 1/2"	1/4" wide	3/8"
Lieutenants	7" to 7 1/2"	1/4" wide	3/8"
Sergeants	7" to 7 1/2"	1/4" wide	3/8"
Corporals	6" to 6 1/2"	1/4" wide	3/8"

##### FEMALE COATEE CHEVRONS

Chevron	Black to Black	Black Border	Stitch Width
Captains	6" to 6 1/2"	1/4" wide	1/4"
Lieutenants	6" to 6 1/2"	1/4" wide	1/4"
Sergeants	6" to 6 1/2"	1/4" wide	1/4"
Corporals	5" to 5 1/2"	1/4" wide	1/4"

#### STARS

Corporal star is to be 2" across from point to point of actual star.  
Measurement of border is 3/8" from actual star to each outside point (not top or bottom).

#### DIAMONDS

Corporal diamond is to be 2 1/2" across from point to point of actual diamond.  
Measurement of border is 1/2" from actual diamond to each outside point.

Black Poly/Cotton Material

Gold #1001J Thread

Single layer normal cutaway backing.

Black merrowed edging to prevent raveling.



Orders change from year to year. An estimated order would be

Large Chevrons - 260/350 Small Chevrons - 50/90

Quantities that we keep on hand vary each year.

**SIZES**

**Quantities**

Large  
Small

Vary  
Vary



Regimental Commander



Regimental Executive Officer  
Battalion Commander



Regimental S-1 Captain



Regimental S-2 Captain



Regimental S-3 Captain



Regimental S-4 Captain



Regimental S-5 Captain



Regimental S-6 Captain





Regimental S-7 Captain



Regimental SGT Major



Regimental S-1 SGT



Regimental S-2 SGT



Regimental S-3 SGT



Regimental S-4 SGT



Regimental S-5 SGT



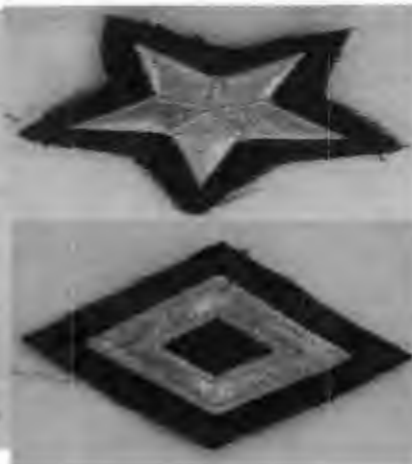
Regimental S-6 SGT



Regimental S-7 SGT



Color SGT w/star  
Color Corporal w/star  
Company 1st SGT w/diamond  
Company Clerk w/diamond  
Company SGT  
Company Corporal



Star & Diamond

The star is used with the rank to the left of the star. Combined this makes the "corporal" rank become one of two ranks. Color SGT & Color Corporal.



This diamond is used with the rank to the left of the diamond. Combined this makes the "corporal" rank become one of two ranks. Company

Company 1st SGT & Company Clerk



Battalion Executive Officer  
Company Commander



Battalion S-1 Lieutenant



Battalion S-2 Lieutenant



Battalion S-3 Lieutenant



Battalion S-4 Lieutenant



Battalion S-5 Lieutenant



Battalion S-6 Lieutenant



Battalion S-7 Lieutenant



Battalion SGT Major



Company Lieutenant



Company Operations SGT



Company Master SGT

**ITEM #6**

**CLOTH CHEVRONS FOR DUTY JACKET**

**UNISEX CHEVRONS**

Black Poly/Cotton Material

Metal #2407 Thread (Metal Gray)

Single layer normal cutaway backing.

3/8" width embroidery stitching.

Black merrowed edging to prevent raveling.

Black border to include merrowing 1/4" wide.

Metal Gray stitching to be 3" wide outside measurement  $\pm 1/8$ "

Orders change from year to year. An estimated order would be

Chevrons - 260/350

Quantities that we keep on hand vary each year.

**SIZES**

N/A

**Quantities**

Vary



Regimental Commander

Regimental Executive Officer  
Battalion Commander

Regimental S-1 Captain

Regimental S-2 Captain



Regimental S-3 Captain

Regimental S-4 Captain

Regimental S-5 Captain

Regimental S-6 Captain





Regimental S-3 SGT

Regimental S-4 SGT

Regimental S-5 SGT

Regimental S-6 SGT



Regimental S-7 SGT



Color Sergeant  
Color Corporal



Battalion Executive Officer  
Company Commander



Battalion S-1 Lieutenant



Battalion S-2 Lieutenant



Battalion S-3 Lieutenant



Battalion S-4 Lieutenant



Battalion S-5 Lieutenant



Battalion S-6 Lieutenant



Battalion S-7 Lieutenant



Battalion SGT Major



Company Lieutenant



Company 1st Sergeant  
Company Clerk (Corporal)



Company Operations SGT



Company Master SGT



Company Sergeant  
Company Corporal

**ITEM #7**

**COLLAR BRASS RANK**

**UNISEX ITEM**

Brass Rank Chevrons with pins on the back to attach to shirt.  
Orders change from year to year. An estimated order would be  
Various Brass Rank - 178 pairs

Quantities that we keep on hand vary each year.

**SIZES**

Various

**Quantities**

Vary



Regimental Commander

Regimental Executive Officer  
Battalion Commander

Regimental S-1 Captain

Regimental S-2 Captain



Regimental S-3 Captain

Regimental S-4 Captain

Regimental S-5 Captain

Regimental S-6 Captain

Bottom Rockers should be more exaggerated.

See Duty Jacket Reg S-5 Captain





Regimental S-7 Captain

Regimental SGT Major

Regimental S-1 SGT

Regimental S-2 SGT



Regimental S-3 SGT

Regimental S-4 SGT

Regimental S-5 SGT

Regimental S-6 SGT

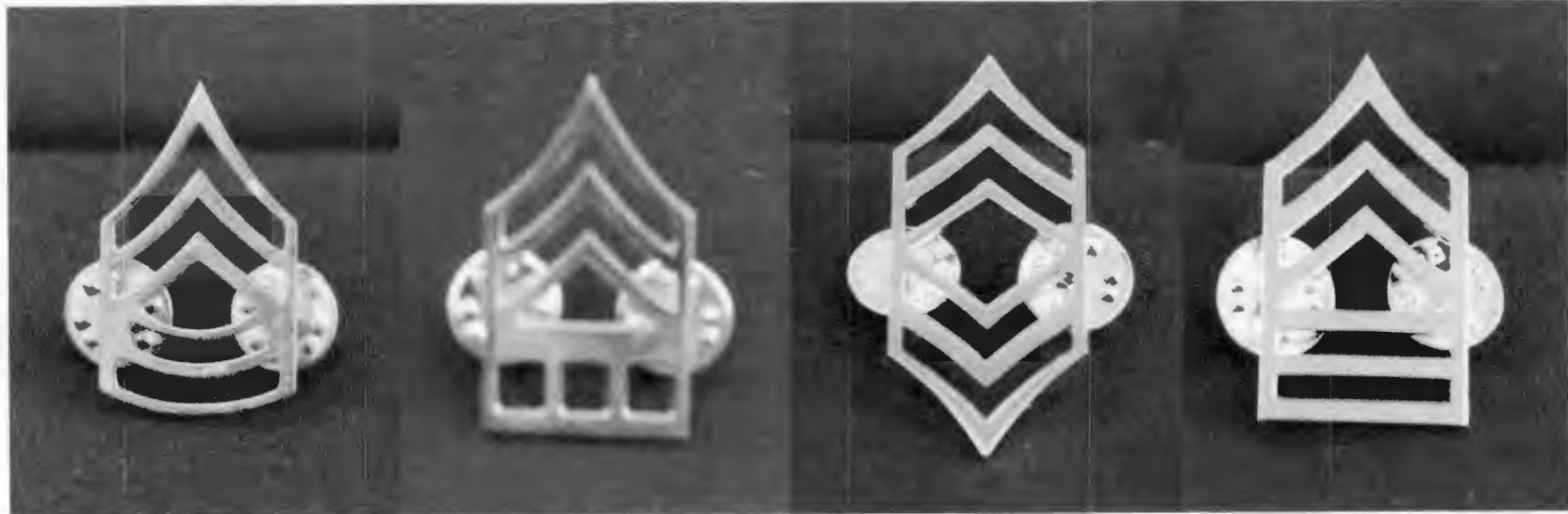


Regimental S-7 SGT

Color Sergeant

Color Corporal

Battalion Executive Officer  
Company Commander



Battalion S-1 Lieutenant

Battalion S-2 Lieutenant

Battalion S-3 Lieutenant

Battalion S-4 Lieutenant



Battalion S-5 Lieutenant

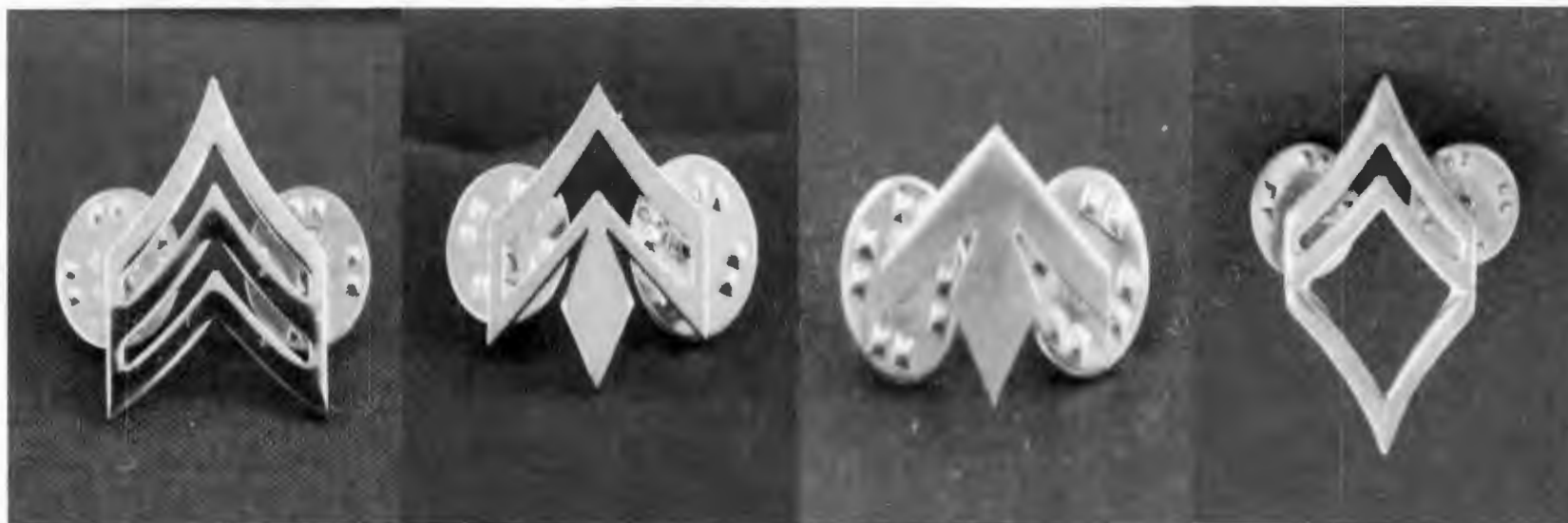
Battalion S-6 Lieutenant

Battalion S-7 Lieutenant

Battalion SGT Major

Bottom Rockers should be more exaggerated

See Duty Jacket Reg S-5 Captain



Company Lieutenant

Company 1st SGT

Company Clerk (Corporal)

Company Operations SGT



Company Master SGT

Company Sergeant

Company Corporal



**ITEM #8****CLASS PATCH FOR DUTY JACKET****UNISEX PATCH**

Machine format: Tajima, Color Changes: 1, Stops: 2, Trims: 3, Max  
Stitch: 7.0mm, Min Stitch: 0.3mm, Max Jump: 7.9mm,  
Total thread 51.86ft, Total bobbin: 21.73ft.

Patch Height: 2.52" Width 2.52"

Number Element: Thread name Steel Gray

Stich Count changes depending on the two digit year.

Black stitching around circular background: Thread name Black

Stich count 1,278, Thread Used 25.49ft.

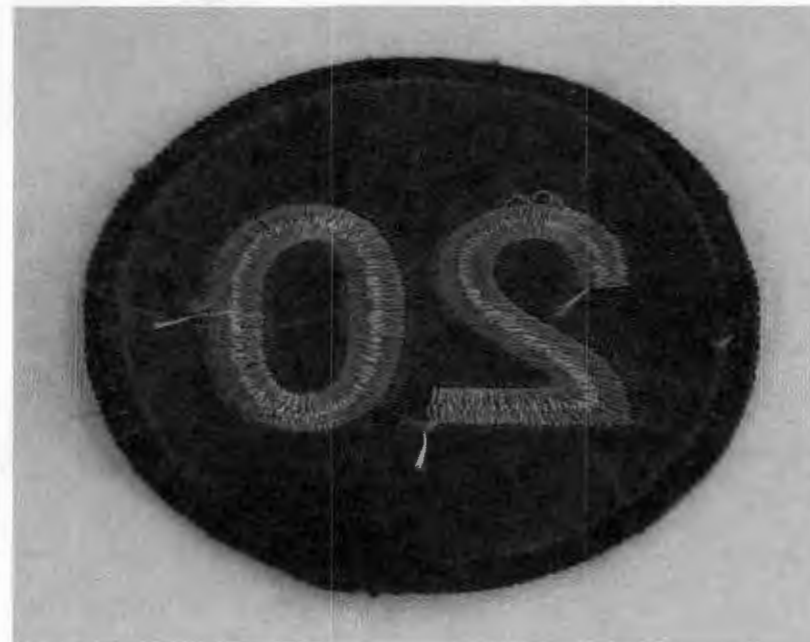
An esitimated 525 class patches are ordered each year.

**SIZES**

N/A

**Quantities**

525

**ITEM #9****NAMETAPES FOR DUTY JACKETS****UNISEX PATCH**

Nametapes measure 7-1/2" long and 1" wide. The letters are 5/8" tall.

Embroidered on black cotton fabric & are sewn with steel gray  
thread.

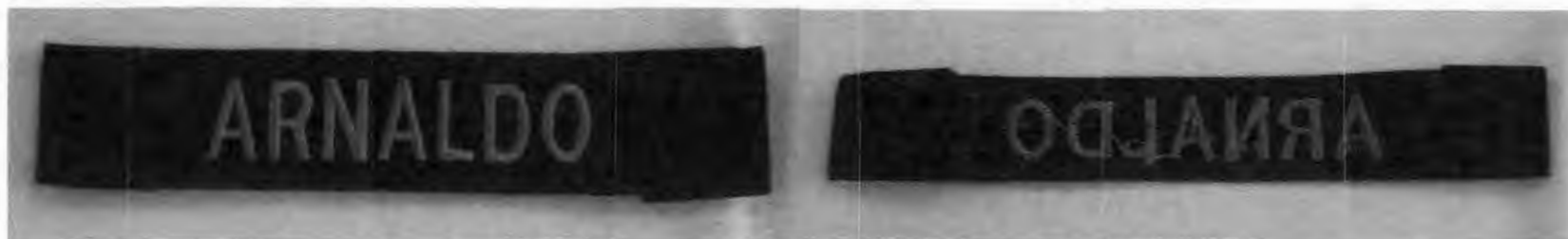
An esitimated 796 nametapes are ordered each year.

**SIZES**

N/A

**Quantities**

525



Cadet Nametape

Back View of Cadet Nametape



Full Length of nametape.

#### **ITEM #10**

#### **VMI SHIRT EPAULETTES**

#### **MALE & FEMALE EPAULETTES**

Army Style epaulette to be worn on the shoulder of the Cadet white shirt. Cloth is to be Hamburger Woolen Co Inc., 18\*18-1/2-ounce 100% Cadet Gray Kersey Wool, or International Fabric Manufacturing, 18\*18-1/2-ounce 100% Cadet Gray Melton Wool or approved equal, with a black cutaway scrim. Lining - Inner facing for stability of the epaulette and embroidery.

Thread Requirements - All thread must be designated by The Institute of Heraldry (TIOH). Red - Scarlet, White - White, Black - Black, Yellow - Airforce Yellow, Blue - Slate Blue.

Nominal Stitch Count - Large Epaulettes will have the following nominal stitch count.

Rat - 517, 4th Class - 3,949, 3rd Class - 4,571, 3rd Class w/star - 5,246, 2nd Class - 5,166, 2nd Class w/Star - 5,871, 1st Class - 5,822, 1st Class w/Star - 6,496

#### **DESIGN DETAIL: VMI CREST/SHIELD**

1-1/4" from top to bottom. 15/16" at top of crest & 1" at the widest part of the yellow banner.

#### **VMI CREST/SHEILD**



DESIGN DETAIL: AC STAR  
The star is constructed on a 3/4" circle diameter

**AC STAR**



DESIGN DETAIL: BAR/STRIPE  
Width 1/8" x Length 2-7/8" (FIST CLASS EXAPMPLE BELOW)

**BAR/STRIPES**



**LAYOUT**

1. Spacing from the bottom of the Epaulette to the bottom of the first bar/stripe is 5/16".
2. Spacing between the bar/stripe is 3/16" measured as the "gap".
3. Bar/Stripe width is 1/8".
4. The crest is located 2-3/16" from the bottom of the Epaulette to the center of the crest banner.
5. The Star is located 1-5/16" from the bottom of the Epaulette to the lowest point of the star.

**FEMALE MALE EPAULETTE CONFIGURATION**

Rat - Blank (NO CREST, STAR OR BAR/STRIPE)

4th CLASS - Crest Only

3rd CLASS - Crest & one bar/stripe

3rd CLASS w/AC STAR - Crest, Ac Star & one bar/stripe

2nd CLASS - Crest & two bars/stripes

2nd CLASS w/AC STAR - Crest, Ac Star & two bars/stripes

1st CLASS - Crest & three bars/stripes

1st CLASS w/AC STAR - Crest, Ac Star & three bars/stripes

### PACKAGING

Each set of epaulettes should come packaged with the label indicating size, class (1st 2nd 3rd 4th or RAT), and as stars marked as needed. Mark big box with a label end on carton as to what epaulette and quantity is inside the box.

Male Epaulettes are Large and are issued as a pair.  
Female Epaulettes are Small and are issued as a pair.

An estimated 2018pr of male epaulettes are ordered each year.  
An estimated 375pr of female epaulettes are ordered each year.

SIZES	Quantities
Male	1900
Female	400

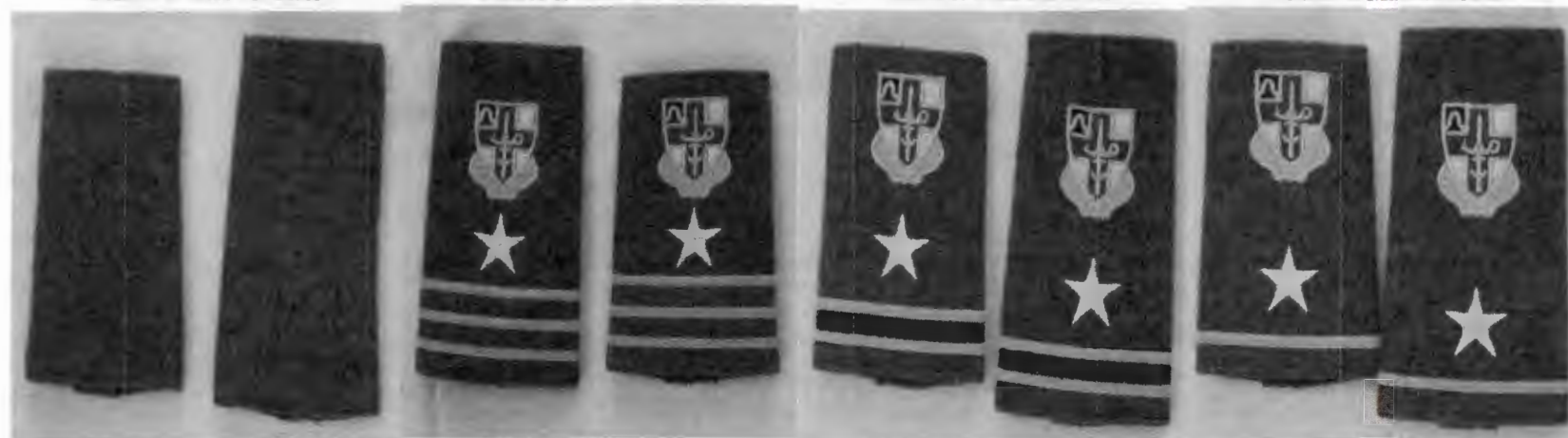


Female & Male 1st Class

Female & Male 2nd Class

Female & Male 3rd Class

Female & Male 4th Class

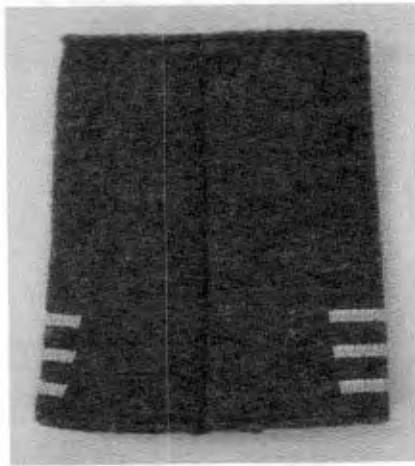


Female & Male Rat Class

Male & Female 1st Class  
w/Ac Stars

Female & Male 2nd Class  
w/Ac Stars

Female & Male 3rd Class  
w/Ac Stars



Back View of Epaulette



**ITEM #11**

**SUSPENDERS**

**UNISEX ITEM**

Solid black poly elastic triangle-back suspenders with  
nickel insert clips.

Orders change from year to year. An estimated order would be  
453 suspenders per year.

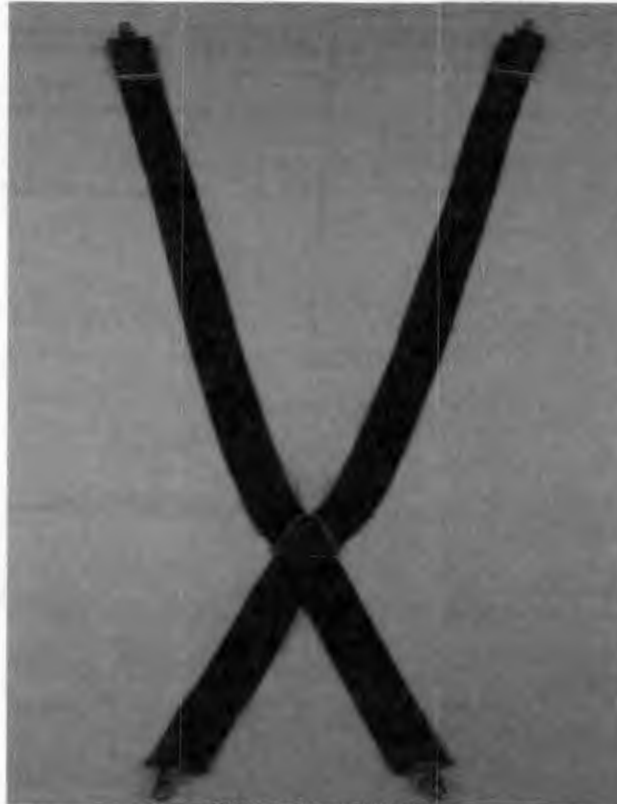
Quantities that we keep on hand vary each year.

**SIZES**

N/A

**Quantities**

600



Full length suspenders



Triangle back-clip and nickel insert clips

**ITEM #12****WHITE GLOVE**

UNISEX ITEM

White Cotton Drill Glove. NO SNAP.

Sizes X-SMALL TO 3X-LARGE

Orders change from year to year.

An esitimated 1695 white gloves are ordered each year.

Quantites that we keep on hand vary each year.

<b>SIZES</b>	<b>Quantities</b>
X-Small	400
Small	1250
Medium	2000
Large	2000
X-Large	800
2XL	400
3XL	100



White Gloves, Front &amp; Back

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ITEM #13

WATCH CAP

UNISEX ITEM

US Army Polartec Fleece Hat - Black

