 <h1>THE CITADEL</h1>	Solicitation Type	<b>Request for Proposal</b>
	Solicitation Number	<b>RFP 24003-JF</b>
	Date Issued	<b>November 28, 2023</b>
	Procurement Officer	<b>Jessica Favor, NIGP-CPP, CPPO, CPPB</b>
	Phone	<b>843-953-2737</b>
	E-Mail Address	<a href="mailto:procurement@citadel.edu">procurement@citadel.edu</a>

**DESCRIPTION:** Cadet Uniform Apparel and Accessories

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED TECHNICAL AND BUSINESS OFFER TO THE BELOW ADDRESS	
MAILING ADDRESS:	PHYSICAL ADDRESS:
The Citadel Procurement Services 3 Lee Avenue, Bond Hall 2 <sup>nd</sup> Floor, Suite 244 Charleston, SC 29409	The Citadel Procurement Services 3 Lee Avenue, Bond Hall 2 <sup>nd</sup> Floor, Suite 244 Charleston SC 29409

SUBMIT OFFER by: **February 1, 2024 at 2:00 PM** (See "Deadline For Submission Of Offer" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original paper copy and One (1) electronic and redacted copy on a thumb drive.**  
Initial here if NO redacted copy is necessary

QUESTIONS MUST BE RECEIVED BY: **Wednesday, January 17, 2024 at 2:00 PM** (See "Questions from Offerors" provision)

All questions shall be submitted in writing to the email address of the Procurement Officer listed above by the date and time specified and the subject line of the email shall read, "RFP 23016-JM Questions"

CONFERENCE TYPE: Pre-Proposal Meeting DATE & TIME: <b>Wednesday, January 10, 2024 @ 11:00 AM</b> (As appropriate, see "Conferences- Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION: 3 Lee Avenue, Bond Hall 2 <sup>nd</sup> Floor, Room 244 – Procurement Services Charleston, SC 29409
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AWARD & AMENDMENTS	Award is expected to be posted by <b>Friday, April 26, 2024</b> . The award, this solicitation, any amendments and any related notices will be posted at the following web address: <a href="https://go.citadel.edu/procurement/vendors-and-suppliers/solicitations/">https://go.citadel.edu/procurement/vendors-and-suppliers/solicitations/</a>
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You <b>MUST</b> submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold your Offer open for a minimum of one hundred eighty (180) calendar days after the Opening Date. (See "Signing Your Offer" provisions.)	
NAME OF OFFEROR (Full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE  (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
PRINTED NAME & TITLE (Name and Business title of person signing above)	STATE VENDOR NO.  (Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a> )
TAXPAYER IDENTIFICATION NO.	STATE OF INCORPORATION  (If you are a corporation, identify the state of incorporation)
OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Sole Proprietorship  <input type="checkbox"/> Corporate entity (not tax-exempt)         </div> <div> <input type="checkbox"/> Partnership  <input type="checkbox"/> Corporation (tax-exempt)         </div> <div> <input type="checkbox"/> Other _____  <input type="checkbox"/> Government entity (federal, state, or local)         </div> </div>	

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	<div>Area Code - Number - Extension</div> <div>Facsimile</div>
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<div>Payment Address same as Home Office Address</div> <div>Payment Address same as Notice Address (check only one)</div>	<div>Order Address same as Home Office Address</div> <div>Order Address same as Notice Address (check only one)</div>

ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	Calendar Days (%)

<p>PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at <a href="http://www.procurement.sc.gov/preferences">www.procurement.sc.gov/preferences</a>. <b>ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.</b> [11-35-1524(E)(4)&amp;(6)] <b>PREFERENCES DO NOT APPLY TO THIS SOLICITATION</b></p> <p>PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C) (1) (i) &amp; (ii)) or the Resident Contractor Preference (11-35-1524(C) (1) (iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)). <b>PREFERENCES DO NOT APPLY TO THIS SOLICITATION</b></p> <div> <div>In-State Office Address same as Home Office Address</div> <div>In-State Office Address same as Notice Address (check only one)</div> </div>
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## **Solicitation Outline**

### **I. Scope of Solicitation**

### **II. Instructions to Offerors**

#### **A. General Instructions**

#### **B. Special Instructions**

### **III. Scope of Work/Specifications**

### **IV. Information for Offerors to Submit**

### **V. Qualifications**

### **VI. Award Criteria**

### **VII. Terms and Conditions**

#### **A. General**

#### **B. Special**

### **VIII. Bidding Schedule/Cost Proposal**

### **IX. Attachments to Solicitation**

## I. SCOPE OF SOLICITATION

The Citadel seeks a vendor to supply the college with household and logo items with the specifications mentioned in Section III, Scope of Work. The Citadel anticipates a five (5) year agreement with two (2) one (1) year options to renew.

**ACQUIRE SERVICES & SUPPLIES / EQUIPMENT (JAN 2006):** The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions. [01-1005-1]

**MAXIMUM CONTRACT PERIOD — ESTIMATED (JAN 2006):** Start date: May 10, 2024 End date: May 9, 2031 Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled “Term of Contract - Effective Date/Initial Contract Period.” [01-1040-1]

## II. INSTRUCTIONS TO OFFERORS

### A. GENERAL INSTRUCTIONS

#### **DEFINITIONS, CAPITALIZATION, AND HEADINGS (DEC 2015)**

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

**AMENDMENT** means a document issued to supplement the original solicitation document.

**AUTHORITY** means the State Fiscal Accountability Authority or its successor in interest.

**BUSINESS** means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity. [11-35-310(3)]

**CHANGE ORDER** means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract. [11-35-310(4)]

**CONTRACT** See clause entitled Contract Documents & Order of Precedence.

**CONTRACT MODIFICATION** means a written order signed by the procurement officer, directing the contractor to make changes which the clause of the contract titled “Changes,” if included herein, authorizes the Procurement Officer to order without the consent of the contractor. [11-35-310(9)]

**CONTRACTOR** means the Offeror receiving an award as a result of this solicitation.

**COVER PAGE** means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

**OFFER** means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

**OFFEROR** means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

**PAGE TWO** means the second page of the original solicitation, which is labeled Page Two.

**PROCUREMENT OFFICER** means the person, or his successor, identified as such on either the Cover Page, an amendment, or an award notice.

**YOU** and **YOUR** means Offeror.

**SOLICITATION** means this document, including all its parts, attachments, and any Amendments.

**STATE** means the Using Governmental Unit(s) identified on the Cover Page.

**SUBCONTRACTOR** means any person you contract with to perform or provide any part of the work.

**US** or **WE** means the using governmental unit.

**USING GOVERNMENTAL UNIT** means the unit(s) of government identified as such on the Cover Page. If the Cover Page identifies the Using Governmental Unit as “Statewide Term Contract,” the phrase “Using Governmental Unit” means any South Carolina Public Procurement Unit [11-35-4610(5)] that has submitted a Purchase Order to you pursuant to the contract resulting from this solicitation. Reference the clauses titled “Purchase Orders” and “Statewide Term Contract.”

**WORK** means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor’s obligations under the Contract. [02-2A003-3]

**AMENDMENTS TO SOLICITATION (JAN 2004):** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.citadel.edu/root/procurement-vendors/solicitations> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

**AUTHORIZED AGENT (FEB 2015):** All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract. [02-2A007-1]

**AWARD NOTIFICATION (Modified):** Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value in excess of one hundred thousand dollars, such notice will be sent electronically to all Offerors responding to the Solicitation and any award will not be effective until the calendar day (including weekends and holidays) immediately following the seventh business day after such notice is given.

**BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004):** By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; “joint bids” are not allowed. [02-2A015-1]

**BID ACCEPTANCE PERIOD (JAN 2004):** In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing. [02-2A020-1]

**BID IN ENGLISH & DOLLARS (JAN 2004):** Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

**AUTHORITY AS PROCUREMENT AGENT (DEC 2015):** The Procurement Officer is an employee of the Authority acting on behalf of the Using Governmental Unit(s) pursuant to the Consolidated Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the Using Governmental Units(s). The Authority is not a party to such contracts, unless and to the extent that the Authority is a using governmental unit, and bears no liability for any party’s losses arising out of or relating in any way to the contract. [02-2A030-3]

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008):** GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS. (a) By submitting an offer, the offeror certifies that-

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—
  - (i) Those prices;
  - (ii) The intention to submit an offer; or
  - (iii) The methods or factors used to calculate the prices offered.
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

- (1) Is the person in the offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or
- (2)(i) Has been authorized, in writing, to act as agent for the offeror’s principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this

- subdivision (b)(2)(i), the term “principals” means the person(s) in the offeror’s organization responsible for determining the prices offered in this bid or proposal];
- (ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and
- (iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.
- (c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

**CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004):**

- (a) (1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-
- (i) Offeror and/or any of its Principals-
- (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
- (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
- (ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
- (2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- (b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offeror must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror’s responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default. [02-2A035-1]

**CODE OF LAWS AVAILABLE (JAN 2006):** The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at: <http://www.scstatehouse.gov/code/statmast.php>  
The South Carolina Regulations are available at: <http://www.scstatehouse.gov/coderegs/statmast.php>  
[02-2A040-2]

**DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (APR 2023)**

(“OCI FAQ for Contractors” is available at [www.procurement.sc.gov](http://www.procurement.sc.gov))

(a) You certify that, to the best of your knowledge and belief:

- 1) your offer identifies any services that relate to either this solicitation or the work and that have already been performed by you, a proposed subcontractor, or an affiliated business or consultant of either; and
- 2) there are no relevant facts or circumstances that may give rise to an actual or potential organizational conflict of interest, as defined in S.C. Code Ann. Reg. 19- 445.2127, or that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award.

- a) If you, a proposed subcontractor, or an affiliated business or consultant of either, have an unfair competitive advantage or a significant actual or potential conflict of interest, the State may withhold award. Before withholding award on these grounds, the State will notify you of the concerns and provide a reasonable opportunity for you to respond. The State may consider efforts to avoid or mitigate such concerns, including restrictions on future activities.
- b) The certification in paragraph (a) of this provision is a material representation of fact upon which the State will rely when considering your offer for award. [02-2A047- 3]

**DEADLINE FOR SUBMISSION OF OFFER (JAN 2004):** Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental body's mail room which services that purchasing office prior to the opening. [R.19-445.2070(G)] [02-2A050-1]

**DRUG FREE WORK PLACE CERTIFICATION (JAN 2004):** By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

**DUTY TO INQUIRE (FEB 2015):** Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention. See clause entitled "Questions from Offerors." [02-2A070-2]

**ETHICS CERTIFICATE (MAY 2008):** By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

**OMIT TAXES FROM PRICE (JAN 2004):** Do not include any sales or use taxes in Your price that the State may be required to pay. [02-2A080-1]

**OPEN TRADE REPRESENTATION (JUN 2015):** By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

**PROTESTS (MAY 2019):** If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest- CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]

**PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015):** Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer.*** All communications must be solely with the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.*** [R. 19-445.2165] [02-2A087-1]

**QUESTIONS FROM OFFERORS (FEB 2015):** (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

**REJECTION/CANCELLATION (JAN 2004):** The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

**RESPONSIVENESS/IMPROPER OFFERS (JUN 2015):** (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

(f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D). [02-2A105-2]

**SIGNING YOUR OFFER (JAN 2004):** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of



individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

**STATE OFFICE CLOSINGS (JAN 2004):** If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: <https://scemd.org/closings/> [02-2A120-3]

**DISCLOSURE OF YOUR BID / PROPOSAL & SUBMITTING CONFIDENTIAL DATA (FEB 2021):** (a) According to Section 11-35-410, any person submitting a document in response or with regard to any solicitation or other request must "comply with instructions provided in the solicitation for marking information exempt from public disclosure. Information not marked as required by the applicable instructions may be disclosed to the public." **IF YOU IDENTIFY YOUR ENTIRE RESPONSE AS EXEMPT FROM PUBLIC DISCLOSURE, OR IF YOU DO NOT SUBMIT A REDACTED COPY AS REQUIRED, THE STATE MAY, IN ITS SOLE DISCRETION, DETERMINE YOUR BID OR PROPOSAL NONRESPONSIVE AND INELIGIBLE FOR AWARD.**

(b) By submitting a response to this solicitation or request, Offeror agrees to the public disclosure of every page, or portion thereof, of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page, or portion thereof, was redacted and conspicuously marked "Trade Secret" or "Confidential" or "Protected", (2) agrees that any information not redacted and marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure.

(c) If your offer includes any information that you claim is exempt from public disclosure, you must submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). Except for the information removed or concealed, the redacted copy must be identical to your original offer.

(d) Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If only portions of a page are subject to some protection, do not redact the entire page. The redacted copy must reflect the same pagination as the original and show the empty space from which information was redacted. The Procurement Officer must be able to view, search, copy and print the redacted copy without a password. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive.

(e) On the redacted copy, you must identify the basis of your claim by marking each redaction as follows: You must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that you redacted and claim as exempt from public disclosure because it is either (1) a trade secret as defined in Section 30-4-40(a)(1) of the Freedom of Information Act, or (2) privileged and confidential, as that phrase is used in Section 11-35-410. You must separately mark with the words "TRADE SECRET" every page, or portion thereof, that you redacted and claim as exempt from public disclosure as a trade secret pursuant to Section 39-8-20 of the Trade Secrets Act. You must separately mark with the word "PROTECTED" every page, or portion thereof, that you redacted and claim as exempt from public disclosure pursuant to Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text.

(f) In determining whether to release documents, the State will detrimentally rely on your redaction and marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "Protected". By submitting a response, you agree to defend, indemnify and hold harmless the State of South Carolina, its agencies, officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that you have redacted or marked as "Confidential" or "Trade Secret" or "Protected". (All references to S.C. Code of Laws.) [02-2A125-3]

**SUBMITTING A PAPER OFFER OR MODIFICATION (Modified):** Submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document. (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or



package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. Send offer or modification by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, **will not be considered/accepted**.

**TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008):** Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

**VENDOR REGISTRATION MANDATORY (modified)** You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, [visit www.procurement.sc.gov](http://www.procurement.sc.gov) and select Doing Business with Us. Then select Vendor Registration. (To determine if your business is already registered, go to "Vendor Search"). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered and know your User ID & Password, you can update your information by selecting Update Vendor Registration. If you need to update information but do not have your User ID/Password, you must complete a new vendor registration and On Step 9 – Messages to Administration indicate "Update vendor number" with your existing 10-digit vendor number. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State [Index - Business Entities Online - S.C. Secretary of State \(sc.gov\)](http://www.sos.sc.gov) or S.C. Department of Revenue [Withholding \(sc.gov\)](http://www.sos.sc.gov)).

**WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004):** Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085. [02-2A150-1]

## **B. SPECIAL INSTRUCTIONS**

### **CONFERENCE – PRE- BID/PROPOSAL (JAN 2006):**

**Pre-Bid/Proposal Conference Date and Time: Wednesday, January 10, 2024@ 11:00 AM EST**

**Location of Pre-Bid/Proposal Conference: 3 Lee Avenue, Bond Hall, 2<sup>nd</sup> Floor, Room 244**

**This meeting will be available via Microsoft TEAMS if you send an email request to: [procurement@citadel.edu](mailto:procurement@citadel.edu)**

**NLT, Tuesday, January 9, 2024 @ 2 PM – Email Subject: RFP24003-JF TEAMS Request**

Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, a conference of potential offerors will be held on the date specified on the cover page. Bring a copy of the solicitation with you. Any changes resulting from this conference will be noted in a written amendment to the solicitation. Your failure to attend will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the State. The State assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available at the conference. Nor does the State assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or

agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract. [02-2B025-1]

### **CONTENTS OF OFFER (RFP) (FEB 2015)**

- (a) Offers should be complete and carefully worded and should convey all of the information requested.
- (b) Offers should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- (c) The contents of your offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume.
- (d) If your offer includes any comment over and above the specific information requested in the solicitation, you are to include this information as a separate appendix to your offer. Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award. [02-2B040-2]

**ELECTRONIC COPIES – REQUIRED MEDIA AND FORMAT (Modified):** In addition to your original offer, you must submit an electronic original and redacted copy of your offer on a USB drive. **Electronic copies CANNOT and WILL NOT be accepted via email.** Submit the number of copies indicated on the cover page. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password.

**MAGNETIC MEDIA WITH DEMONSTRATION / PRESENTATION (Modified):** Electronic versions of your offer may include a demonstration of the proposed solution and/or a presentation of your offer. The following formats are acceptable: Power Point, .qt, .mpeg, .mpg, .miv, .asf, .asx, .ra, .ram, .rm, .rmm, .aif, .aifc, .aiff, .mov, .avi, .au, .snd, or .wav formats. If you use another format, the version must include a self-executing viewer or player, with instructions.

**MAIL PICKUP (MODIFIED):** The Procurement Office receives mail from the on-campus US Postal Service location Monday through Friday (excluding weekends and holidays) and there is no guarantee your offer reaches the Procurement Services Department by the submission deadline if sent via the USPS. See provision entitled Deadline for Submission of Offer.

**OPENING PROPOSALS -- INFORMATION NOT DIVULGED (FEB 2015):** In competitive sealed proposals, neither the number or identity of offerors nor prices will be divulged at opening. [Section 11-35-1530 & R. 19-445.2095(C)(1)] [02-2B110-2]

**PROTEST - MMO ADDRESS: Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing**

**(a) by email to protest-mmo@mmo.sc.gov,**

**(b) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201**

**SAMPLES (Modified):** Procurement will notify the three highest ranked offerors on or before February 26, 2024, to submit free samples which will be required for testing and/or evaluation. If requested, your failure to provide a sample by stated date, will result in rejection of your offer. You must send your sample to the Procurement Officer under separate cover, mark the solicitation number on the outside of the shipping carton, and tag each sample with your name and other pertinent information. The Procurement Officer must receive your samples no later than Friday, March 22, 2024.  
Send Sample To: Attn: Name of Procurement Officer listed on cover page and same address.

## **III. SCOPE OF WORK/SPECIFICATIONS**

### **INTRODUCTION**

The Citadel, The Military College of South Carolina, was founded in 1842 and currently has approximately 2,300 cadets in the Corps of Cadets. Cadets live within a military framework; they wear the cadet uniform, live in a barracks, and regularly take part in parades and drills. **It is imperative that the continuing supply of articles of uniform be delivered on time and equal or superior in quality to those used heretofore at The Citadel.** The Citadel is soliciting proposals for uniform apparel and accessories to match existing uniform items according to the requirements contained herein.

## **I. GENERAL REQUIREMENTS**

### **A. SAMPLES**

Quality and workmanship shall be defined by control samples of each item submitted by the Contractor.

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

### **B. THREAD**

Invisible thread shall not be used on any item for any purpose.

### **C. TAGS**

Tag content and ink color in all items shall be approved by The Citadel. Ink shall be indelible.

### **D. STOCK KEEPING UNIT (SKU)**

Each uniform item and accessories shall have a unique retailer code or Stock Keeping Unit (SKU), to be used for inventory and sales tracking. Each size or specific type of uniform item shall have a unique SKU. All items shall be tagged or labeled with a SKU that can be scanned. When a cadet is issued a uniform item, the SKU will be scanned, and The Citadel's point-of-sale system will automatically remove the item from the inventory.

### **E. PACKAGING AND SHIPPING**

- All **shorts and pants** shall be folded and packaged in boxes in sequential order by size.
- All **shirts, sweatshirts, and jackets** shall be folded and packaged in boxes in sequential order by size.
- All boxes shall be labeled with uniform item and quantity by size.

### **F. SERVICE**

The Contractor(s) of uniform apparel and accessory items listed in **Lot 1 PT Uniforms** and **Lot 2 Military Apparel** shall provide qualified representatives to assist with measuring and issuing uniform items to the freshmen class on matriculation day (third or fourth Saturday in August) each year. The number of representatives shall be adequate to expedite the measuring and issuance process and will be determined based on expected enrollment and in collaboration with Contractor(s). It is estimated that two (2) representatives from Contractors for each lot will be required. Representatives provided by the Contractor(s) shall work under the direction of The Citadel's AVP for Auxiliary Services or their designee.

### **G. EXCHANGE/WARRANTY EXPECTATIONS**

The Contractor shall provide an exchange/warranty program in the event of any defect in material or workmanship. The Contractor shall warrant against labor, material, and shipping costs in the event of a material defect or defect in workmanship.

### **H. USE OF BRAND NAMES**

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the same style, type, character, and quality of the article desired.

II. UNIFORM ORDER PROCESS AND DELIVERY SCHEDULE

A. ORDER PROCESS

- 1. The Citadel will place stock orders based on the expected number of incoming freshmen and projected total enrollment. Sizes ordered, if applicable, will be based on historical data with a goal of having an adequate inventory of uniform items on hand to outfit all incoming freshmen by July 1.
- 2. On matriculation day (third or fourth Saturday in August), incoming freshmen are measured to determine the appropriate size of uniform items. All uniform apparel and accessories are issued at the Cadet Store on matriculation day. For uniform apparel and accessory items listed in **Lot 1 PT Uniforms** and **Lot 2 Military Apparel**, the Contractor’s qualified representatives will assist with measuring the freshmen class and issuing the uniform items to the freshmen class.
- 3. At times, The Citadel may need to place special orders in varying quantities, before or after stock orders are placed, should inventory run low.

B. DELIVERY SCHEDULE FOR STOCK ORDERS

The Contractor shall maintain an on-hand supply of fabric and materials necessary to produce and deliver uniform items per the delivery dates listed herein. The Contractor shall ensure that the on-hand supply of fabric and materials meets the quality standards and specifications of The Citadel. Due to supply chain issues, this may require the Contractor to order fabric and materials prior to the date by which The Citadel will place its uniform orders. The Citadel will place the majority of its orders no later than October 31<sup>st</sup> for delivery no earlier than May 10 and no later than July 1 the following calendar year. For example, items ordered on October 31, 2024, will be delivered no earlier than May 10, 2025, and no later than July 1, 2025. **Specific order and delivery dates are listed below. Note that items marked\* are ordered for delivery in the same calendar year.**

Lot 1 PT Uniforms

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
1. Sweatpants	October 31	May 10	July 1
2. Sweatshirts	October 31	May 10	July 1
3. Warm-Up Jacket	October 31	May 10	July 1
4. Warm-Up Pants	October 31	May 10	July 1
5. PT Shirts	October 31	May 10	July 1
6. PT Shorts	October 31	May 10	July 1
7. Long-Sleeve T-Shirt	October 31	May 10	July 1
8. Knit Cap	October 31	April 1	May 10
9. Baseball Cap	October 31	April 1	May 10
10. Poncho	October 31	April 1	May 10
11. OCP T-Shirt	October 31	May 10	July 1

Lot 2 Military Apparel

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
12. OCP Blouse	October 31	May 10	July 1
13. OCP Trousers	October 31	May 10	July 1
14. Parka	October 31	May 10	July 1
15. Fleece Jacket	October 31	May 10	July 1
16. OCP Belt	October 31	April 1	May 10
17. Cap	October 31	May 10	July 1

**Lot 3 Military Uniform Accessories**

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
18. Badges	October 31	May 10	July 1
19. Patches	October 31	January 1	February 28
20. Cartridge Box	October 31	May 10	July 1
21. Music Pouch	October 31	May 10	July 1
22. Chevrons	July 1	October 1	November 30
23. Company Tabs	October 31	May 10	July 1
24. SC Device	October 31	April 1	May 10
25. Epaulets	October 31	May 10	July 1
26. Insignia	October 31	May 10	July 1
27. Company Letters	October 31	May 10	July 1
28. Name Tag*	July 31	August 1	August 10
29. Name Tape*	August 31	September 1	September 30
30. Class Numeral Patches	October 31	April 1	May 10
31. Shoulder Boards	October 31	May 10	July 1
32. Sleeve Bars	October 31	May 10	July 1
33. Gold Stars	October 31	May 10	July 1
34. Collar Stays	October 31	April 1	May 10
35. ID Tag Chain	October 31	April 1	May 10

\*Ordered for delivery in same calendar year

**Lot 4 Caps**

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
36. Dress White Cap	October 31	May 10	July 1
37. Dress Black Cap	October 31	May 10	July 1
38. Cap Rain Cover	October 31	April 1	May 10
39. Shako (complete with parts)	October 31	May 10	July 1
40. Shako Plume	October 31	May 10	July 1
41. Overseas Cap	October 31	May 10	July 1
42. Cap Straps	October 31	May 10	July 1

**Lot 5 Gloves**

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
43. Drill Gloves	October 31	May 10	July 1
44. Knit Navy Gloves	October 31	April 1	May 10
45. Leather Gloves	October 31	May 10	July 1

**Lot 6 Neckwear**

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
46. Muffler	October 31	April 1	May 10

**Lot 7 Belts**

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
47. Frog	October 31	May 10	July 1
48. Leather Belt	October 31	May 10	July 1
49. Reflective Belt	October 31	April 1	May 10
50. Web Belt with Buckle	October 31	April 1	May 10
51. Webbing	October 31	April 1	May 10

**Lot 8 Metal Accessory Items**

Item	Order Date	Delivery Due Date	
		No Earlier Than	No Later Than
52. Breast Plate	October 31	April 1	May 10
53. Waist Plate	October 31	April 1	May 10
54. Sword Buckle	October 31	May 10	July 1
55. Black and White Cap Devices	October 31	April 1	May 10
56. Miniature Cap Devices	October 31	May 10	July 1
57. Shako Device	October 31	April 1	May 10
58. Insignia, Collar Rank	October 31	April 1	May 10

**III. UNIFORM SPECIFICATIONS**

The specifications contained herein generally describe The Citadel's uniform items. See Appendix A - H for pictures and general specifications of the uniform items listed by lot. The Citadel will review all proposals and determine the top three highest ranked offerors. The top three highest ranked offerors will produce two samples of each item, one male and one female each where applicable, based on the specifications contained herein. The sample items will be examined and wash and wear tested to determine which offeror will be awarded the contract.

Upon awarding the contract, The Citadel will send sample uniform items to the awarded Contractor. The Contractor shall replicate the current uniform items for approval by The Citadel. This process may involve sample production runs to ensure that the items developed by the Contractor meet The Citadel's standards. Any proposed variance in pattern/specifications must be approved in writing by The Citadel prior to production. All patterns, specifications, and size charts (if applicable) shall be documented and maintained by the Contractor and made available to The Citadel upon request.

**IV. UNIFORM ORDER HISTORY**

Quantities ordered for each item for the upcoming 2024-2025 academic year are included in the Business Proposal form. Quantities ordered may fluctuate; however, this is representative of typical quantities ordered each year.

**DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (JAN 2006):** After award, all deliveries shall be made and all services provided to the location specified by the Using Governmental Unit in its purchase order. [03-3015-1]

**QUALITY – NEW (JAN 2006):** All items must be new. [03-3060-1]

#### **IV. INFORMATION FOR OFFERORS TO SUBMIT (modified)**

In addition to information requested elsewhere in this solicitation, offerors should submit the following information for purposes of evaluation.

Offerors are required to submit a Technical Proposal and a Business Proposal (two (2) separate documents) organized in the manner specified below.

Offeror's Proposals should be accompanied by Cover Page and Page Two. Both Cover Page and Page Two shall be completed and signed when submitted. Submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis.

NOTE: Offerors are to submit a redacted copy of their Technical Proposal. Otherwise, all information provided may be shared with others in subsequent Freedom of Information Act (FOIA) Requests. [Reference 02-2A125-3]

Technical Proposals aspect should be as thorough and detailed as possible so that The Citadel may properly evaluate Offeror's capabilities to provide the required services. Offerors are required to submit the following in the Technical proposal.

##### **A. TECHNICAL PROPOSAL**

###### **a. Qualifications and Experience**

- i. The experience and variety of products and services provided by the Offeror.
- ii. Information regarding the Offeror's company history and experience.
- iii. Provide contact information for at least three existing customers to include a description of the items produced and order volume and frequency.
- iv. If Offeror contracts out any portion of work required under this contract, provide detailed information on those subcontractors as outlined in the preceding requirements (i-iii) of this section.

###### **b. Approach and Methodology**

- i. Describe the Offeror's production techniques, product quality and quality control process.
- ii. Describe the Offeror's Exchange/Warranty program and processes for replacing defective items that have been issued to cadets and for replacing items that have not been issued.

###### **c. Ability to Fulfill Contract Requirements**

- i. Describe any instances where Offeror missed the delivery due dates of items required under other contracts. Explain the cause and what changes have been made to prevent future misses of delivery due dates.
- ii. Describe the Offeror's ability to obtain all fabric, materials, and supplies necessary to fulfill the requirements of this contract. Describe the processes in place to ensure that all fabric, materials, and supplies meet the quality standards and specifications of The Citadel.
- iii. Describe how Offeror will ensure the delivery of uniform items by the stock order due dates required.
- iv. For each specific item Offeror is bidding on, indicate if the item is a standard off-the-shelf item or if the item will be custom made or altered for The Citadel. For each specific item, list the turnaround time to deliver special make orders to The Citadel.

###### **d. Sample Wear and Tear\* - Only Top Three (3) Ranked Proposals**

- i. Sample items will be used or worn to determine how the item withstands normal wear and tear.
- ii. Sample items will be cleaned following manufacturer's guidelines to determine how the item withstands normal cleaning.

###### **e. Sample Quality\* - Only Top Three (3) Ranked Proposals**

- i. Sample items will be assessed to determine if the quality of materials and workmanship matches or exceeds the quality of current uniform items.



## B. PRICING/BUSINESS PROPOSAL

Pricing shall cover all costs associated with the services provided by the Contractor and shall include shipping fees. Vendor shall provide pricing per item. Vendors can bid on one item or multiple items. DO NOT Include pricing in the Technical Proposal.

### MINORITY PARTICIPATION (DEC 2015):

Is the bidder a South Carolina Certified Minority Business? ☐ Yes ☐ No

Is the bidder a Minority Business certified by another governmental entity? ☐ Yes ☐ No

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? ☐ Yes ☐ No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? \_\_\_\_\_

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? ☐ Yes ☐ No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? \_\_\_\_\_

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

☐ Traditional minority

☐ Traditional minority, but female

☐ Women (Caucasian females)

☐ Hispanic minorities

☐ DOT referral (Traditional minority)

☐ DOT referral (Caucasian female)

☐ Temporary certification

☐ SBA 8 (a) certification referral

☐ Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.) The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL:

<http://osmba.sc.gov/directory.html> [04-4015-3]

**OFFSHORE CONTRACTING (JAN 2006):** Work that will be performed offshore by the Offeror and/or its subcontractors must be identified in the Offeror's response. For the purpose of this solicitation, offshore is defined as outside the 50 States and US territories. Offeror is to include an explanation for the following:

(a) What type of work is being contracted offshore? \_\_\_\_\_

(b) What percentage (%) of the total work is being contracted offshore? \_\_\_\_\_

(c) What percentage (%) of the total value of the contract is being contracted offshore? \_\_\_\_\_

(d) Provide a Service Level Agreement (SLA) demonstrating the arrangement between the off-shore contractor and the Offeror.

Attach Service Level Agreement to this document or paste here. Data provided by the Offeror in regards to this clause is for information only and will not be used in the evaluation and determination of an award. [04-4020-1]

**RECYCLED PRODUCT (JAN 2006):** Offeror shall identify which product(s) is made out of or contains recycled materials. This information will be used for future research

☐ Yes ☐ No (Items: \_\_\_\_\_)

If the above applies to more than one item, please indicate above. [04-4025-1]

## V. QUALIFICATIONS

**QUALIFICATIONS OF OFFEROR (MAR 2015):** (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) **Corporate subsidiaries are cautioned that the financial**

**capability of an affiliated or parent company will not be considered in determining financial capability;** however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide. Instructions and forms to help assure acceptability are posted on [www.procurement.sc.gov](http://www.procurement.sc.gov) , link to “Standard Clauses & Provisions.” [05-5005-2]

**QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015):** Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete. (a) The general history and experience of the business in providing work of similar size and scope. (b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.] (c) A detailed, narrative statement listing the three most recent, comparable contracts (including contact information) which have been performed. For each contract, describe how the supplies or services provided are similar to those requested by this solicitation, and how they differ. (d) A list of every business for which supplies or services substantially similar to those sought with this solicitation have been provided, at any time during the past three years. (e) A list of every South Carolina public body for which supplies or services have been provided at any time during the past three years, if any. (f) List of failed projects, suspensions, debarments, and significant litigation. 05-5015-2]

**SUBCONTRACTOR – IDENTIFICATION (FEB 2015):** If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any “government information,” as defined in the clause entitled “Information Security - Definitions,” if included, or (3) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the work which they are to perform. Identify potential subcontractors by providing the business name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the state may contact and evaluate your proposed subcontractors. [05-5030-2]

## **VI. AWARD CRITERIA**

**AWARD CRITERIA – PROPOSALS (JAN 2006):** Award will be made to the highest ranked, responsive and responsible offeror/s whose offer is determined to be the most advantageous to the State. [06-6030-1]

**AWARD TO MULTIPLE OFFERORS (JAN 2006):** Award may be made to more than one Offeror. [06-6035-1]

**DISCUSSIONS AND NEGOTIATIONS – OPTIONAL (FEB 2015):** Submit your best terms from both a price and a technical standpoint. Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright without prior notice. Nevertheless, the State may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. [11-35-1530(6); R.19-445.2095(I)] If improper revisions are submitted during discussions, the State may elect to consider only your unrevised initial proposal, provided your initial offer is responsive. The State may also elect to conduct negotiations, beginning with the highest ranked offeror, or seek best and final offers, as provided in Section 11-35-1530(8). Negotiations may involve both price and matters affecting the scope of the contract, so long as changes are within the general scope of the request for proposals. If negotiations are conducted, the State may elect to disregard the negotiations and accept your original proposal. [06-6058-1]

**EVALUATION FACTORS – PROPOSALS (JAN 2006):** Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous. [06-6065-1]

**A. SELECTION OF TOP THREE HIGHEST RANKED OFFERORS**

1. The Citadel will review all proposals. Rank and select the top three highest ranked offerors based on the following criteria:

Evaluation Criteria
Ability to Fulfill Contract Requirements
Sample Wear and Tear*
Sample Quality*
Price
Approach and Methodology
Qualifications and Experience

2. \*Only the **top three highest ranked offerors** samples will be evaluated and notified on or before February 26, 2024 to produce two samples of each uniform item, in the same size if applicable, based on the specifications contained herein. Alternatively, samples of uniform items that are currently produced by the offeror for other Senior Military Colleges or military branches of the United States of America that are similar to the uniform specifications of The Citadel may be submitted. For example, a warm-up jacket produced for Virginia Military Institute that is similar to the specifications of The Citadel may be submitted. **Sample items must be delivered to The Citadel on or before March 22, 2024.** The samples will be evaluated for production quality and wear and tear. One sample will be used as a control sample and the other will be tested to determine ability to withstand normal wear and tear and cleaning following manufacturer’s guidelines.

**VII. TERMS AND CONDITIONS**

**A. GENERAL**

**ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015):**

(a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible procurement officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restrict transfers by operation of law. [07-7A004-2]

**BANKRUPTCY - GENERAL (FEB 2015):** (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor’s insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

**CHOICE-OF-LAW (JAN 2006):** The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term “Agreement” means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. [07-7A010-1]

**CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (Modified):**

(a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) the solicitation, as amended, (3) or discussions [11-35-1530(6)] of an offer, if applicable, (4) your offer, (5) any statement reflecting the State's final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complementary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above.

(b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation, (i) a purchase order or other instrument submitted by the State, (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect.

(c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

**DISCOUNT FOR PROMPT PAYMENT (JAN 2006):**

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day. [07-7A020-1]

**DISPUTES (JAN 2006):** (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the government regarding the Agreement is not a waiver of either the government's sovereign immunity or the government's immunity under the Eleventh Amendment of the United States Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail. [07-7A025-1]

**EQUAL OPPORTUNITY (JAN 2006):** Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

**FALSE CLAIMS (JAN 2006):** According to the S.C. Code of Laws Section 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime. [07-7A035-1]

**FIXED PRICING REQUIRED (JAN 2006):** Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award. [07-7A040-1]

**NO INDEMNITY OR DEFENSE (FEB 2015):** Any term or condition is void to the extent it requires the State to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]

**NOTICE (JAN 2006):** (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph. [07-7A050-1]

**OPEN TRADE (JUN 2015):** During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

**ORGANIZATIONAL CONFLICT OF INTEREST (APR 2023)**

a) The Contractor agrees to immediately advise the Procurement Officer if an actual or potential organizational conflict of interest is discovered after award, and to make a full written disclosure promptly thereafter to the Procurement Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Procurement Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

b) The State may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not increase the obligation of the State beyond what it would have been if the subcontract had contained such a clause.

c) The disclosure required by paragraph (a) of this provision is a material obligation of the contract. If the Contractor knew or should have known of an organizational conflict of interest prior to award, or discovers an actual or potential conflict after award, and does not disclose, or misrepresents, relevant information to the Procurement Officer, the State may terminate the contract for default. [07-7A054-1]

**PAYMENT & INTEREST (FEB 2021):** (a) The State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by electronic funds transfer (EFT). See clause titled " EFT Information." (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. Section 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The State shall have all of its common law, equitable and statutory rights of set-off. [07-7A055-4]

**PUBLICITY (JAN 2006):** Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer. [07-7A060-1]

**PURCHASE ORDERS (JAN 2006):** Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order. [07-7A065-1]

**SURVIVAL OF OBLIGATIONS (JAN 2006):** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or

expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit. [07-7A075-1]

**TAXES (JAN 2006):** Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006):** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term. [07-7A085-1]

**THIRD PARTY BENEFICIARY (JAN 2006):** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise. [07-7A090-1]

**WAIVER (JAN 2006):** The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing. [07-7A095-1]

## **VII. TERMS AND CONDITIONS -- B. SPECIAL**

**BANKRUPTCY – GOVERNMENT INFORMATION (FEB 2015):** (a) All government information (as defined in the clause herein entitled "Information Security - Definitions") shall belong exclusively to the State, and Contractor has no legal or equitable interest in, or claim to, such information. Contractor acknowledges and agrees that in the event Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, government information in its possession and/or under its control will not be considered property of its bankruptcy estate. (b) Contractor agrees to notify the State within forty-eight (48) hours of any determination that it makes to file for bankruptcy protection, and Contractor further agrees to turn over to the State, before such filing, all government information that is in Contractor's possession in a format that can be readily utilized by the State. (c) In order to protect the integrity and availability of government information, Contractor shall take reasonable measures to evaluate and monitor the financial circumstances of any subcontractor that will process, store, transmit or access government information. [07-7B007-1]

### **CHANGES (JAN 2006):**

(1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

(a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [State] in accordance therewith;

(b) method of shipment or packing;

(c) place of delivery;

(d) description of services to be performed;

(e) time of performance (i.e., hours of the day, days of the week, etc.); or,

(f) place of performance of the services. Subparagraphs (a) to (c) apply only if supplies are furnished under this contract.

Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract.



Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract. [07-7B025-1]

**CISG (JAN 2006):** The parties expressly agree that the UN Convention on the International Sale of Goods shall not apply to this agreement. [07-7B030-1]

**COMPLIANCE WITH LAWS (JAN 2006):** During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. [07-7B035-1]

**CONTRACT LIMITATIONS (JAN 2006):** No sales may be made pursuant to this contract for any item or service that is not expressly listed. No sales may be made pursuant to this contract after expiration of this contract. Violation of this provision may result in termination of this contract and may subject contractor to suspension or debarment. [07-7B045-1]

**CONTRACTOR'S LIABILITY INSURANCE - GENERAL (FEB 2015):** (a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the State immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the State or Using Governmental Unit has received a waiver of subrogation



endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the State. The State may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. [07-7B056-2]

**CONTRACTOR PERSONNEL (JAN 2006):** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. [07-7B060-1]

**CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006):** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements. [07-7B065-1]

**CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006):** Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by the State without the State's written consent, except to the extent necessary to carry out the work. [07-7B067-1]

**DEFAULT (JAN 2006):**

(a) (1) The State may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

- (i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- (ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or
- (iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the termination had been issued for the convenience of the State. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the State, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract. [07-7B075-1]

**ESTIMATED QUANTITY - UNKNOWN (JAN 2006):** The total quantity of purchases of any individual item on the contract is not known. The State does not guarantee that the State will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information. [07-7B095-1]

**ILLEGAL IMMIGRATION (NOV 2008):** (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

**INDEMNIFICATION-THIRD PARTY CLAIMS – GENERAL (NOV 2011):** Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnatee, and whether or not such claims are made by a third party or an Indemnatee; however, if an Indemnatee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnatee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees. [07-7B100-2]

**LICENSES AND PERMITS (JAN 2006):** During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract. [07-7B115-1]

**LIMITATION OF LIABILITY – SINGLE AGENCY (JAN 2020):** (1) Contractor's liability for damages to the Using Governmental Unit shall not exceed one year of award or three hundred thousand (\$300,000) dollars.

(2) The parties waive claims against each other for (i) exemplary or punitive damages and (ii) special or consequential damages.

(3) The foregoing limitations shall not apply: (a) to claims for physical damage to real or tangible personal property, (b) to claims regarding bodily injury, sickness, disease or death, (c) to claims arising from reckless or intentional misconduct, (d) to amounts due or obligations under a clause (regardless of how named) providing for liquidated damages, or if such a clause is ruled unenforceable as a penalty, (e) to amounts due or obligations under the following clauses, if included: (i) Indemnification-Third Party Claims-General, (ii) Indemnification-Third Party Claims-Disclosure of Information, (iii) Indemnification-Intellectual Property, (iv) Information Security-Safeguarding Requirements, (v) Information Security-Location of Data, (vi) Information Use and Disclosure-Standards, or (vii) Service Provider Security Representations; (f) to amounts due or obligations under a clause imposing a duty to

defend or indemnify, or (g) to any loss or claim to the extent the loss or claim is covered by a policy of insurance maintained, or required by this contract to be maintained, by contractor.

(4) The absence in any subcontract of a similar clause limiting contractor's liability shall not effectively increase the obligation of the Using Governmental Unit beyond what it would have been had the subcontract contained such a clause.

(5) The Using Governmental Unit's liability for damages, if any, shall in no event exceed one hundred thousand (\$100,000.)

Nothing herein shall be construed to waive any law or clause regarding the availability or appropriation of funds, sovereign immunity, or any other immunity, restriction, or limitation on payment or recovery provided by law.

(6) The State of South Carolina's total liability for any obligation under any clause imposing any duty of confidentiality or non-disclosure shall not exceed an amount equal to fifty thousand dollars. [07-7B117-1]

**MATERIAL AND WORKMANSHIP (JAN 2006):** Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

**OWNERSHIP OF DATA & MATERIALS (JAN 2006):** All data, material and documentation prepared for the state pursuant to this contract shall belong exclusively to the State. [07-7B125-1]

**PRICE ADJUSTMENTS (JAN 2006):** (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed): (a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable; (b) by unit prices specified in the Contract or subsequently agreed upon; (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon; (d) in such other manner as the parties may mutually agree; or,

(e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws. (2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

[07-7B160-1]

**PRICE ADJUSTMENT - LIMITED -- AFTER INITIAL TERM ONLY (JAN 2006):** Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase. [07-7B165-1]

**PRICE ADJUSTMENTS – LIMITED BY CPI “ALL ITEMS” (JAN 2006):** Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “all items” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov) [07-7B170-1]

**PRICING DATA – AUDIT – INSPECTION (JAN 2006):** [Clause Included Pursuant to Section 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. Section 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b),

the term “records” means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. Section 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR Section 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state. [07-7B185-1]

**PURCHASING CARD (JAN 2006):** Contractor agrees to accept payment by the South Carolina Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order. [07-7B200-1]

**RELATIONSHIP OF THE PARTIES (JAN 2006):** Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party. [07-7B205-1]

**RESTRICTIONS ON PRESENTING TERMS OF USE OR OFFERING ADDITIONAL SERVICES (FEB 2015):**

(a) Citizens, as well as public employees (acting in their individual capacity), should not be unnecessarily required to agree to or provide consent to policies or contractual terms in order to access services acquired by the government pursuant to this contract (hereinafter “applicable services”) or, in the case of public employees, to perform their job duties; accordingly, in performing the work, contractor shall not require or invite any citizen or public employee to agree to or provide consent to any end user contract, privacy policy, or other terms of use (hereinafter “terms of use”) not previously approved in writing by the procurement officer. Contractor agrees that any terms of use regarding applicable services are void and of no effect. (b) Unless expressly provided in the solicitation, public contracts are not intended to provide contractors an opportunity to market additional products and services; accordingly, in performing the work, contractor shall not – for itself or on behalf of any third party – offer citizens or public employees (other than the procurement officer) any additional products or services not required by the contract. (c) Any reference to contractor in items (a) or (b) also includes any subcontractor at any tier. Contractor is responsible for compliance with these obligations by any person or entity that contractor authorizes to take any action related to the work. (d) Any violation of this clause is a material breach of contract. The parties acknowledge the difficulties inherent in determining the damage from any breach of these restrictions. Contractor shall pay the state liquidated damages of \$1,000 for each contact with a citizen or end user that violates this restriction. [07-7B212-1]

**SHIPPING / RISK OF LOSS (JAN 2006):** F.O.B. Destination. Destination is the shipping dock of the Using Governmental Units’ designated receiving site, or other location, as specified herein. (See Delivery clause) [07-7B220-1]

**TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (MODIFIED):** The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is five (5) years from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.

**TERM OF CONTRACT – OPTION TO RENEW (MODIFIED):** (a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of two (2) one (1) year renewals unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

**TERM OF CONTRACT – TERMINATION BY CONTRACTOR (JAN 2006):** Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least 365 days prior to the expiration of the then current term. [07-7B250-1]

**TERMINATION FOR CONVENIENCE (JAN 2006):** (1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor’s Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate

outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in a accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the State has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

(ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;

(iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;

(iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the State's right to require the termination of a subcontract, or (ii) increase the obligation of the State beyond what it would have been if the subcontract had contained an appropriate clause. [07-7B265-1]

**WARRANTY – ONE YEAR (JAN 2006):** Contractor warrants all items acquired shall conform to all contractor's representations, the requirements of this contract, and all published documentation.

[07-7B275-1]

**WARRANTY – STANDARD (JAN 2006):** Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided. [07-7B280-1]

## VIII. BIDDING SCHEDULE/BUSINESS PROPOSAL

**PRICE/BUSINESS PROPOSAL (JAN 2006):** Notwithstanding any other instructions herein, you shall submit the following price information as a separate sealed document: [08-8015-1]

Pricing shall cover all costs associated with the services provided by the Contractor and shall include shipping/freight fees.

Lot #	Merchandise Category	RFP Item #	Item	Estimated # Ordered	Proposed Price Per Unit	Extended Price
Lot 1	Physical Training Uniforms	1	Sweatpants	1,130		
		2	Sweatshirts	2,468		
		3	Warm-Up Jacket	1,396		
		4	Warm-Up Pants	1,396		
		5	PT Shirts	7,598		
		6	PT Shorts	7,781		
		7	Long-Sleeve T-Shirt	3,930		
		8	Knit Cap	1,200		
		9	Baseball Cap	1,151		
		10	Poncho	1,120		
		11	OCP T-Shirt	3,576		
Lot 2	Military Apparel	12	OCP Blouse	2,469		
		13	OCP Trousers	2,025		
		14	Parka	624		
		15	Fleece Jacket	672		
		16	Belt	1,200		
		17	Cap	1,337		
Lot 3	Military Uniform Accessories	18	Badges			
		18-1	Coast Guard	24		
		18-2	Airforce with out star	100		

18-3	Airforce Star	48		
18-4	Army	100		
18-5	Distinguished Military Service	24		
18-6	NSF Cyber Corps.	50		
18-7	Cyber Scholar	50		
18-8	Marine	120		
18-9	Navy	120		
18-10	Drill Master	50		
19	Patches			
19-1	Drill Master	100		
19-2	Band Lyre	50		
19-3	Band Drum	50		
19-4	Band Drum with Wreath	50		
19-5	Band Pipe with Wreath	50		
19-6	Big Red Patch	1,500		
19-7	Bathrobe Patch	730		
19-8	Citadel Seal Patch	1,500		
19-9	Summerall Guard Patch	78		
19-10	Army	120		
19-11	Criminal Justice	50		
19-12	Military History	50		
19-13	Bowling	20		
19-14	Coast Guard Auxiliary	50		
19-15	Rifle Legion	50		
19-16	Combat Veteran	20		
19-17	Chapel Color Guard	20		



19-18	Major Roland F. Wooten	20		
19-19	Junior Sword Arch	20		
19-20	Wilkerson Pipeline	20		
19-21	OCP THE CITADEL Tape	1,500		
19-22	OCP Company	1,500		
19-23	OCP Class Numerals	1,500		
19-24	OCP Battalion Staff	500		
19-25	OCP Rank	500		
20	Cartridge Box	1,000		
21	Music Pouch	24		
22	Chevrons			
22-1	Dress Blouse	1,427		
22-2	Full Dress Blouse	1,427		
23	Company Tabs	2,350		
24	SC Device	2,686		
25	Epaulets			
25-1	Male	500		
25-2	Female	100		
26	Insignia			
26-1	Cannon Crew	100		
26-2	Miniature	100		
26-3	Band Lyre	50		
26-4	Cadet Collar Rank	1,700		
27	Company Letters	6,400		
28	Name Tag	1,550		
29	Name Tape			
29-1	OCP Tape	1,448		

		29-2	Field Jacket Tape	1,448		
		30	Class Numeral Patches	1,800		
		31	Shoulder Boards			
			Male			
		31-1	S Boards No Stripe	850		
		31-2	S Boards One Stripe	200		
		31-3	S Boards Two Stripe	200		
		31-4	S Boards Three Stripe	300		
			Female			
		31-5	S Boards Female No Stripe	120		
		31-6	S Boards Female One Stripe	24		
		31-7	S Boards Female Two Stripe	24		
		31-8	S Boards Female Three Stripe	24		
		32	Sleeve Bars	120		
		33	Gold Star	120		
		34	Collar Stay	4,000		
		35	ID Tag Chain	1,000		
Lot 4	Caps	36	Dress White Cap	1,428		
		37	Dress Black Cap	1,062		
		38	Cap Rain Cover	1,082		
		39	Shako (complete with parts)	1,790		
		40	Shako Plume	600		
		41-1	Overseas Cap with Black Piping	1,200		
		41-2	Overseas Cap with White Piping	1,200		
		42-1	Cap Strap, Black	700		
		42-2	Cap Strap, Gold	700		

Lot 5	Gloves	43	Drill Gloves	15,324		
		44	Knit Navy Gloves	1,000		
		45	Leather Gloves	981		
Lot 6	Neckwear	46	Muffler	1,200		
Lot 7	Belts	47	Frog	200		
		48	Leather Belt	343		
		49	Reflective Belt	900		
		50	Web Belt with Buckle	1,680		
		51	Webbing	928		
Lot 8	Metal Accessory Items	52	Breast Plate	3,000		
		53	Waist Plate	3,000		
		54	Sword Buckle	260		
		55	Black and White Cap Devices	2,686		
		56	Miniature Cap Devices	350		
		57	Shako Device	350		
		58	Insignia, Collar Rank	1,000		

## **IX. ATTACHMENTS TO SOLICITATION**

**The following documents are attached to this solicitation:**

**APPENDIX A: PT Uniforms**

**APPENDIX B: Military Apparel**

**APPENDIX C: Military Uniform Accessories**

**APPENDIX D: Caps**

**APPENDIX E: Gloves**

**APPENDIX F: Neckwear**

**APPENDIX G: Belts**

**APPENDIX H: Metal Accessories**

**APPENDIX I: NONRESIDENT TAXPAYER REGISTRATION INFORMATION AND AFFIDAVIT INCOME TAX WITHHOLDING**

**APPENDIX J: OFFEROR'S CHECKLIST**

Appendix A  
Lot 1  
PT Uniform  
Specifications

## **1. Sweat Pants**

- a. Material:** Russell 69609 or equal 50% polyester and 50% cotton. At least 20% cotton required. Fleece lining 9 oz. material.
- b. Style:** Four needle elastic waistband with drawstring.  
Elastic at bottom of each leg opening.
- c. Color:** Navy Blue (23)
- d. Size:** Small, medium, large, extra-large and double extra-large.
- e. Lettering:** (Placement #18,6" from top of sweat band) On left leg "The Citadel". "The" in straight line with "Citadel" directly under the word "The" centered. 3/4 lettering. Letters are to be non-fading white.
- f. Packing:** Wrapped in plastic six pants per bag or boxes six per box.
- g. Size Marking:** Size label to be attached with thread on inside back of pants.
- h. Stitching:** Chain lock stitching all seams or cover stitched seams.



## **2. Sweatshirts**

- a. Material:** Russell 69509 or equal 50% polyester, 50% cotton. At least 20% cotton required. Fleece lining.9 oz material.
- b. Style:** Crewneck
- c. Color:** Navy Blue (23)
- d. Stitching:** Chain lock stitching all seams or cover stitched seams.
- e. Sizes:** Small, medium, large, extra-large and double extra-large.
- f. Lettering:** “The Citadel” is to be stenciled on the front of the shirts. “The” is a straight line in 2” letters. “Citadel” is directly under “The” in 2-3/4” letters. Letters are to be non-fading white.
- g. Size**
- Marking:** Size label to be attached with thread on inside back of neck.
- h. Packing:** Wrapped in plastic, six shirts per bag or boxes size per box. Optional four per poly bag.





### **3. Warm Up Jacket**

- a. Manufacturer:** TONIX
- b. Material:** 100% Shell Polyester Body Lining; 100% Polyester Sleeve Lining; 100% Nylon.
- c. Color:** Navy Blue
- d. Lettering:** “The Citadel” is to be embroidered on the left chest.  
Letters are to be non-fading white.
- e. Sizes:** Small, medium, large, extra-large, double extra-large, and triple extra-large.
- f. Size**
- Marking:** Size label to be attached with thread on inside back of neck.
- g. Packing:** Package with size on the outside.



#### **4. Warm Up Pants**

- a. Manufacturer:** TONIX
- b. Material:** 100% Shell Polyester Upper Pant Lining; 100% Polyester Lower Pant Lining; 100% Nylon.
- c. Color:** Navy Blue
- d. Sizes:** Small, medium, large, extra-large, double extra-large, and triple extra-large.
- d. Size**
- Marking:** Size label to be attached with thread on inside back of waist.
- h. Packing:** Package with size on the outside.



## 5. Shirts, Tee, Citadel

**a. Material:** 100% poly smooth knit.

**b. Manufacturer:** Green Co. Style 1440 TRT MENS S/S Tee

**b. Style:** Short sleeve crew neck tee shirts, with 3/4" white block lettering.

**c. Color:** Shirt Navy Blue

**d. Front Lettering:** White lettering on left chest "THE CITADEL" 2-1/2 Inches below bottom of collar to be made with a Non-fading dye. "THE" in straight line 3/4" lettering on top line and "CITADEL" in straight line 3/4 inch on second line.

**e. Back:** The Citadel's Ethics in Action logo.

### Chest size

<b>f. Sizes:</b>	Small	34 - 36
	Medium	38 - 40
	Large	42 - 44
	X-Large	45 - 46
	XX-Large	47 - 48
	XXX-Large	49 - 50
	XXXX-Large	51 - 52

**g. Packing:** Four shirts per size sealed in poly bags with size marked on the bag.

<b>Measurements {flat}</b>	<b>TOL +/-</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>2XL</b>	<b>3XL</b>
Chest Width 1" below AH	+/- 1/2	19 1/2	21	22 1/2	24	25 1/2	27
Body Length HPS	+/- 3/4	26 1/4	27 1/2	29	30 1/2	32	33 1/2
Sweep	+/- 1/2	19 1/2	21	22 1/2	24	25 1/2	27
Armhole Along Curve	+/- 1/4	8 3/4	9 1/2	10 1/4	11	11 3/4	12 1/2
Across Shoulder	+/- 1/2	15	16 1/2	18	19 1/2	21	22 1/2
Shoulder Slopee	+/- 1/4	1	1	1	1	1	1
Sleeve Length CBN	+/- 3/4	15	16 3/4	18 1/2	20 1/4	22	23 3/4
Neck Width	+/- 1/4	7	7	7	7 1/2	7 1/2	7 1/2
Sleeve Opening	+/- 1/4	7.25	7.63	8.13	8.50	8.88	9.25
Neckband Height	+/- 1/4	3/4	3/4	3/4	3/4	3/4	3/4
Front Neck Drop - HPS to Seam	+/- 1/8	3 3/4	4	4 1/4	4 1/2	4 3/4	5
Back Neck Drop - HPS to CB	+/- 1/8	1/2	1/2	1/2	1/2	1/2	1/2
Hem Bottom height	+/- 1/8	3/4	3/4	3/4	3/4	3/4	3/4



## 6. Shirts, Tee, Citadel, Long Sleeve

- a. **Manufacturer:** Badger Sport
- b. **Material:** 100% polyester microfiber.
- c. **Style:** Long sleeve crew neck with 3/4" block lettering.
- d. **Color:** Shirt Navy Blue
- e. **Front Lettering:** White lettering on left chest "THE CITADEL" 2-1/2 Inches below bottom of collar to be made with a Non-fading dye. "THE" in straight line 3/4" lettering on top line and "CITADEL" in straight line ¾ inch on second line.
- f. **Back:** 4 color on back of shirt with The Citadel's Ethics in Action logo.
- g. **Size:** Chest Size
- |            |       |
|------------|-------|
| Small      | 34-36 |
| Medium     | 38-40 |
| Large      | 42-44 |
| X-Large    | 45-46 |
| XX-Large   | 47-48 |
| XXX-Large  | 49-50 |
| XXXX-Large | 51-52 |
- h. **Packing:** Three shirts per size sealed in poly bags with size marked on the bag.



## **7. Short, Gym (Male)**

**a. Material:** 100% poly interlock – 2 ply. Fabric content 2.8 oz (95 grams).

**b. Manufacturer:** Green Co. Style TR7530 Ladies Short

**c. Style** No side seam. No pocket. Double ply.

**d. Sizes** **Measurement Chart (insert below)**

Measurements	TOL +/-	S	M	L	XL	2XL	3XL
A. Side seam	+/- 1/2	18 1/2	19	19 1/2	20	20 1/2	21
B. Back Seam.	+/- 1/2	17 1/4	17 3/4	18 1/4	18 3/4	19 1/4	19 3/4
C. Front Seam	+/- 1/2	13 1/2	14	14 1/2	15	15 1/2	16
D. Leg Opening	+/- 1	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2
E. Waistband Relaxed	+/- 1	12 1/2	13 3/4	14 3/4	15 3/4	16 3/4	17 3/4
Extended	+/- 2	21	23	25	27	29	31
F. Inseam	+/- 1/2	6 1/4	6 1/4	6 1/4	6 1/4	6 1/4	7 1/4
G. Seat	+/- 1	23	25	27	29	31	33
H. Thigh	+/- 3/4	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2

**e. Measuring Guidelines (insert below)**

### Measuring Guidelines

- A. Side seam - Top of waistband to bottom of the leg.
- B. Back seam - Top of waistband to crotch.
- C. Front seam - Top of waistband to crotch.
- D. Leg Opening - Relaxed across bottom.
- E. Waistband - Relaxed across top.
- F. Inseam - Crotch to Bottom of the leg.
- G. Seat - Measures 3" up from Crotch, across short side to side
- H. Thigh - 1" below crotch, measure across leg panel to waist from fold to fold.

**f. Color:** Navy Blue

**g. Packing:** Four pairs shorts per size sealed in poly bags with size marked on the bag. One dozen per box. Per size.



## **8. Short, Gym (Female)**

**a. Material:** 100% poly interlock – 2 ply. Fabric content 2.8 oz (95 grams).

**b. Manufacturer:** Green Co. Style TR7530 Ladies Short

**c. Style** No side seam. No pocket. Double ply.

**d. Sizes** Measurement Chart (insert below)

Measurements	TOL +/-	S	M	L	XL	2XL	3XL
A. Side seam	+/- 1/2	15 1/2	16	16 1/2	17 1/2		
B. Back Seam	+/- 1/2	13	13 1/2	14 1/4	15		
C. Front Seam	+/- 1/2	10 1/2	11	12	13		
D. Leo Opening	+/- 1	11 1/2	12	13	14		
E. Waistband Relaxed	+/- 1	11	12	13	14		
Extended	+/- 2	19	20	22	24		
F. Inseam	+/- 1/2	5 1/2	5 1/2	5 1/2	5 1/2		
G. Seat	+/- 1	22	23	25	27		
H. Thigh	+/- 3/4	12	13	14	15		

**e. Measuring Guidelines (insert below)**

Measuring Guidelines:

A. Side seam - Top of waistband to bottom of the leg.

B. Back seam - Top of waistband to crotch.

C. Front seam - Top of waistband to crotch.

D. Leg Opening - Relaxed across bottom.

E. Waistband - Relaxed across top.

F. Inseam - Crotch to Bottom of the leg.

G. Seat - Measures 3" up from Crotch, across short side to side

H. Thigh - 1" below crotch, measure across leg panel to waist from fold to fold.

**f. Color:** Navy Blue

**g. Packing:** Four pairs shorts per size sealed in poly bags with size marked on the bag. One dozen per box. Per size.





## **9. Cap Knit, Citadel**

- a. Style:** 1525 DE design #8591 knit pullover with  
“The Citadel” embroidered on front panel in  
white letters. “The” 1/2” “Citadel” 3/4” lettering.
- b. Material:** 100% Acrylic
- c. Color:** Navy
- d. Size:** One size fits all
- e. Packing:** One dozen per box



## **10. Cap, Baseball**

Navy blue twill 100% cotton with The Citadel in white letters on front (style 590DE0) embroidered.



## **11. Poncho/Rain Cape**

- a. Manufacturer:** SP DK NY-STADIUM PACKABLE PONCHO ITEM# BRTT71
- b. Color:** Sport Dark Navy.
- c. Description:** Cape style with hat; two snaps at collar.
- d. Size:** One size fits all.
- e. Packing:** Each raincoat shall be folded and individually packaged.



## 12. Shirt, Military Tee

- a. Style:** M280-3 lightweight crewneck military t-shirt. Reinforced double-stitch neck.
- b. Material:** 50% cotton, 50% polyester
- c. Color:** Tan
- d. Size:** Small (34-36 chest size), medium (38-40 chest size), large (42-44 chest size), extra-large (46-48 chest size), and double extra-large (50-52 chest size).
- e. Packing:** Three each per poly bag. 24 packs per case.



Appendix B  
Lot 2  
Military Apparel

## Specification for Hot Weather Scorpion OCP Army

Combat Uniform Shirt (GL/PD 15-04E) Item #1833



For the **Tru** Professional

### Description-

Designed for hot weather conditions, the OCP Army Combat Uniform Shirt is made from 5.5 oz. NYCO Extreme, 57/43 nylon/cotton ripstop material. Designed to be cooler and breathe better than the standard-issue combat uniform. Constructed from CORDURA® NYCO Extreme Rip-Stop that is 17% lighter while displaying 3x higher tearing strength, 10x breathability and drying 35% faster than US Mil-Spec MIL-DTL-44436B NYCO fabric. Uniforms in the fabric are currently selected and fielded as the US Army Improved Hot Weather Combat Uniform.

### Size Info-

X-Small through X-Large = Short Length

X-Small through 3X-Large = Regular Length

X-Small through 2x-Large = Long Length

**Stock colors-** Scorpion OCP

### Features-

- CORDURA® NYCO Extreme 5.0-6.0 oz. main body wrinkle-free finish fabric
- Fold-down collar with fusible interlining
- Single-breasted, 6-button concealed front pocket
- Front placket with loop tape for rank patch
- Front loop tape to accommodate Name and US Army Tape
- 2- bellow style top opening
- upper sleeve pockets with drain-holes
- 'Friend or Foe' Identification tab on sleeves with hook and loop closure
- IFF tab cover on the sleeve above the upper sleeve pocket
- 330D CORDURA® MIL-DTL-32439 Type IV nylon reinforced elbow patches
- Button cuff sleeve closure with 3-button hole positions
- 2-channel pencil pocket on the left sleeve



**Specification for Hot Weather Scorpion OCP Army**

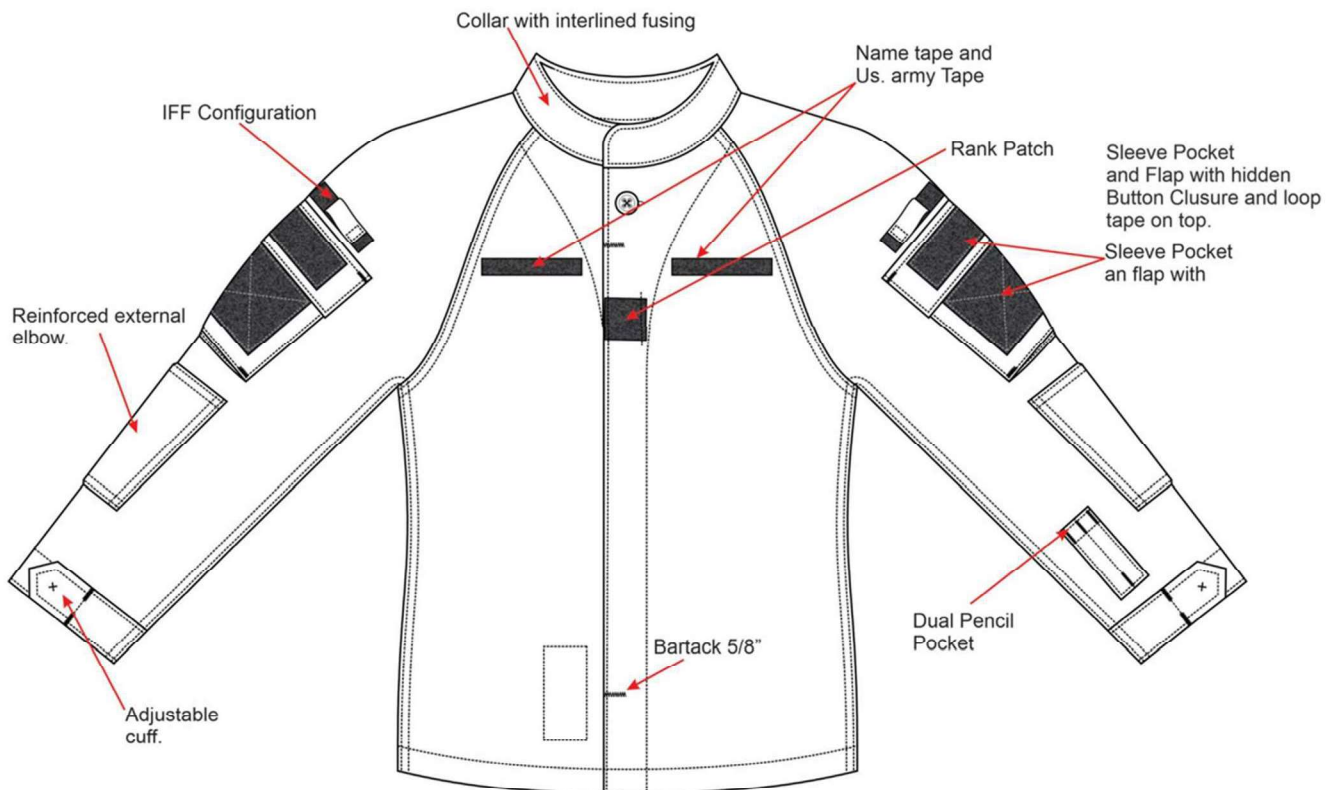
**Combat Uniform Shirt (GL/PD 15-04E) Item #1833**

FINISHED MEASUREMENTS									
POM	DESCRIPTION	Tol +/-	XS	S	M	L	XL	2XL	3XL
1	BACK LENGTH- FROM CB/ XX-SHORT LENGTH	1/2	25 1/2	26	26 1/2	27	27 1/2	28	28 1/2
	BACK LENGTH- FROM CB/ X-SHORT LENGTH		26 1/2	27	27 1/2	28	28 1/2	29	29 1/2
	BACK LENGTH- FROM CB/ SHORT LENGTH		27 1/2	28	28 1/2	29	29 1/2	30	30 1/2
	BACK LENGTH- FROM CB / REGULAR LENGTH		29	29 1/2	30	30 1/2	31	31 1/2	32
	BACK LENGTH- FROM CB / LONG LENGTH		30 3/8	30 7/8	31 3/8	31 7/8	32 3/8	32 7/8	33 3/8
	BACK LENGTH- FROM CB / X- LONG LENGTH		31 3/4	32 1/4	32 3/4	33 1/4	33 3/4	34 1/4	34 3/4
	BACK LENGTH- FROM CB / XX- LONG LENGTH				34 1/8	34 5/8	35 1/8	35 5/8	36 1/8
2	HALF CHEST -AT ARM PIT	1/2	19 1/8	21 1/8	23 1/8	25 1/8	27 1/8	29 1/8	31 1/8
3	SLEEVE LENGTH - INSEAM/ XX- SHORT LENGTH	3/4	19	19 1/4	19 1/2	19 3/4	20	20 1/4	20 1/2
	SLEEVE LENGTH - INSEAM/ X- SHORT LENGTH		20	20 1/4	20 1/2	20 3/4	21	21 1/4	21 1/2
	SLEEVE LENGTH - INSEAM/ SHORT LENGTH		21	21 1/4	21 1/2	21 3/4	22	22 1/4	22 1/2
	SLEEVE LENGTH - INSEAM/ REGULAR LENGTH		22	22 1/4	22 1/2	22 3/4	23	23 1/4	23 1/2
	SLEEVE LENGTH - INSEAM/ LONG LENGTH		23	23 1/4	23 1/2	23 3/4	24	24 1/4	24 1/2
	SLEEVE LENGTH - INSEAM/ X- LONG LENGTH		24	24 1/4	24 1/2	24 3/4	25	25 1/4	25 1/2
	SLEEVE LENGTH - INSEAM/ XX- LONG LENGTH				25 1/2	25 3/4	26	26 1/4	26 1/2
4	1/2 SLEEVE OPENING	1/4	6 1/4	6 1/2	6 3/4	7	7 1/4	7 1/2	7 3/4
5	1/2 SWEEP	1/2	20 1/8	22 1/8	24 1/8	26 1/8	28 1/8	30 1/8	32 1/8
6	1/2 COLLAR CIRCUMFERENCE	1/2	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2

Standard	Requirement
Fiber Composition AATCC 20A	57% Nylon, 43% Cotton
Fabric Weight ASTM D3776	5.5 oz/yd2 ± 3%
Dimentional Stability to Laundry AATCC 135	Less than 3% Warp and Weft
Tear Strength ASTM D1424-83	>10lbs. Warp and Weft
Colorfastness to Washing AATCC 61-2A	Equal to or Greater than 4 rating
Colorfastness to Perspiration AATCC 15	Equal to or Greater than 4 rating
Colorfastness to Crocking AATCC 8	Equal to or Greater than 4 rating
Tensile Strength ASTM D5034-95	Warp > 150 lbs., Weft > 175 lbs.

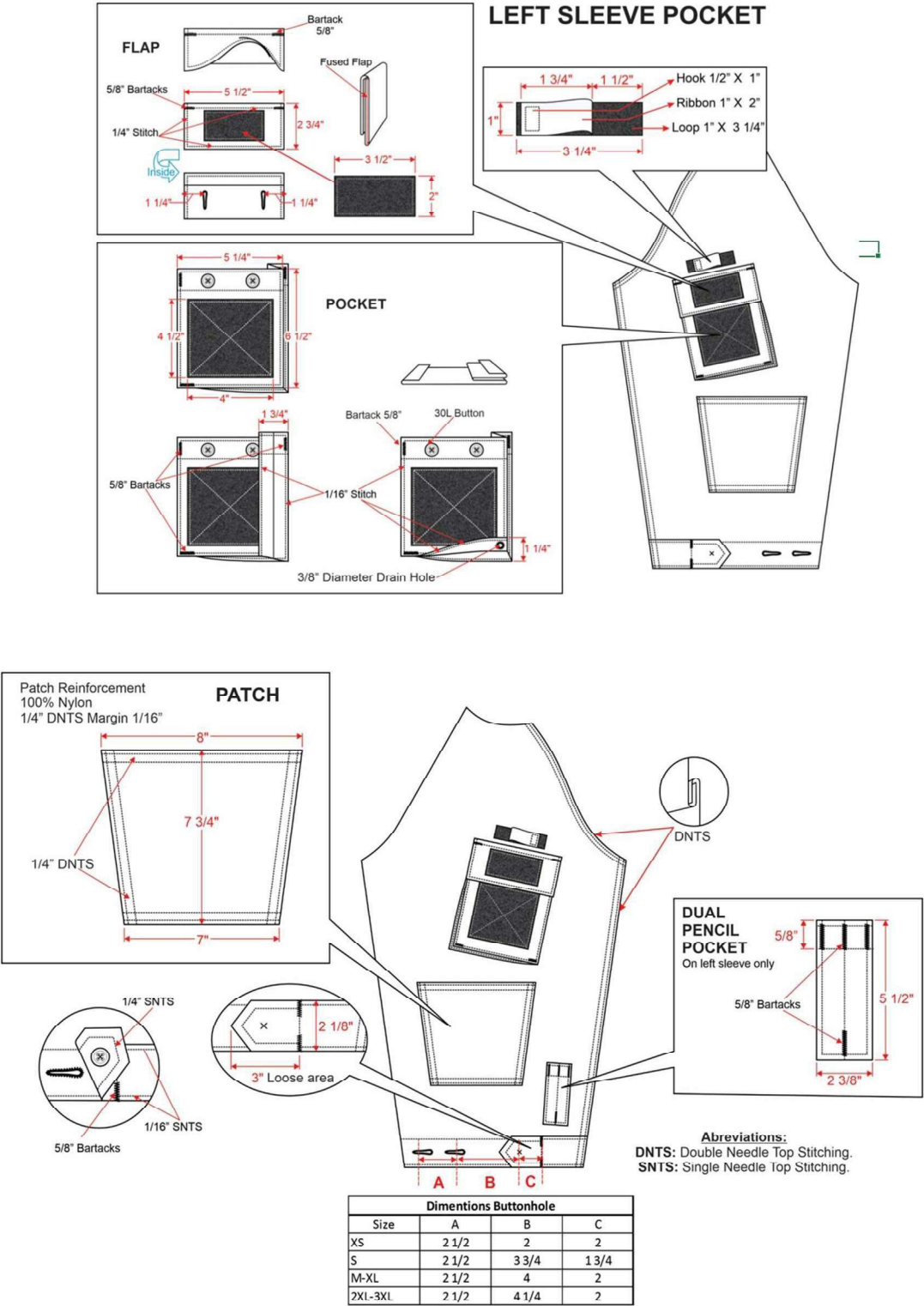


## FRONT VIEW



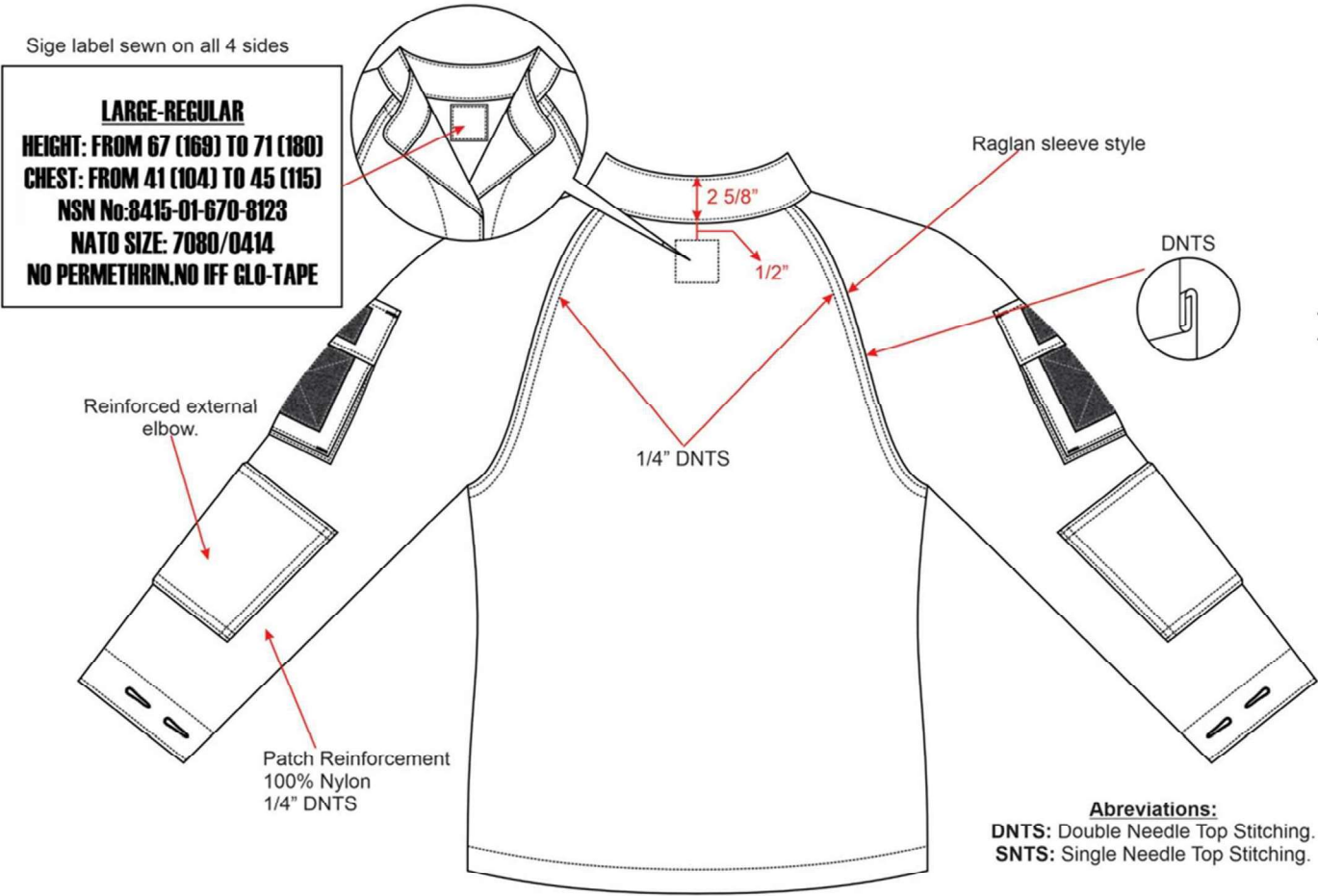


Specification for Hot Weather Scorpion OCP Army  
 Combat Uniform Shirt (GL/PD 15-04E) Item #1833



Specification for Hot Weather Scorpion OCP Army  
Combat Uniform Shirt (GL/PD 15-04E) Item #1833

BACK VIEW



## **Specification for Hot Weather Scorpion OCP Army**

### **Description**

#### **Combat Uniform Pant (GL/PD 15-05E) Item #1834**

The TRU-SPEC® Hot Weather Scorpion OCP Combat Uniform is designed to allow the wearer a cooler uniform in extremely hot environments. Designed to be cooler and breathe better than the standard-issue combat uniform. Constructed from CORDURA® NYCO Extreme Rip-Stop that is 17% lighter while displaying 3x higher tearing strength, 10x breathability and drying 35% faster than US Mil-Spec MIL-DTL-44436B NYCO fabric. Uniforms in the fabric are currently selected and fielded as the US Army Improved Hot Weather Combat Uniform.

#### **Size Info-**

X-Small through X-Large = Short Length

X-Small through 3X-Large = Regular Length

X-Small through 2X-Large = Long Length

**Stock colors-** Scorpion OCP

#### **Features-**

- Waistband with a traditional 4-button fly
- 7-belt loops for added support
- 2-pleated side cargo pockets with button closure and hidden drain holes
- 2-back pockets with snag proof button closure
- 330D CORDURA® MIL-DTL-32439 Type IV nylon reinforced seat and knees
- Internal anti-chafing knit fabric at the knee for added comfort
- 2-lower leg pockets with button closure and drain holes
- “Stay tied” heavy nylon drawstring leg ties



# Specification for Hot Weather Scorpion OCP Army

## Combat Uniform Pant (GL/PD 15-05E) Item #1834

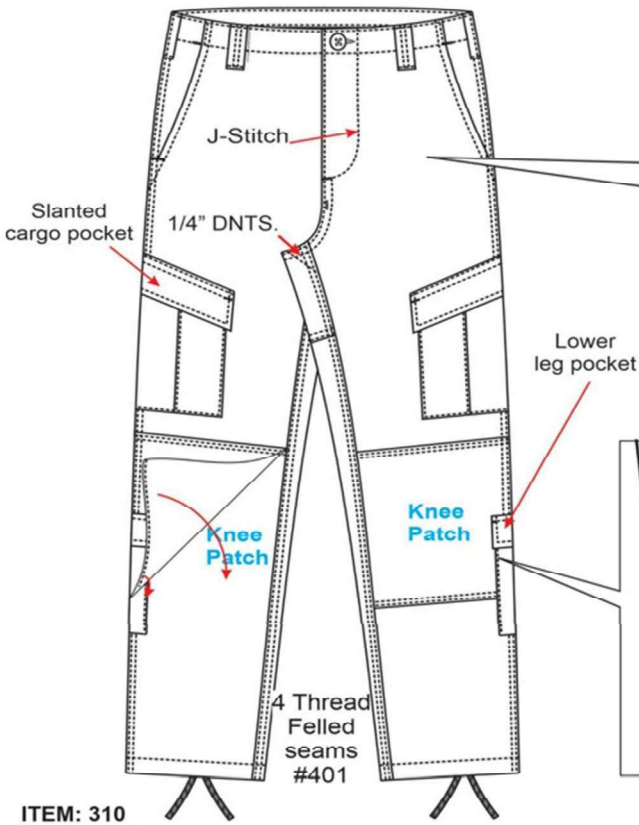
FINISHED MEASUREMENTS												
POM	DESCRIPTION	Tol +/-	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
1	WAIST	+ 1 - 1/2	27 1/2	31 1/2	35 1/2	39 1/2	43 1/2	47 1/2	51 1/2	55 1/2	59 1/2	63 1/2
2	FRONT RISE (X-SHORT SIZE)	1/2	10 1/2	11	11 1/2	12	12 1/2	13	13 1/2	14	14 1/2	15
	FRONT RISE (SHORT SIZE)	1/2	11	11 1/2	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2
	FRONT RISE (REGULAR SIZE)	1/2	11 1/2	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16
	FRONT RISE (LONG SIZE)	1/2	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2
	FRONT RISE (X-LONG SIZE)	1/2	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2	17
	FRONT RISE (XX-LONG SIZE)	1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2	17	17 1/2
3	BACK RISE (X-SHORT SIZE)	1/2	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20
	BACK RISE (SHORT SIZE)	1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2
	BACK RISE (REGULAR SIZE)	1/2	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21
	BACK RISE (LONG SIZE)	1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2
	BACK RISE (X-LONG SIZE)	1/2	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22
	BACK RISE (XX-LONG SIZE)	1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22	22 1/2
4	LEG BOTTOM	1/2	17	17	17 3/4	17 3/4	18 1/2	18 1/2	19 1/2	19 1/2	20	20
5	HIP 3 1/2 UP FROM CROTCH	1	38	42	46	50	54	58	62	66	70	74
6	THIGHT 1" BELOW CROTCH	1/2	26	28	30	32	34	36	38	40	42	44
7	INSEAM (XTRA-SHORT)	+1 - 3/4	28 3/8	28.375	28 3/8	28 3/8	28 3/8	28 3/8	28 3/8	28 3/8	28.375	28.375
	INSEAM (SHORT)	+1 - 3/4	30 3/8	30 3/8	30 3/8	30 3/8	30 3/8	30 3/8	30 3/8	30 3/8	30 3/8	30 3/8
	INSEAM (REGULAR)	+1 - 3/4	32 3/8	32 3/8	32 3/8	32 3/8	32 3/8	32 3/8	32 3/8	32 3/8	32 3/8	32 3/8
	INSEAM (LONG)	+1 - 3/4	34 3/8	34 3/8	34 3/8	34 3/8	34 3/8	34 3/8	34 3/8	34 3/8	34 3/8	34 3/8
	INSEAM (XTRA-LONG)	+1 - 3/4	36 3/8	36 3/8	36 3/8	36 3/8	36 3/8	36 3/8	36 3/8	36 3/8	36 3/8	36 3/8
	INSEAM (2XTRA-LONG)	+1 - 3/4	38 3/8	38 3/8	38 3/8	38 3/8	38 3/8	38 3/8	38 3/8	38 3/8	38 3/8	38 3/8
8	OUTSEAM (XTRA-SHORT)	+1 - 3/4	36 7/8	37 3/8	37 7/8	38 3/8	38 7/8	39 3/8	39 7/8	40 3/8	40 7/8	41 3/8
	OUTSEAM (SHORT)	+1 - 3/4	39 3/8	39 7/8	40 3/8	40 7/8	41 3/8	41 7/8	42 3/8	42 7/8	43 3/8	43 7/8
	OUTSEAM (REGULAR)	+1 - 3/4	41 7/8	42 3/8	42 7/8	43 3/8	43 7/8	44 3/8	44 7/8	45 3/8	45 7/8	46 3/8
	OUTSEAM (LONG)	+1 - 3/4	44 3/8	44 7/8	45 3/8	45 7/8	46 3/8	46 7/8	47 3/8	47 7/8	48 3/8	48 7/8
	OUTSEAM (XTRA-LONG)	+1 - 3/4	46 7/8	47 3/8	47 7/8	48 3/8	48 7/8	49 3/8	49 7/8	50 3/8	50 7/8	51 3/8
	OUTSEAM (2XTRA-LONG)	+1 - 3/4	49 3/8	49 7/8	50 3/8	50 7/8	51 3/8	51 7/8	52 3/8	52 7/8	53 3/8	53 7/8

Standard	Requirement
Fiber Composition AATCC 20A	57% Nylon, 43% Cotton
Fabric Weight ASTM D3776	5.5 oz/yd2 ± 3%
Dimentional Stability to Laundry AATCC 135	Less than 3% Warp and Weft
Tear Strength ASTM D1424-83	>10lbs. Warp and Weft
Colorfastness to Washing AATCC 61-2A	Equal to or Greater than 4 rating
Colorfastness to Perspiration AATCC 15	Equal to or Greater than 4 rating
Colorfastness to Crocking AATCC 8	Equal to or Greater than 4 rating
Tensile Strength ASTM D5034-95	Warp > 150 lbs., Weft > 175 lbs.



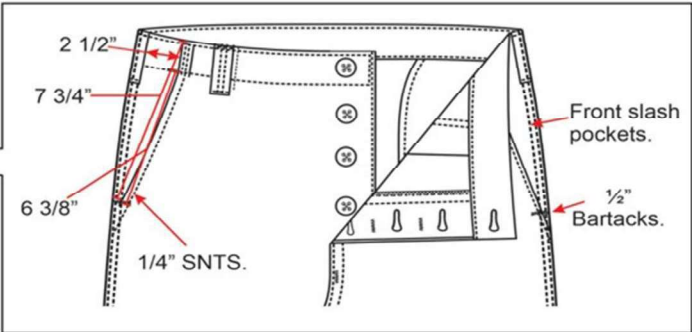
Specification for Hot Weather Scorpion OCP Army  
Combat Uniform Pant (GL/PD 15-05E) Item #1834

FRONT VIEW

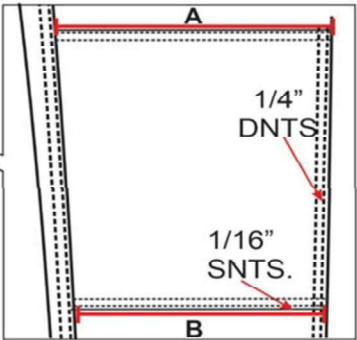


ITEM: 310  
RIBBON, 3/8"

WAISTBAND VIEW



REINFORCES KNEE PATCH



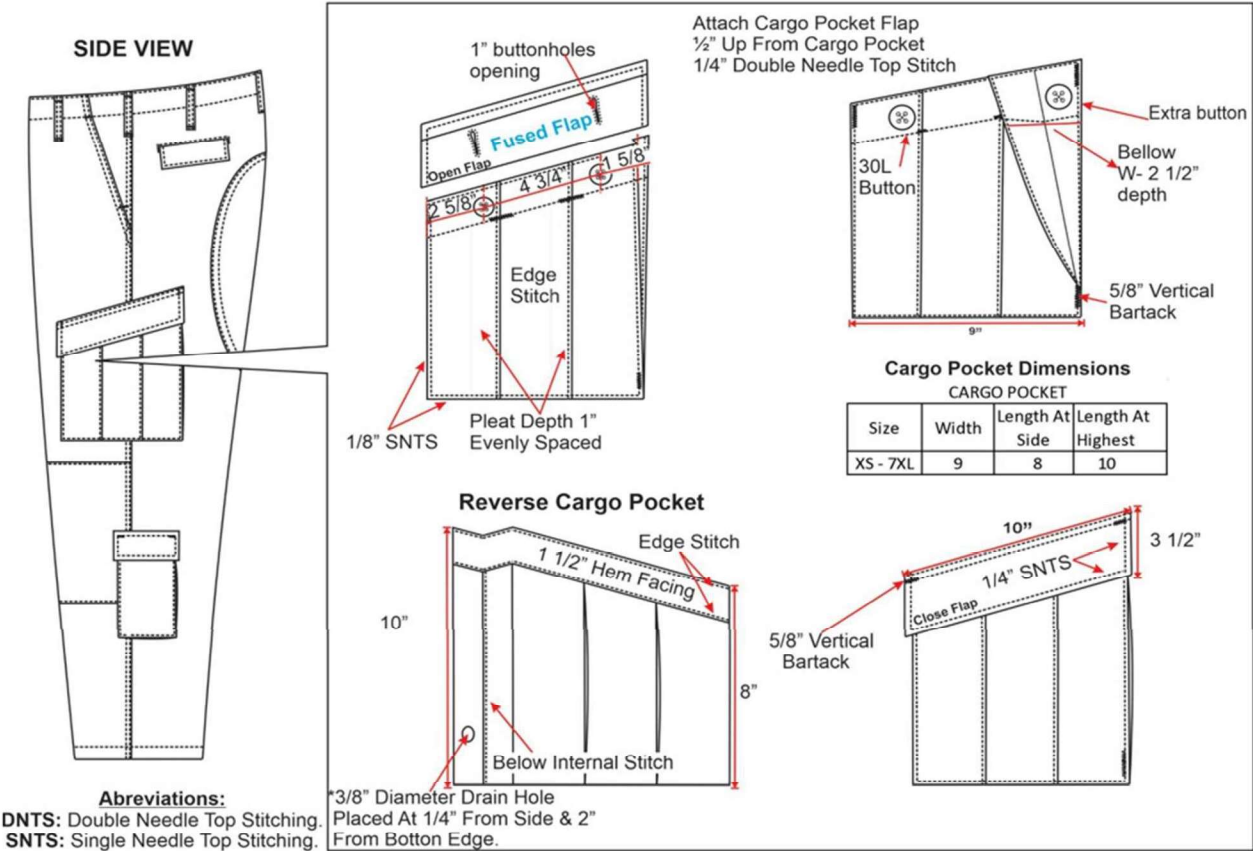
KNEE PATCH  
LENGTH

KNEE PATCH  
LENGTH

Size	Length A	Length B
XS	10	8 1/2
S	10 3/4	9
M	11 1/2	9 1/2
L	12 1/8	9.93
XL	12 7/8	10 3/8
2XL	13 5/8	10 7/8
3XL	14 3/8	11 1/4
4XL	15	11 5/8
5XL	15 3/4	12 1/8
6XL	16 1/2	12 1/2
7XL	17 1/4	13

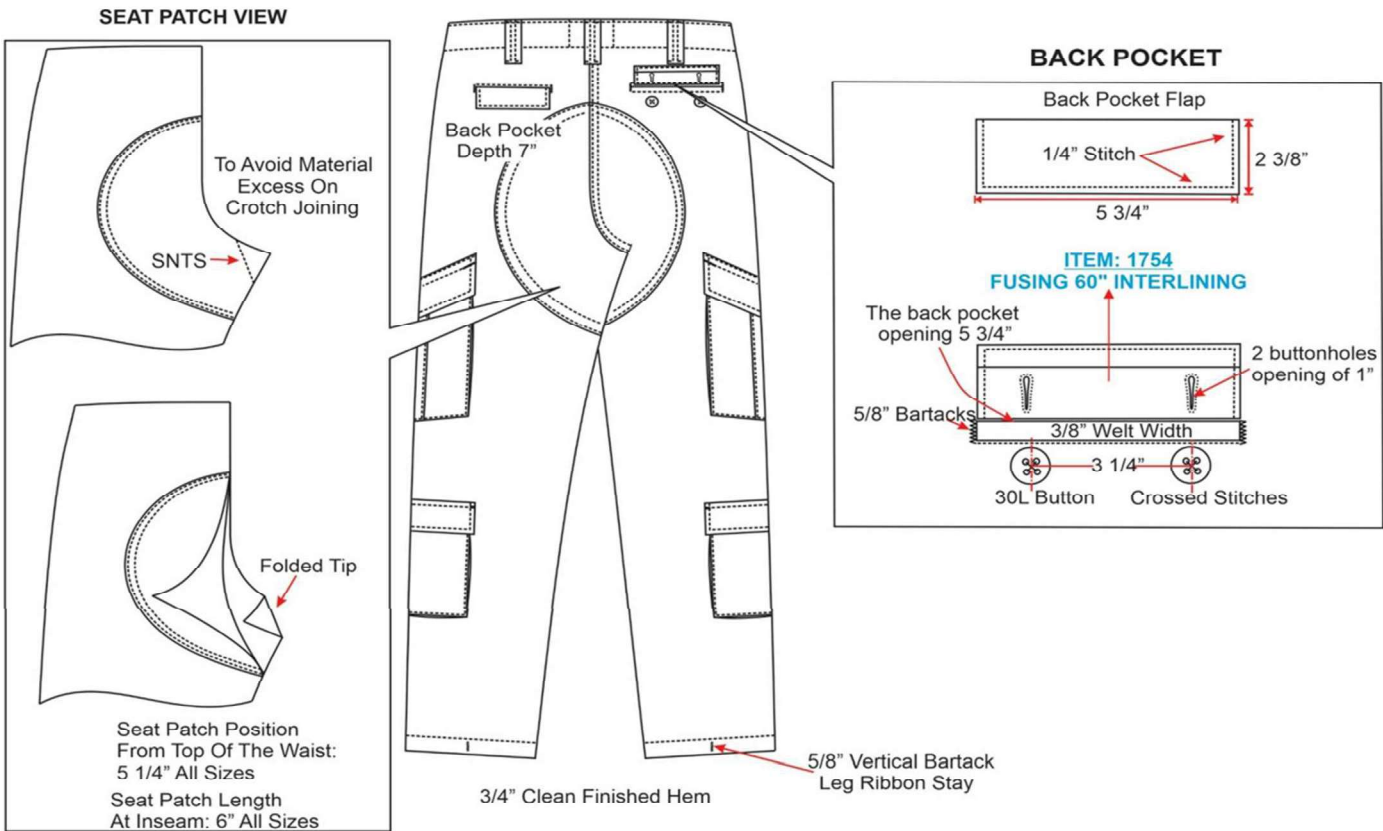
Specification for Hot Weather Scorpion OCP Army  
Combat Uniform Pant (GL/PD 15-05E) Item #1834

CARGO POCKET



Specification for Hot Weather Scorpion OCP Army Combat  
Uniform Pant (GL/PD 15-05E) Item #1834

## BACK VIEW





## Specification for H2O Proof Gen2 Parka

### Description-

Perfectly designed parka made with an improved three-layer windproof, waterproof, breathable material to keep you dry and comfortable no matter what the weather throws at you. The secret is the high quality, environmentally safe Bemis seam tapes. Seam tape is the critical link in the chain of waterproof protection and Bemis is the recognized worldwide technology leader in providing thermoplastic films for a myriad of industrial applications. Designed to be compatible with our Polar Fleece Jacket (not included).

### Size Info-

Small - 3XLarge Regular

Medium - 2XLarge Long

Small - XLarge Short (Available in MultiCam® Only)

### Color Code-

Multicam (2026)

### Features-

- Stand up zip-through collar with stowable hood and drawcords
- Sleeve pockets allow for sewn-on patches
- Adjustable sleeve cuffs
- Hidden map pocket
- Non-freezing two-way zipper with double storm flap
- Insignia/badge loop on front placket
- Nylon reinforced elbows
- Zippered openings in the underarm for ventilation
- Drawstring waist with cord lock
- Bemis taped seams
- Advanta™ inner lining

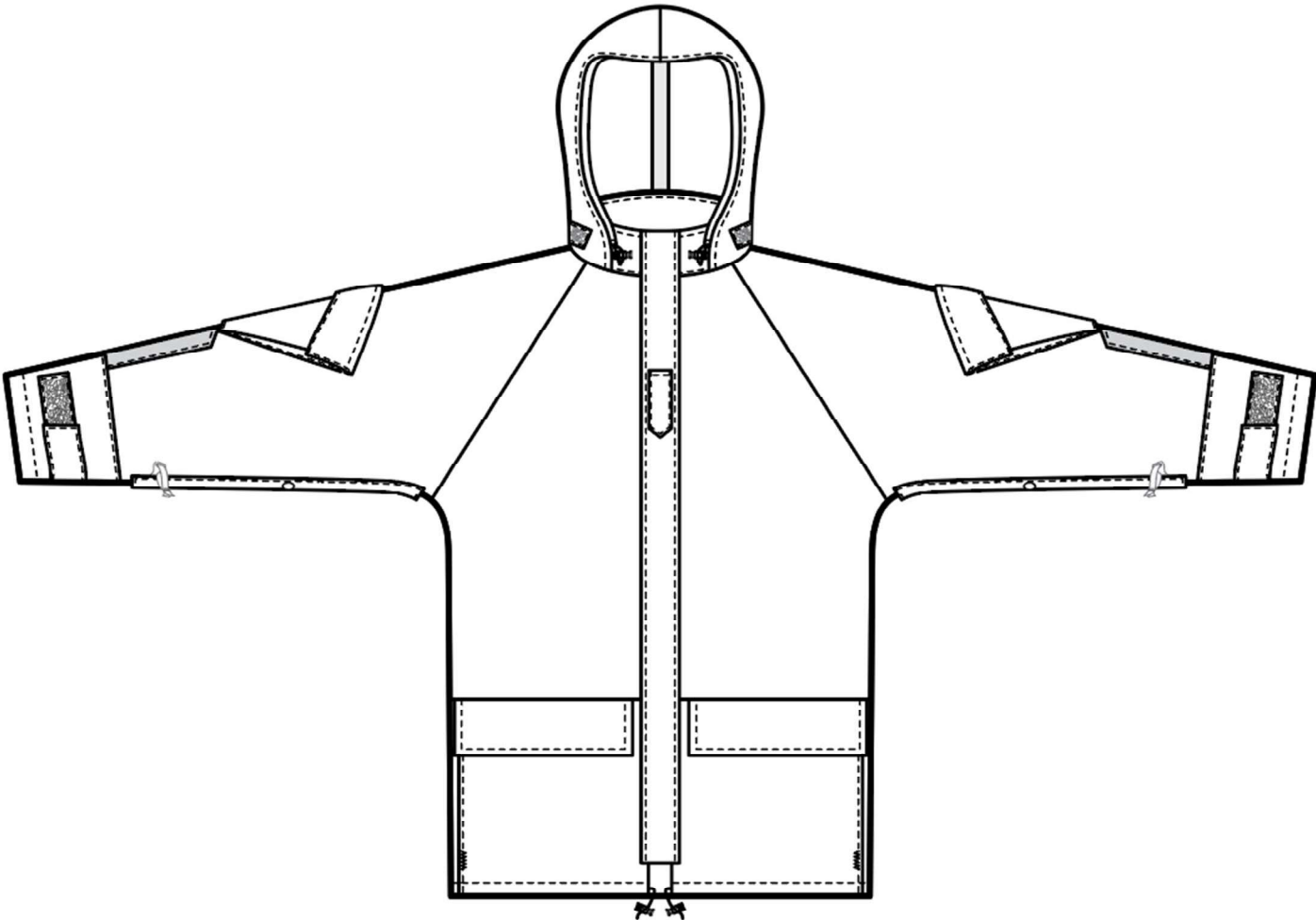


## Specification for H2O Proof Gen2 Parka

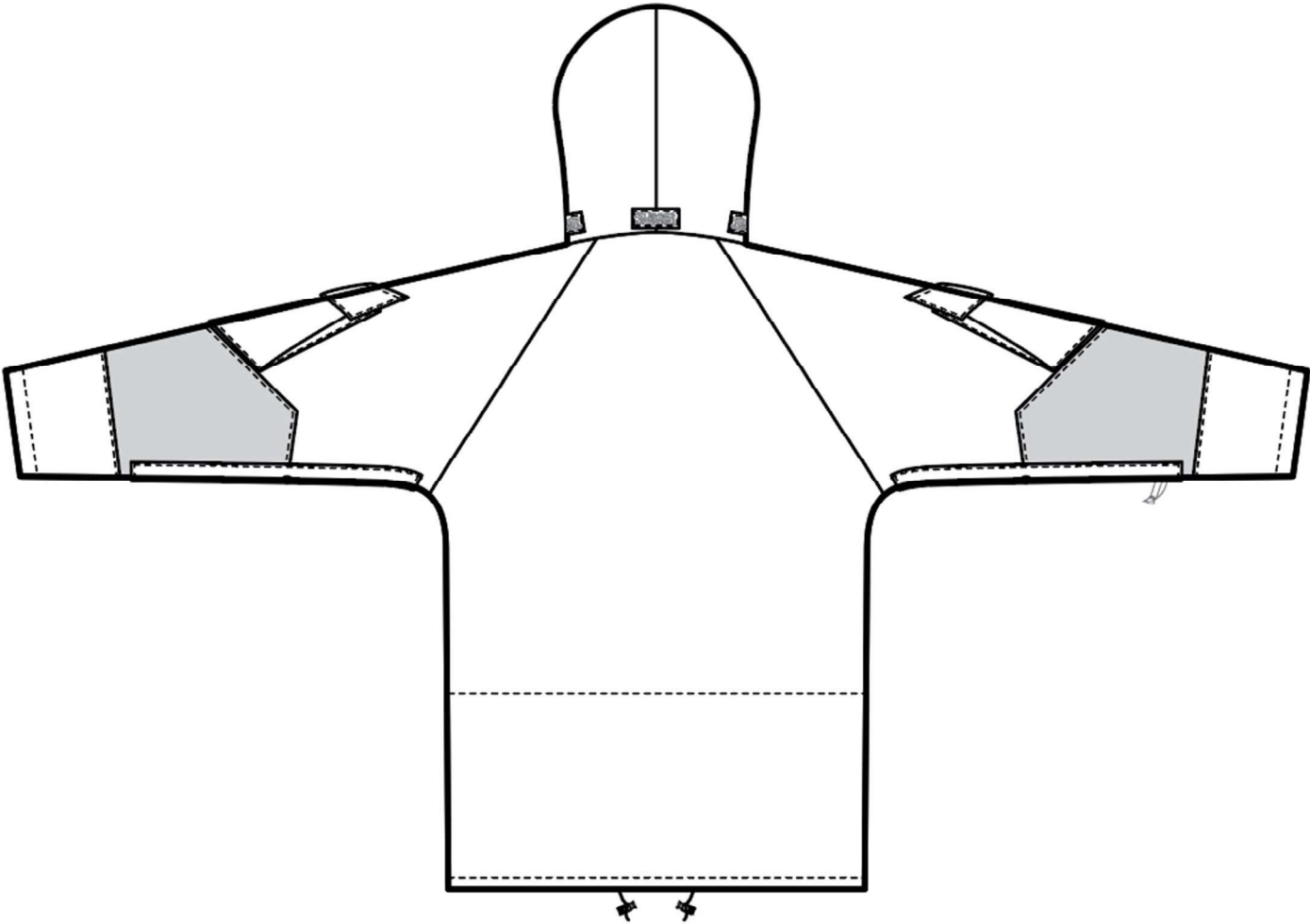
POINT OF MEASURE	Tol +/-	SIZE									
		XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Chest 1" Bellow armhole	1	42	46	50	54	58	62	66	70	74	78
Sweep ( Relaxed )	1	42	46	50	54	58	62	66	70	74	78
Center Back Length ( X-Short )	1/2	22	23	24	25	26	27	28	29	30	31
Center Back Length ( Short )	1/2	24	25	26	27	28	29	30	31	32	33
Center Back Length ( Regular )	1/2	26	27	28	29	30	31	32	33	34	35
Center Back Length ( Long )	1/2	28	29	30	31	32	33	34	35	36	37
Center Back Length ( X-Long )	1/2	30	31	32	33	34	35	36	37	38	39
Body Length from HPS ( X-Short )	1/2	23 5/8	24 3/4	25 7/8	27	28 1/8	29 1/4	30 3/8	31 1/2	32 5/8	33 3/4
Body Length from HPS ( Short )	1/2	25 5/8	26 3/4	27 1/8	29	30 1/8	31 1/4	32 3/8	33 1/2	34 5/8	35 3/4
Body Length from HPS ( Regular )	1/2	27 5/8	28 3/4	29 7/8	31	32 1/8	33 1/4	34 3/8	35 1/2	36 5/8	37 3/4
Body Length from HPS ( Long )	1/2	29 5/8	30 3/4	31 7/8	33	34 1/8	35 1/4	36 3/8	37 1/2	38 5/8	39 3/4
Body Length from HPS ( X-Long )	1/2	31 5/8	32 3/4	33 7/8	35	36 1/8	37 1/4	38 3/8	39 1/2	40 5/8	41 3/4
Neck Circumference	1/4	25	26	27	28	29	30	31	32	33	34
Sleeve Length From CB ( X-Short )	1/2	28	29	30	31	32	33	34	35	36	37
Sleeve Length From CB ( Short )	1/2	30	31	32	33	34	35	36	37	38	39
Sleeve Length From CB ( Regular )	1/2	32	33	34	35	36	37	38	39	40	41
Sleeve Length From CB ( Long )	1/2	34	35	36	37	38	39	40	41	42	43
Sleeve Length From CB ( X-Long )	1/2	36	37	38	39	40	41	42	43	44	45
Sleeve Width 1" Bellow Armhole	1/2	12 1/4	13	13 3/4	14 1/2	15 1/4	16	16 3/4	17 1/2	18 1/4	19
Hidden Chest Pocket Opening ( X-Short )	1/4	7	7	7	7	7	7	7	7	7	7
Hidden Chest Pocket Opening ( Short )	1/4	8	8	8	8	8	8	8	8	8	8
Hidden Chest Pocket Opening	1/4	9	9	9	9	9	9	9	9	9	9
Hand Pocket Opening	1/4	6	6	6	6	6	6	6	6	6	6
CF Zipper Length ( X-Short )	0	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2
CF Zipper Length ( Short )	0	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2
CF Zipper Length ( Regular )	0	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2
CF Zipper Length ( Long )	0	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2	35 1/2
CF Zipper Length ( X-Long )	0	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2	35 1/2	36 1/2	37 1/2
Underarm Zipper Length ( X-Short )	0	12 1/2	12 1/2	12 1/2	12 1/2	12 1/2	12 1/2	12 1/2	12 1/2	12 1/2	12 1/2
Underarm Zipper Length	0	13 1/2	13 1/2	13 1/2	13 1/2	13 1/2	13 1/2	13 1/2	13 1/2	13 1/2	13 1/2
Hidden Chest Pocket Zipper Length ( X-Short )	0	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2
Hidden Chest Pocket Zipper Length ( Short )	0	7 1/2	7 1/2	7 1/2	7 1/2	7 1/2	7 1/2	7 1/2	7 1/2	7 1/2	7 1/2
Hidden Chest Pocket Zipper Length	0	8 1/2	8 1/2	8 1/2	8 1/2	8 1/2	8 1/2	8 1/2	8 1/2	8 1/2	8 1/2

Standard	Requirement
Fiber Composition AATCC 20A	100% Nylon (Taslite Multicam Print)
Fabric Weight ASTM D3776	2.8 oz/yd2 ± 3%
Dimentional Stability to Laundry AATCC 135	Less than 3% Warp and Weft
Colorfastness to Washing AATCC 61-2A	2A WASH
Tear Strength D1424-21	Equal to or Greater than 140 lbs. Warp and 140 lbs. Weft
Tensile Strength D5034-21	Equal to or Greater than 4 lbs. Warp and 4 lbs. Weft
Colorfastness to Perspiration AATCC 15	Equal to or Greater than 4 rating
Colorfastness to Crocking AATCC 8	Equal to or Greater than 4 rating
EN ISO 105-L01	nIR Compliant

FRONT VIEW



**BACK VIEW**



## Specification for Gen3 Level 3 ECWCS Fleece Jacket

### Description-

The Extreme Cold Weather Clothing System or Gen-III ECWCS is a protective cold weather clothing system created originally by the United States Army Natick Soldier Research, Development, and Engineering Center. This system consisted of parka and trousers plus 20 other individual clothing, headwear, and footwear items which are used in various combinations to meet the cold weather environmental requirements of the US military. Our base layer level garments are based on these designs to give our garments the same quality and utility as the base layers of this system. The Level-3 garments provide heavy insulation in cold and an additional layer of protection in frigid conditions. The Polartec® Thermal Pro fabric is 30 times more durable than regular fleece. Meets or exceeds military specification GL/PD-06-03. The perfect heavyweight layer on those frigid days.

### Size Info-

Small - 3XLarge Regular

### Color Code-

Tan 499 (2097)

### Features-

- Center one-way zip closure
- Cover hood on zipper for comfort
- Loop fasteners for attaching name/rank tape
- Nylon reinforcements
- Dual interior upper chest pockets
- Stretch grid fleece side panels for improved mobility
- Dual exterior hand warmer pockets



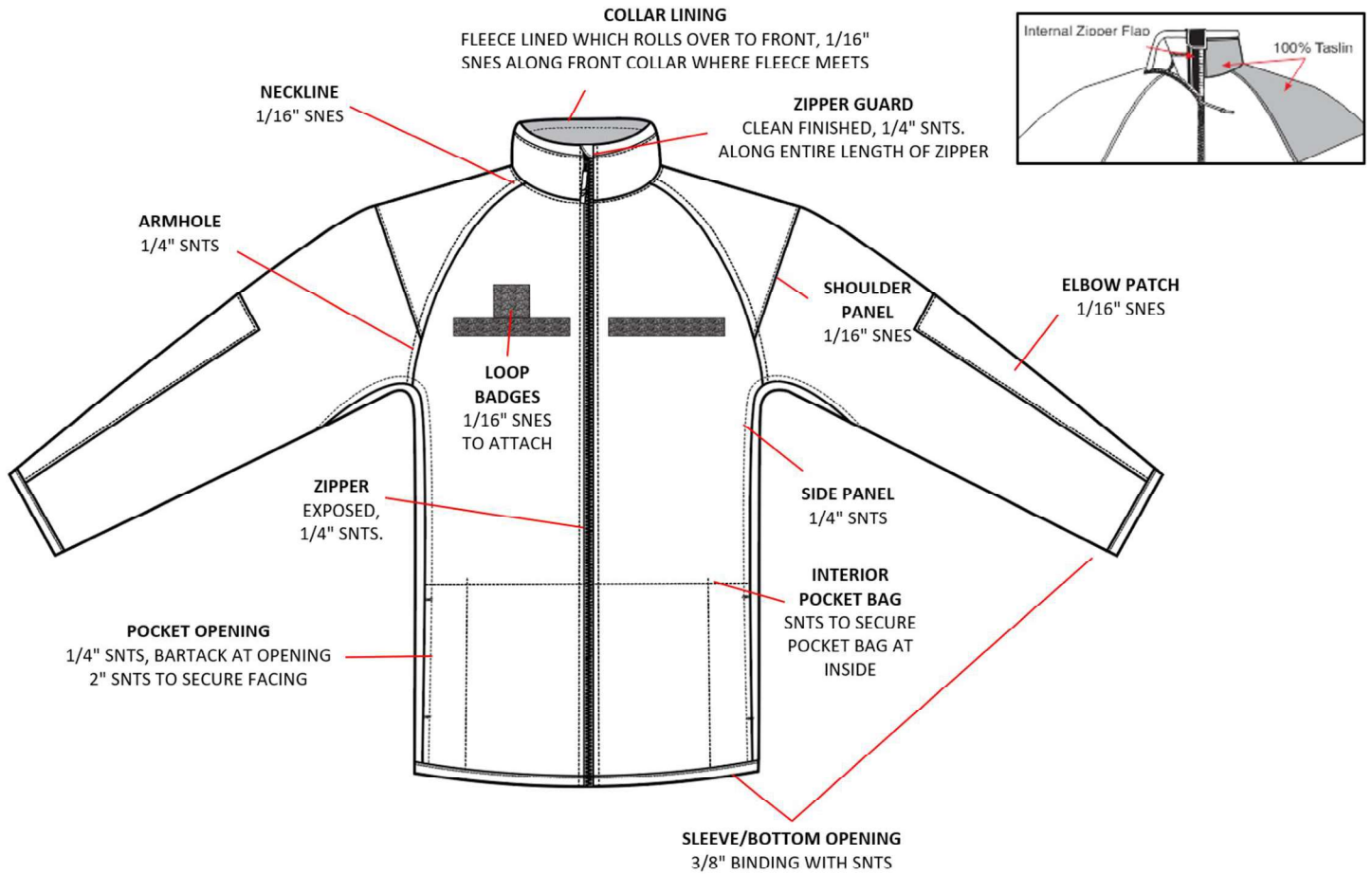


### Specification for Gen3 Level 3 ECWCS Fleece Jacket

FINISHED MEASUREMENTS									
POM	DESCRIPTION	tol +	XS	S	M	L	XL	2XL	3XL
CWW01	CHEST	+ 1/2 - 1/4	22	24	26	28	30	32	34
	OUTSIDE OKT OPENING (SIZE X-SHORT)	+/- 1/4	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2	6 1/2
	OUTSIDE OKT OPENING (SIZE SHORT)	+/- 1/4	7	7	7	7	7	7	7
HBW01	SWEEP	*	19	21	23	25	27	29	31
NZF01	ZIPPER LENGTH (SIZE X-SHORT)	+/- 1/2	25 1/2	26	26 1/2	27	27 1/2	28	28 1/2
	ZIPPER LENGTH (SIZE SHORT)	+/- 1/2	26 1/2	27	27 1/2	28	28 1/2	29	29 1/2
	ZIPPER LENGTH (SIZE REGULAR)	+/- 1/2	27 1/2	28	28 1/2	29	29 1/2	30	30 1/2
	ZIPPER LENGTH (SIZE LONG)	+/- 1/2	28 1/2	29	29 1/2	30	30 1/2	31	31 1/2
	ZIPPER LENGTH (SIZE X-LONG)	+/- 1/2	29 1/2	30	30 1/2	31	31 1/2	32	32 1/2
	ZIPPER LENGTH (SIZE XX-LONG)	+/- 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2
CBL01	BACK LENGTH (SIZE X-SHORT)	+/- 1/2	25	25 1/2	26	26 1/2	27	27 1/2	28
	BACK LENGTH (SIZE SHORT)	+/- 1/2	26	26 1/2	27	27 1/2	28	28 1/2	29
	BACK LENGTH (SIZE REGULAR)	+/- 1/2	27	27 1/2	28	28 1/2	29	29 1/2	30
	BACK LENGTH (SIZE LONG)	+/- 1/2	28	28 1/2	29	29 1/2	30	30 1/2	31
	BACK LENGTH (SIZE X-LONG)	+/- 1/2	29	29 1/2	30	30 1/2	31	31 1/2	32
	BACK LENGTH (SIZE XX-LONG)	+/- 1/2	30	30 1/2	31	31 1/2	32	32 1/2	33
ALB02	SLEEVE LENGTH SIZE X-SHORT	+/- 1/2	30 1/2	31 1/4	32	32 3/4	33 1/2	34 1/4	35
	SLEEVE LENGTH SIZE SHORT	+/- 1/2	31 1/2	32 1/4	33	33 3/4	34 1/2	35 1/4	36
	SLEEVE LENGTH SIZE REGULAR	+/- 1/2	33	33 3/4	34 1/2	35 1/4	36	36 3/4	37 1/2
	SLEEVE LENGTH SIZE LONG	+/- 1/2	34 1/2	35 1/4	36	36 3/4	37 1/2	38 1/4	39
	SLEEVE LENGTH SIZE XX-LONG	+/- 1/2	36	36 3/4	37 1/2	38 1/4	39	39 3/4	40 1/2
	SLEEVE LENGTH SIZE X-LONG	+/- 1/2	37	37 3/4	38 1/2	39 1/4	40	40 3/4	41 1/2
ALB03	CUFF OPENING	+/- 1/4	4	4 1/4	4 1/2	4 3/4	5	5 1/4	5 1/2

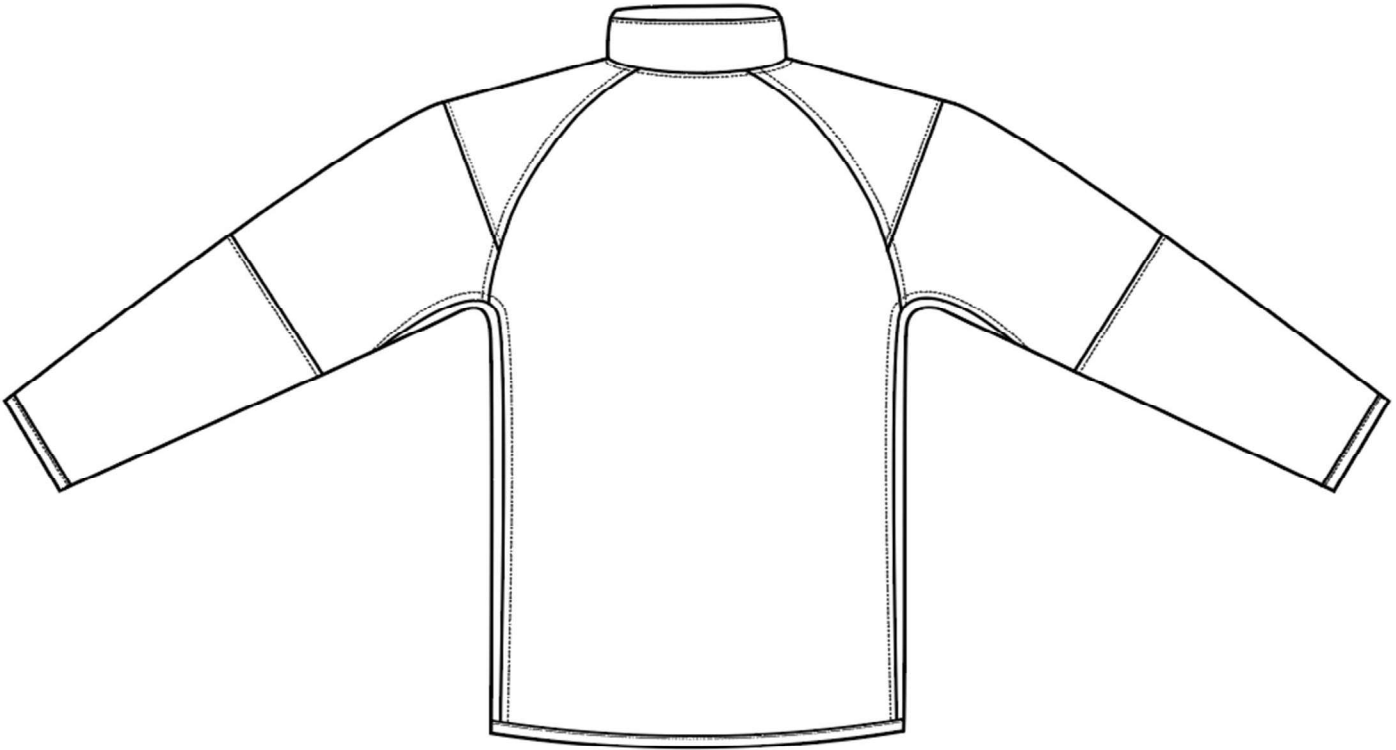
Standard	Requirement
Fiber Composition AATCC 20A	100% Nylon (Taslite Multicam Print)
Fabric Weight ASTM D3776	2.8 oz/yd2 ± 3%
Dimentional Stability to Laundry AATCC 135	Less than 3% Warp and Weft
Colorfastness to Washing AATCC 61-2A	2A WASH
Tear Strength D1424-21	Equal to or Greater than 140 lbs. Warp and 140 lbs. Weft
Tensile Strength D5034-21	Equal to or Greater than 4 lbs. Warp and 4 lbs. Weft
Colorfastness to Perspiration AATCC 15	Equal to or Greater than 4 rating
Colorfastness to Crocking AATCC 8	Equal to or Greater than 4 rating
EN ISO 105-L01	nIR Compliant

## Specification for Gen3 Level 3 ECWCS Fleece Jacket



## Specification for Gen3 Level 3 ECWCS Fleece Jacket

Back View





## Specification for BDU Belt

### Description-

These high-quality 100% nylon BDU Belts with durable metal buckle fit perfectly with any BDU or tactical uniform. 54" overall length can be cut to size for a custom fit to ensure you stay comfortable and looking professional all day, every day. Belts are 1.75" wide to fit most belt loops.

### Size Info-

OSFM, (Cut length for customize fit)

**Stock colors-** Tan 499

### Features-

- 1.75" wide to fit most belt loops
- 100% nylon webbing with metal buckles
- 54" overall length, can be cut to size for custom fit



## Specification for Patrol Cap OCP Scorpion

### Description-

The Tru-Spec Patrol Cap in OCP Scorpion is made from current U.S. military specification, crease and wrinkle resistant CL-8 50/50 CORDURA® nylon cotton vat dyed rip-stop material.

### Size Info-

1/4" size increments from 6 3/4" to 7 3/4"

### Color Code-

Scorpion OCP (1641)

### Features-

- 2-ply construction
- Built in internal map pocket
- Loop name tape on back panel
- 2 1/4" bill
- GSA/TAA Compliant



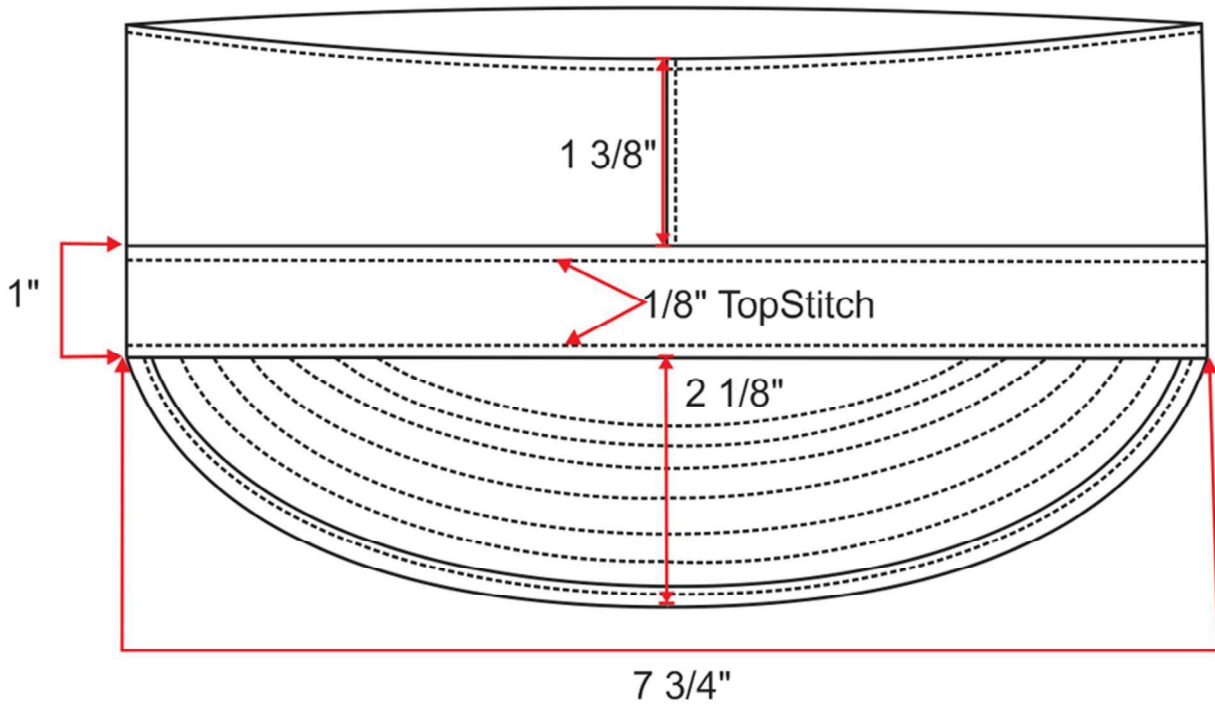
### Specification for Patrol Cap OCP Scorpion

FINISHED MEASUREMENTS															
POM	DESCRIPTION	Tol +/-	6 1/4	6 3/8	6 1/2	6 5/8	6 3/4	6 7/8	7	7 1/8	7 1/4	7 3/8	7 1/2	7 5/8	7 3/4
A	HEIGHT REAR PANEL (Altura Panel	1/4	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2	3 1/2
F	INNER CINRCUNFERENCE (Circunferencia Interna)	1/4	19 3/4	20 1/8	20 1/2	20 7/8	21 1/4	21 5/8	22	22 3/8	22 3/4	23 1/8	23 1/2	23 7/8	24 1/4
C	HEIGHT SIDE PANEL (Altura Panel Lateral)	1/4	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8	3 3/8
D	HEIGHT FRONT PANEL (Altura Panel Frontal)	1/8	2 3/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8	2 5/8
B	HEIGHT TAPE (Altura de Cinta)		1	1	1	1	1	1	1	1	1	1	1	1	1
E	DISPLAY WIDTH (Ancho de Visor)		2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8

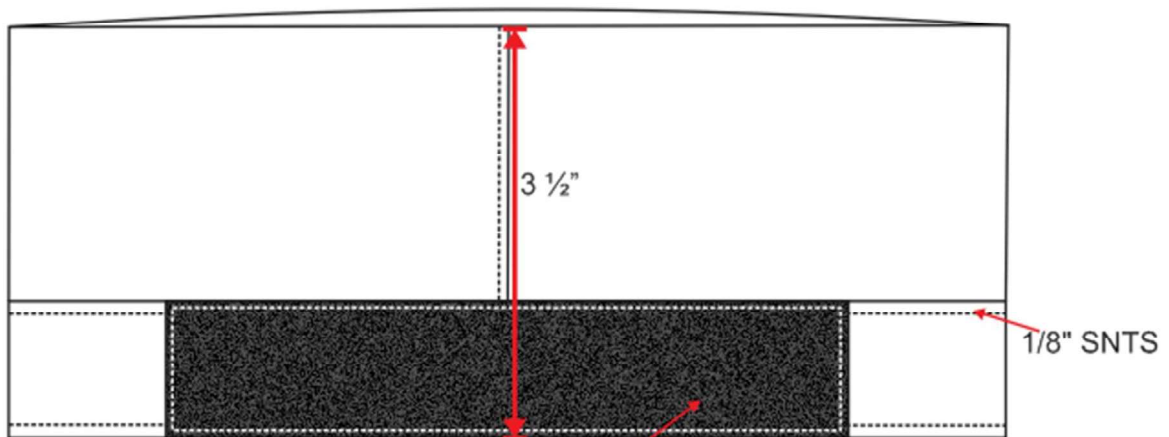
Standard	Requirement
Fiber Composition AATCC 20A	50% Nylon, 50% Cotton
Fabric Weight ASTM D3776	6.0 to 7.0 oz/yd <sup>2</sup>
Dimensional Stability to Laundry AATCC 135	Less than 3% Warp and Weft
Tear Strength ASTM D1424-83	>7.0 lbs. Warp and >5.0 lbs. Weft
Colorfastness to Washing AATCC 61-2A	Equal to or Greater than 3.0 rating
Colorfastness to Perspiration AATCC 15	Equal to or Greater than 3.0 rating
Colorfastness to Crocking AATCC 8	Equal to or Greater than 3.5 rating
Tensile Strength ASTM D5034-95	Warp > 200 lbs., Weft > 90 lbs.

Specification for Patrol Cap OCP Scorpion

## Front View



## Back View



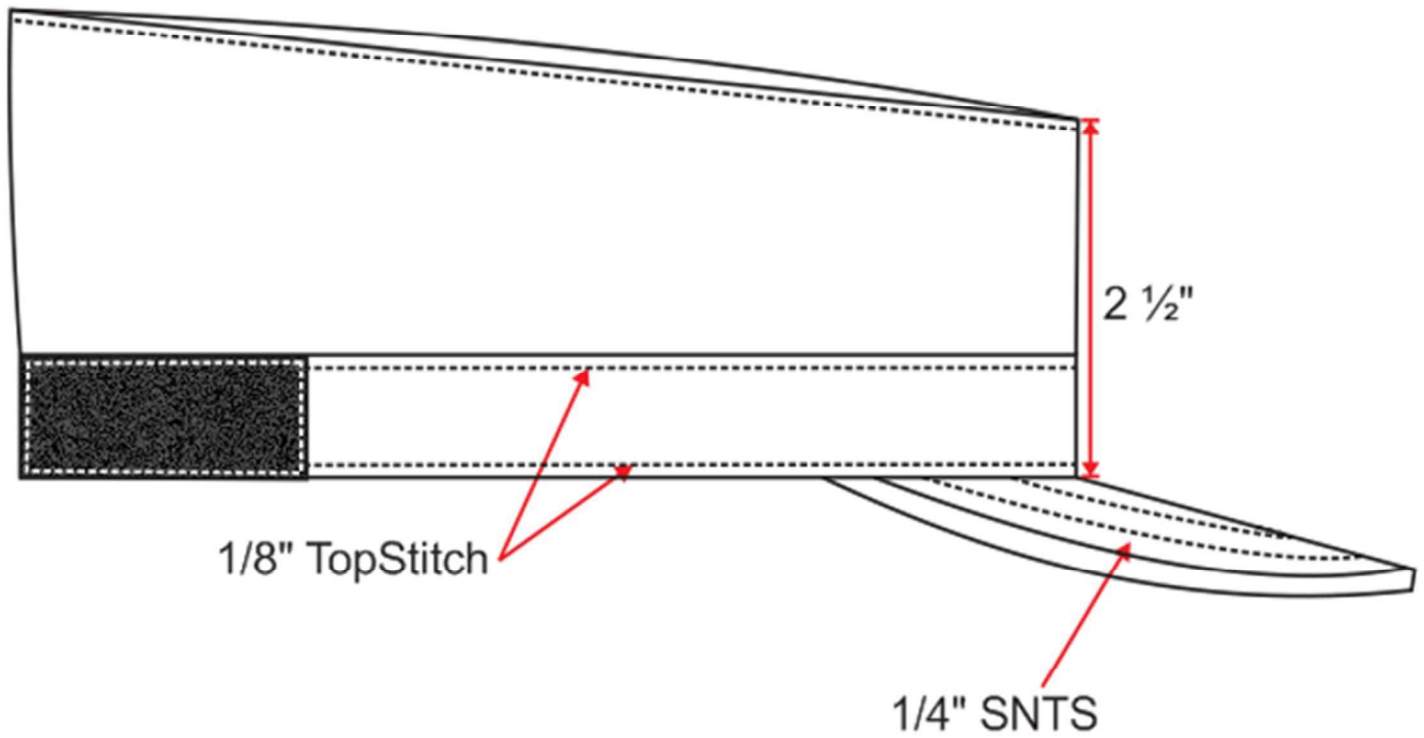
**ITEM: 570**  
VELCRO LOOP 1"

$5 \frac{1}{2}"$ W x  $1"$ L  
Velcro loop

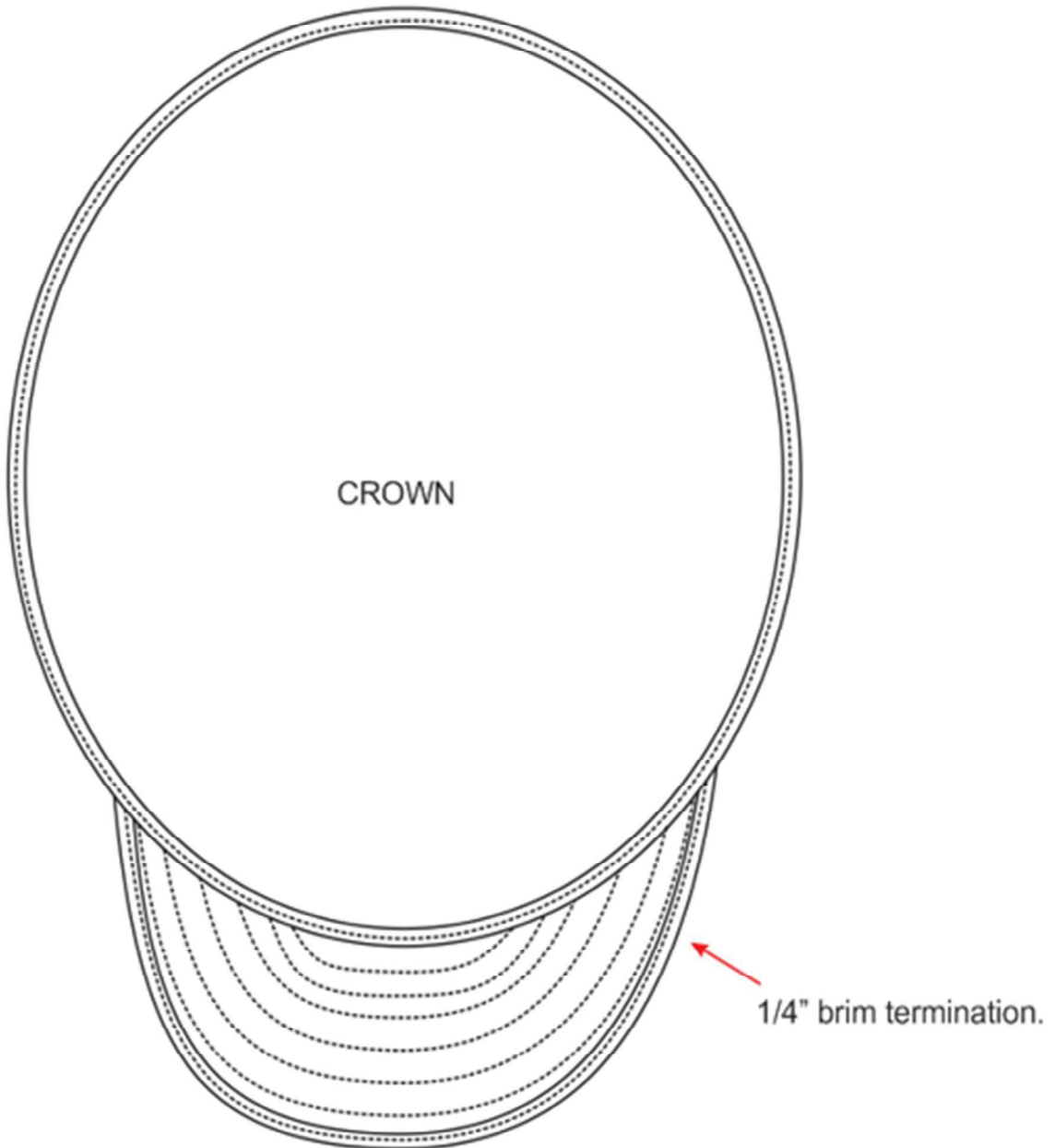
### Abbreviations

**SNTS:** Single Needle Top Stitching.

# Side View



# Top View



Appendix C  
Lot 3  
Military Uniform Accessory  
Specifications

# **18 BADGES**

## **18-1 Badge, Coast Card (photo only)**

## **18-2 Contract Badge, Air Force**

Badge No. S-1689/S-5579 without star. Badge to be metal with prongs and clutches on back of the badge.

## **18-3 Badge, Air Force with star**

**a. Style:** Same as Air Force contract badge except with star.

Badge No. S-1689/S-5579 with star. Badge to be metal with prongs and clutches on back of the badge.

**b. Size:** Length to be 2 inches  $\frac{3}{8}$  of an inch star.

## **18-4 Contract Badge, Army**

**a. Style:** Badge to be metal with prongs and clutches on back of the badge. Badge No. 55295.

**b. Color:** Black with silver crossed rifles and state seal

**c. Size:** Length to be 1- $\frac{3}{4}$  inches and width to be  $\frac{1}{2}$  of an inch.

## **18-5 Badge, Distinguished Military Student**

**a. Style:** Bordered badge with shield. Badge to be metal with prongs and clutches on back of badge.

**b. Color:** Silver with red border and silver shield with blue at bottom.

**c. Size:** 1- $\frac{3}{4}$  inches long

## **18-6 NSF Cyber Corps. (photo only)**

## **18-7 Cyber Scholar (photo only)**

## **18-8 Contract badge, Marine**

**a. Style:** Badge to be metal with prongs and clutches on back of the badge.

Miniature device centered in middle with lettering “The” on one side and “Citadel” on the other.

**b. Color:** Red background, lettering and device gold.

**c. Size:** Length to be 1- $\frac{3}{4}$  inches and width to be  $\frac{1}{2}$  of an inch.



### **18-9 Contract Badge, Navy**

- a. Style:** Badge to be metal with prongs and clutches on the back of the badge. Miniature device centered in middle with lettering “The” on one side and “Citadel” on the other. Badge No.S-1689/S-5579.
- b. Color:** Navy blue background, lettering and device silver
- c. Size:** Length to be two inches and width to be 1/2 of an inch.



### **18-10 Drill Master**

**Style:** Badge to be metal with three prongs and clutches on the back of the badge.



## 19 PATCHES

### 19-1 Patches, Drill Master (photo only)



### 19-2; 19-3; 19-4; 19-5 Patches, BAND (4 different styles)

- a. Color: Black velvet with gold embroidery.
- b. Back: Velcro
- c. Styles: Lyre, Drum, Drum with Wreath, Pipe with Wreath



### 19-6 Patches, Big Red

- a. Style: Palmetto tree and half moon.
- b. Color: Red patch with white embroidery.
- c. Back: Velcro



## **19-7 Patches, Bathrobe**

- a. Style:** Citadel Seal
- b. Color:** White with light blue lettering and tree
- c. Size:** 4 inches across circle



## **19-8 Patches, Citadel Seal**

- a. Style:** Citadel Seal with lettering "The Citadel-Charleston South Carolina around circle and 1842 under tree.
- b. Color:** Army green with black lettering and tree.
- c. Size:** 3-1/4 inches across circle
- d. Back:** Velcro.



## **19-9 Patches, Summerall Guard**

- a. Style:** Crossed Rifles with shako, class year and lettering.
- b. Color:** Light blue with black border, rifle outline, plume and year. Gold letters “The Summerall Guards-The Citadel”. Gold shako device and shako strap. Silver rifles, slings on rifles and shako.
- c. Size:** 4 inches across circle



## **19-10 Patch, Army (photo only)**



**19-11 Patch, Criminal Justice (photo only)**



**19-12 Patch, Military History (photo only)**



**19-13 Patch, Bowling (photo only)**



**19-14 Patch, Coast Guard Auxiliary (photo only)**



**19-15 Patch, Rifle Legion**

- a. Style:** Triangle with Palmetto tree and half moon. Lettering "The Citadel" centered at top with "Rifle" on left side of the tree and "Legion" on right side of tree. "Drill Team" at bottom of triangle ("Team" is centered under Drill)
- b. Color:** Navy blue background with white half moon and lettering. Green tree with brown trunk and green grass. Border gold.
- c. Size:** 3" triangle



**19-16** Patch, Combat Veteran (photo only)



**19-17** Patch, Chapel Color Guard (photo only)



**19-18** Patch, Major Roland F. Wooten (photo only)



**19-19 Patch, Junior Sword Arch (photo only)**



**19-20 Patch, Wilkerson Pipeline (photo only)**





### **19-21 Patch, OCP THE CITADEL Tape**

- a. Style:** 1" wide tape with THE CITADEL embroidered in 3/4" letters. Length of tape is determined by length of name. Tapes are ordered in pairs; two tapes per person.
- b. Color:** OCP Camouflage with black embroidered letters.
- c. Back:** Velcro.



### **19-22 Patch, OCP Company**

- a. Style:** Rectangular approximately 2" high and 3" wide.
- b. Color:** OCP Camouflage with black embroidered letters.
- c. Lettering:** A Company, B Company, C Company, D Company, E Company, F Company, G Company, H Company, I Company, K Company, L Company, M Company, N Company, O Company, P Company, R Company, S Company, T Company, V Company, Band Company, Palmetto Company.
- d. Back:** Velcro



### **19-23 Patch, OCP Class Numerals**

- a. **Style:** Rectangular approximately 1 3/4" high and 1 3/4" wide.
- b. **Color:** OCP Camouflage with black embroidered numbers.
- c. **Back:** Velcro
- d. **Numbering:**

Seniors- "1" Juniors- "2" Sophomores- "3" Freshmen- "4"



### **19-24 Patch, OCP Battalion Staff**

- a. **Style:** Rectangular approximately 2" high and 3" wide.
- b. **Color:** OCP Camouflage with black embroidered letters.
- c. **Lettering:** Centered two lines with battalion on top line:  
1BN, 2BN, 3BN, 4BN, 5BN; STAFF on bottom line.
- d. **Back:** Velcro



## **19-25 Patch, OCP Officer Rank**

- a. Style:** Rectangular approximately 2” high and 3” wide.
- b. Color:** OCP Camouflage with black embroidered letters.
- c. Back:** Velcro
- d. Lettering:** Ranks include Colonel, Lieutenant Colonel, Major, Captain, First Lieutenant, Second Lieutenant



## 20 Cartridge Box

- a. **Style:** 6 oz. Genuine cowhide
- b. **Color:** Black
- c. **Mould:** Wood block inside cartridge box on both ends. Brads or tacks to be driven into the wood block for support. Front, bottom, back, and both ends).
- d. **Fastener:** Heavy brass buttons, center bottom
- e. **Attachment:** Two double slotted brass sliders, size 2-1/8 inches, to be set at proper angle for attaching to white web belts. Brads used to attach to the back of the cartridge box. Strap attached to the top of the back with brads on each end. (Brads required to be all the way out on each end).
- f. **Stitching:** To be No. 30 waxed black cotton harness thread. Brad buckles and straps with brads clinched on insides.
- g. **Size of Box:** Five and 5/8 inches wide by 3-5/8 inches high by 1-1/4 inches deep. Flap to be 5-5/8 inches wide and to cover front of box 4-1/2 inches at widest part.



## 21 Music Pouch

- a. Style:** 6 oz. Genuine cowhide
- b. Color:** Black
- c. Fastener:** Heavy brass buttons
- d. Attachment:** Device: Two doubled slotted brass slides, size 2-1/8 inches by 1-1/4 inches, to be set at proper angle for attaching white web belts. Brads used to attach to the back of music pouches. Straps attach to the top on the back with brads on each end. Brads required to be attached at very end of each side.
- e. Stitching:** To be No. 30 waxed black cotton harness thread
- f. Size of Pouch:** Eight inches wide by 6 inches high by 1-1/2 inches deep. Flap to be 8-1/2 inches wide at top and 8-3/4 inches at base by 6 inches high. These are approximate measurements.
- g. Mould:** Wood block inside music pouch on both ends. Brads or tacks to be driven into wood block for support (front, bottom, back, and both ends).



## 22 CHEVRONS

### Full Dress

Background: 16 oz. black broadcloth with buckram backing

Edge: To be ¼” wide around chevron

Bars: Embroidered synthetic gold 3/8” wide, spaced 3/8” apart

Insignia: Embroidered synthetic gold, stars, diamonds, balls, squares, crosses, and wreaths



### Dress Blouse

Material: 18 oz. Kersey wool gray, Indigo dyed

Edge: Background edge to be ¼” wide around chevron

Bars: Embroidered black synthetic thread 3/8” wide, spaced 3/8” apart

Insignia: Embroidered black synthetic thread, stars, diamonds, balls, squares, crosses, and wreaths







#1 Gold & Gray  
Center: 10 in.  
Side: 4 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#2 Gold & Gray  
Center: 8 ½ in.  
Side: 3 5/8 in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#3 Gold & Gray  
Center: 12 in.  
Side: 3 ¼ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: 2 ½ in.



#4 Gold & Gray  
Center: 12 in.  
Side: 3 ¼ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: 4 3/16 in.





#5 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#6 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#7 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#8 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#9 Gold & Gray  
Center: 12 in.  
Side: 5 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#10 Gold & Gray  
Center: 12 in.  
Side: 5 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#12 Gold & Gray  
Center: 11 ½ in.  
Side: 5 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#13 Gold & Gray  
Center: 12 in.  
Side: 5 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#14 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#15 Gold & Gray  
 Center: 11 ½ in.  
 Side: 4 ¾ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#16 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc



#17 Gold & Gray  
 Center: 12 in.  
 Side: 3 ¼ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: 2 ½ in.



#18 Gold & Gray  
 Center: 7  $\frac{3}{4}$  in.  
 Side: 3  $\frac{1}{4}$  in.  
 Width: 7  $\frac{1}{4}$  in.  
 Quantity:  
 Arc from symbol: no arc.



#19 Gold & Gray  
 Center: 12 in.  
 Side: 5  $\frac{1}{2}$  in.  
 Width: 7  $\frac{1}{4}$  in.  
 Quantity:  
 Arc from symbol: no arc.



#20 Gold & Gray  
 Center: 12 in.  
 Side: 5  $\frac{1}{2}$  in.  
 Width: 7  $\frac{1}{4}$  in.  
 Quantity:  
 Arc from symbol: no arc.



#21 Gold & Gray  
 Center: 12 in.  
 Side: 5  $\frac{1}{2}$  in.  
 Width: 7  $\frac{1}{4}$  in.  
 Quantity:  
 Arc from symbol: no arc.





#22 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#23 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#24 Gold & Gray  
 Center: 12 in.  
 Side: 5 ½ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#25 Gold & Gray  
 Center: 12 in.  
 Side: 5 in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#26 Gold & Gray  
 Center: 11 ¼ in.  
 Side: 2 ¼ in.  
 Width: 7 ¼"  
 Quantity:  
 Arc from symbol: 2 ½ in.



#27 Gold & Gray  
 Center: 11 in.  
 Side: 2 ¼ in.  
 Width: 7 ¼"  
 Quantity:  
 Arc from symbol: 2 ½ in.



#28 Gold & Gray  
 Center: 6 ¾ in.  
 Side: 2 ¼ in.  
 Width: 7 ¼ in.  
 Quantity:  
 Arc from symbol: no arc.



#29 Gold & Gray  
 Center: 11 in.  
 Side: 1 ¾ in.  
 Width: 7 ¼"  
 Quantity:  
 Arc from symbol: 2 ½ in.



#30 Gold & Gray  
 Center: 11 in.  
 Side: 1  $\frac{3}{4}$  in.  
 Width: 7  $\frac{1}{4}$ "  
 Quantity:  
 Arc from symbol: 2  $\frac{1}{2}$  in.



#31 Gold & Gray  
 Center: 11 in.  
 Side: 1  $\frac{3}{4}$  in.  
 Width: 7  $\frac{1}{4}$ "  
 Quantity:  
 Arc from symbol: 2  $\frac{1}{2}$  in.



#32 Gold & Gray  
 Center: 11 in.  
 Side: 1  $\frac{3}{4}$  in.  
 Width: 7  $\frac{1}{4}$ "  
 Quantity:  
 Arc from symbol: 2  $\frac{1}{2}$  in.

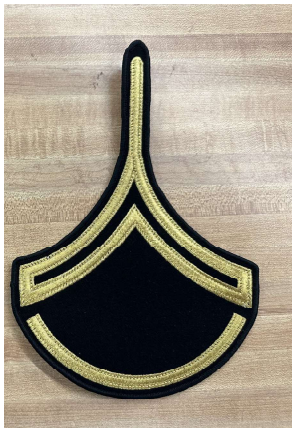




#33 Gold & Gray  
 Center: 9  $\frac{1}{4}$  in.  
 Side: 2  $\frac{1}{2}$  in.  
 Width: 7  $\frac{1}{4}$  in.  
 Quantity:  
 Arc from symbol: no arc.



#34 Gold & Gray  
 Center: 8  $\frac{1}{2}$  in.  
 Side: 1  $\frac{3}{4}$  in.  
 Width: 7  $\frac{1}{4}$  in.  
 Quantity:  
 Arc from symbol: no arc.



#35 Gold & Gray  
 Center: 10  $\frac{3}{4}$  in.  
 Side: 1  $\frac{3}{4}$  in.  
 Width: 7  $\frac{1}{4}$ "  
 Quantity:  
 Arc from symbol: 2  $\frac{1}{2}$  in.



#36 Gold & Gray  
Center: 6 in.  
Side: 1 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.



#39 Gold & Gray  
Center: 4 ¼ in.  
Side: 1 ½ in.  
Width: 7 ¼ in.  
Quantity:  
Arc from symbol: no arc.

## **23 Company Tabs**

- a. Style:** ARC shaped 3/4" wide and 3-1/2" long across top and 3" long across bottom; 1/8" trim.
- b. Color:** Light blue with white embroidered letters and trim.
- c. Lettering:** A Company, B Company, C Company, D Company, E Company, F Company, G Company, H Company, I Company, K Company, L Company, M Company, N Company, O Company, P Company, R Company, S Company, T Company, V Company, Band Company, Palmetto Company.



## 24 Device, S. C.

- a. **Style:** S. C. with periods
- b. **Material:** Hard drawn brass  $\frac{3}{4}$  of an inch long,  $\frac{7}{16}$  of an inch wide,  $\frac{1}{16}$  of an thick.
- c. **Design:** Similar to standard U. S. Army
- d. **Finish:** Gold plated
- e. **Fastener:** Two clutch fasteners on each device



## **25 Epaulets**

### **25-1 Epaulets, Male**

- a. Material:** 22 oz. Black N.O cloth fortified with buck ram
- b. Style:** Doubled material stitched together without clutch fasteners.
- c. Size:** approximately 4 ½ inches long by 2 ¼ inches wide.
- d. Packing:** Each pair must be wrapped in plastic.

### **25-2 Epaulets, Female**

- a. All specifications same as Male**
- b. Size:** approximately 3 ½ inches long by 2 ¼ inches wide



## 26 INSIGNIA

### 26-1 Insignia, Cannon Crew

- a. Style:** Cross Cannons with metal prongs and clutches on back.
- b. Color:** Silver
- c. Size:** 1-1/2" long cannons - 3/4" wide from cannon to cannon. Width of cannons top should be 1/8" and bottom 1/4".



### 26-2 Insignia, Metal, Miniature

- a. Style:** Coiled rope pattern (Officer Ranks)
- b. Material:** White Metal
- c. Design:** Die struck or die cast, miniature size
- d. Finish:** Nickel silver
- e. Fastener:** One clutch fastener on Second Lieutenant,  
G all other ranks- 2 clutch fasteners on each device.
- f. Size:** Disc: 15/32 of an inch in diameter. Other ranks approximately 3/4" wide.  
(White Metal, 3/64 of an inch thick).  
Diamonds: 13/16 of an inch in height, 9/16 of an inch width.  
Cross Rifles: Height .1875 x .406 width or approximately 3/16 x 13/32.
- g. Assembly:** When two or three disc or diamonds are used,



they are to be mounted on white metal bar, silver finish, flushed together. Diamonds to be mounted the short way of the diamond. Cross Rifles hang from White Metal Bar.



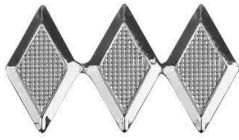
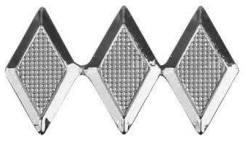
### **26-3 Lyre, Band Insignia**

- a. Material:** White metal, 3/64 of an inch thick
- b. Size:** Eleven-sixteenth of an inch in height and not over 4 5/8 of an inch in width for widest part.
- c. Finish:** Nickel plated
- d. Fasteners:** Two clutches fasteners on each lyre





## **26-4 Insignia Cadet Collar Rank, Colonel**



## **Insignia Cadet Collar Rank, Lieutenant Colonel (photo only)**



## **Insignia Cadet Collar Rank, Major (photo only)**



**Insignia Cadet Collar Rank, Captain (photo only)**



**Insignia Cadet Collar Rank, First Lieutenant (photo only)**



**Insignia Cadet Collar Rank, Second Lieutenant (photo only)**



**27 Letter, company:**

- a. Style:** Die & tool, beveled edge, block letters  
Companies: A, B, C, D, E, F, G, H, I,  
K, L, M, N, O, P, R, S, T, V.
- b. Material:** White metal, 3/64 of an inch thick, 18% nickel
- c. Size:** Seven-Eighth of an inch in height and not over  
1/2 of an inch in width, for widest letter
- d. Finish:** Nickel Silver
- e. Fastener:** Two clutch fasteners on each letter



**28 Name Tags, Plastic**

Black with embedded metal backing and 1" wide.  
Length determined by length of name. White  
lettering and edges.



## **29 Name Tape**

### **29-1 Name Tape OCP**

**a. Style:** 1" wide tape with cadets last name embroidered in 3/4" letters. Length of tape is determined by length of name. Tapes are ordered in pairs; two tapes per person.

**b. Color:** OCP Camouflage with black embroidered name.



### **29-2 Name Tape Field Jacket**

**a. Style:** 1" wide tape with cadets last name embroidered in 3/4" white letters. Length of tape is determined by length of name. One tape per person.

**b. Color:** Light blue fabric with white embroidered name.





### 30 Numeral, Class

Seniors- "1" Juniors- "2" Sophomores- "3" Freshmen- "4"

- a. **Style:** Die tool, beveled edge
- b. **Material:** White metal, 3/64 of an inch thick. 18% nickel
- c. **Size:** 7/8 of an inch in height and not over 1/2 of an inch in width, for widest figure.
- d. **Finish:** Nickel silver
- e. **Fastener:** Two clutch fasteners on each numerals



## **31 Shoulder Boards**

### **a. Male Shoulder Boards**

- a. Material:** Wool
- b. Color:** Light Blue with white class stripe and white backing and white leather strap.
- c. Size:** 5-1/4" from back to point 2-1/2" wide. Bottom side should have a leather strap 4-1/2 " long with snap on fastener.
- d. Packing:** Each pair must be wrapped in plastic.

Stripes as follows:

Seniors-Three Stripes

Juniors-Two Stripes

Sophomores-One Stripes

Freshmen-No stripe

### **b. Female Shoulder Boards**

- a. Size:** 4-1/2 " from back to point 2-1/2" wide bottom side should have a leather strap 4-1/4" long with snap on fastener. All other Female shoulder boards specifications are the same as the male.





### **32 Sleeve Bar, Brass, Honor Company Bar**

- a. Style:** Plain
- b. Material:** Hard drawn brass
- c. Design:** Smooth and solid
- d. Finish:** Gold plated
- e. Size:** 1-1/2" long, 3/8 of an inch wide.
- f. Fastener:** Clutch



### **33. Stars, Distinguished Scholarship Device, Gold**

- a. Style:** Five-pointed star, raised in center, plain.
- b. Material:** Hard drawn brass. Approximately 5/64 of an inch thick.
- c. Design:** Die struck, smooth and solid
- d. Finish:** Gold plated, standard acid test
- e. Size:** Approximately one-inch diameter
- f. Fastener:** Clutch



34. Collar Stay



35. ID Tag Chain



**Appendix D**  
**Lot 4**  
**Cap**  
**Specifications**

**36 Cap, Dress White**

- a. Material:** White caplite vinyl (perma gear).
- b. Style:** Height in front to be approximately four inches from visor, crown measure 10-1/2 inches from front to rear and 10 inches from side to side when finished. Measurements of other sizes to be in proportion.
- c. Frame:** Visor- To be black vinyl plastic top with bottom pyroxlin coated green.
- d. Front Stayer Band:** For absolute uniformity and non-peeling, the construction shall be a one piece molded visor, front band stayer of solid black polyallomer or approved equal. Emblem slots and assembly holes to be performed, visor to be a sharp droop and measure 1-7/8” in the inner band 2-1/8” extruded “poly” perforated with prepunched button holes and attached with brass rivets.
- e. Size:** The size to be on cap sweatband as well as on container.
- f. Sweatband:** Two size adjustable (self-adjusting sweatband) 27 oz. Anti-migratory non-toxic cloth backed vinyl, sewn on the outside of inner band and turned for cushioned effect to provide maximum comfort. Top edge to be finished and size label attached. Each cap to effectively cover two head sizes. In six sizes.

<u>Cap Size</u>	<u>Actual Head Size in inches</u>
6-5/8 - 6-3/4	20-3/4 - 21-3/8
6-7/8 - 7	21-1/2 - 22-1/8
7-1/8 - 7-1/4	22-1/4 - 22-7/8
7-3/8 - 7-1/2	23 - 23-5/8
7-5/8 - 7-3/4	23-3/4 - 24-3/8
- g. Cap Cover:** Will include top, three piece projection, side band, tip lining (white acetate), sweat shield (.088 gauge clear vinyl) and a pocket for individual name card. Seams will be lock stitched, 10 to 12 stitches to the inch.
- h. Grommet:** Will be a soft grommet of extruded plastic tubing cut to exact size to fit properly within cap cover.
- i. Eyelets:** Each cap provided with a front badge eyelet and two ventilating eyelets on each side.
- j. Front Strap Button:** 5/8” imitation leather sliding front strap. Buttons to be Citadel screw back.
- k. Packing:** Packed two to a box.



**37 Cap, Dress Black**

- a. Material:** Black Elastique
- b. Style:** Height in front to be approximately four inches from visor, crown to measure 10-1/2 inches from front to rear and 10 inches from side to side when finished. Measurements of other sizes to be in proportion.
- c. Frame:** Visor- To be black vinyl plastic top with bottom pyroxylin coated green.
- d. Front Stayer Band:** For absolute uniformity and non-peeling, the construction shall be a one piece molded visor, front band and stayer of solid black polyallomer or approved equal. Emblem slots and assembly holes to be preformed, visor to be a sharp droop and measure 1-7/8", in the inner band 2-1/8" extruded "poly" perforated with prepunched buttonholes and attached with brass rivets.
- e. Size:** The size to be on cap sweatband as well as on container.
- f. Sweatband:** Two size adjustable (self adjusting sweatband) 27 oz. Anti-migratory non-toxic cloth backed vinyl, sewn on the outside of inner band and turned for cushioned effect to provide maximum comfort. Top edge to be finished and size label attached. Each cap to effectively cover two head sizes. In six sizes:
- | <u>Cap Size</u> | <u>Actual Head Size in Inches</u> |
|-----------------|-----------------------------------|
| 6-5/8 - 6-3/4   | 20-3/4 - 21-3/8                   |
| 6-7/8 - 7       | 21-1/2 - 22-1/8                   |
| 7-1/8 - 7-1/4   | 22-1/4 - 22-7/8                   |
| 7-3/8 - 7-1/2   | 23 - 23-5/8                       |
| 7-5/8 - 7-3/4   | 23-3/4 - 24-3/8                   |
- g. Cap Cover:** Will include top, three piece projection side band, tip lining (white acetate), sweat shield (.088 gauge clear vinyl) and a pocket for individual name card. Seams will be lock stitched, 10 to 12 stitches to the inch.
- h. Grommet:** Will be a soft grommet of extruded plastic tubing cut to exact size to fit properly within the cap cover.
- i. Eyelets:** Each cap provided with a front badge eyelet and two ventilating eyelets on each side.
- j. Front Strap Buttons:** 5/8" imitation leather sliding front strap. Buttons to be Citadel screw back.
- k. Packing:** Packed two to a box.



### **38 Cover, Cap, Rain**

- a. Style:** Pull over, without visor protector
- b. Material:** Nylon Viscose, cravatted with rayon and elastic binding. Waterproof material required.
- c. Color:** Jet Black



### **39 Shako Complete with Device, Pom Pom, Chain and Buttons**

- a. Style:** West Point type. Frame shall be Baylstron plastic molded from one piece. Acrylonitrile ASTM standard D-638-58 T to be 3800 lbs. Per square inch. Drop weight test strength at + 70 degrees Fahrenheit is to be 48 foot lbs. and at -20 degrees Fahrenheit is to be 18 foot lbs.
- b. Material:** As selected 9-1/2 to 10 oz., 85% wool 15% nylon. Broadcloth, dyed black.
- c. Visor:** Consists of one piece solid molded visor. Bottom pyroxlin-coated green lining. Binding of (mylar) laminated composite material (gold plastic) to match insignia, chain, etc.
- d. Crown:** .014 gauge - black plastic stitched to side material
- e. Bands:** Two and one half ounce black vinyl plastic. Top band 3/4" strip stitched around top of hat. Bottom 7/8" strip stitched around lower edge of hat over cradle and visor.
- f. Cradle:** Made of supported plastic with cotton impregnated elastic back; fashioned into scalloped sweat band, stitched to the outside frame of the hat and turned in and laced at the scalloped points to form cradle.
- g. Chin Strap:** Clarino, black patent finish; shall be made in two section, each 3/4 " wide. The ends of each strap shall be provided with a 3/4 pointed riveted loop. The assembled strap is draped around the back of the hat and attached by a black hook stitched to the back of the hat. One end of each section shall be provided with a 7/32 aperture.
- h. Chain:** 20-X gold anodized, minimum 11-1/2 inches long lacquered; attached to front of hat and held into place by means of the buttons.
- i. Insignia:** Shako, Device-special Citadel Seal; approximately 4" in height with screw back fastener, finished to shade of chain. (Shako Device will be supplied by The Citadel).



- j. Button:** Thirty-six ligne shell South Carolina State Seal with prong back attachments for holding chain and chin strap to hat (equal to Waterbury No. 16196). Finished to shade of chain.
- k. Vents:** Black Japanned; inserted into each side of the hat for ventilation.
- l. Attachment:** Metal holder for holding pom pom or plume is inserted into the crown of the hat at the center front.
- m. Size:** Print size on shako as well as on container.

Schedule of sizes

Mold size		
<u>Number</u>	<u>Head Size</u>	<u>Actual Head Size</u>
318	8 - 7-7/8	24-1/2 - 25-1/8
278	7-3/4 - 7-5/8	23-3/4 - 24- 3/8
258	7-1/2 - 7-3/8	23 - 23- 5/8
238	7-1/4 - 7-1/8	22-1/4 - 22-7/8
218	7 - 6-7/8	21-1/2 - 22-1/8
178	6-3/4 - 6-5/8	20-5/8 - 21-3/8

- n. Pom Pom:** Shall be made of wool, over hardwood shape for form, full bodies, neatly trimmed, and shall be of uniform shape. Base shall be formed of spring brass wire and brass cup to properly fit sockets on top of shako. Finished pom pom, exclusive of stem, shall be six inches wool, seven inches overall.



#### 40 Shako, Plume

- a. Material:** Shall be made of iridescent black long Cocque feathers mounted to an underbody or base, and formed into a flowing Cocque Plume. Base shall be formed of spring brass wire, brass cup to properly fit the top of the crown of the shako.
- b. Size:** Finished plume shall be approximately 12 inches in height.



#### **41-1 Cap, Overseas with Black Piping**

- a. Material:** Black Elastique Foamback
- b. Color:** Black with black nylon piping
- c. Style:** USA Standard
- d. Size:** The size to be on cap sweatband.

##### **Individual Sizes**

6-1/2, 6-5/8, 6-3/4, 6-7/8, 7, 7-1/8, 7-1/4, 7-3/8, 7-1/2, 7-5/8, 7-3/4

- d. Sweat Band:** Black cloth bonded to adhesive backing, double stitched, 1" wide.
- f. Packing:** Individually packed in a poly bag with the size on the bag. Packed 24 or 30 per box.



#### **41-2 Cap, Overseas with White Piping**

- a. Material:** Black Elastique Foamback
- b. Color:** Black with white nylon piping
- c. Style:** USA standard
- d. Size:** The size to be on cap sweatband.

##### **Individual Sizes**

6-1/2, 6-5/8, 6-3/4, 6-7/8, 7, 7-1/8, 7-1/4, 7-3/8, 7-1/2, 7-5/8, 7-3/4

- e. Sweatband:** Black cloth bonded to adhesive backing double stitched, 1" wide.
- f. Packing:** Individually packed in a poly bag with the size on the bag. Packed 24 or 30 per box.



#### **42-2 Cap Strap, Black**

Three-ounce cowhide, black patent finish ½" wide. The strap shall be made in two sections so that it may be adjusted. There shall be two pointed slides stitched firmly to the inner ends of the strap. The two outer ends of the strap shall be provided with brass eyelets.



#### **42-2 Cap Strap, Gold**

To be best grade 1/2 of an inch gilt wire lace, or synthetic gold and lace, doubled, leather backed, 1/2 of an wide. The strap should be made in two sections, so that it can be adjusted under the chin, The two outer ends of the strap shall be provided with brass eyelets. There shall be two pointed slides stitched firmly to the inner ends of the strap, the front of each to be approximately 2 inches from the center of the bottom. Each strap to be individually enclosed with a transparent container.



**Appendix E**  
**LOT 5**  
**GLOVES**  
**SPECIFICATIONS**

### **43 Non-Slip Gloves, Drill, White**

- a. Style:** Snap-on with metal snaps
- b. Grip:** Rubberized dots steady spread on the palms and fingers for a non-slip grip.
- c. Material:** No. 1071, or equal, extra heavy cotton fabric with a special constructed reinforced welt to secure the snaps. The band at the top is made by turning under and stitching the fabric.
- d. Size:** Small, Medium, Large and X- Large.  
(size label stitched in each glove)
- e. Packing:** Must be packed in 12" long, 7" wide and 2" deep boxes, one dozen per box. Each pair in an individual plastic bag with size stamped on each bag.







#### **44 Gloves, Knit**

- a. Style:** #590 Plain knit gloves
- b. Material:** 100% Acrylic
- c. Color:** Navy
- d. Size:** One size fits all
- e. Packing:** One dozen per box



## **45 Gloves, Leather, Lined**

- a. Style:** Standard military pattern. Pull on. Style No. 1816
- b. Material:** Top grain cowhide
- c. Dye:** The leather shall be dyed in such a manner that the dye will not bleed.
- d. Color:** Black
- e. Ribs:** Straight
- f. Stitching:** Best quality glove makers silk thread.
- g. Lining:** 50% Wool - 50% Acrylic
- h. Packing:** Must be packed in boxes one dozen per box.
- i. Sizes:** Small, medium large and extra-large.  
(And some special orders)



**APPENDIX F**  
**LOT 6**  
**NECKWEAR**  
**SPECIFICATIONS**

## 46 Muffler, Gray

12 inches wide, 48 inches long. 2/20 size yarn,  
64 inches quality, gray, all wool.

Must be packed in boxes one (1) dozen per box.



## **Appendix G**

**Lot 7**

**BELTS**

#### **47 Belt, Frog (only)**

- a. Style:** Tear drop pattern
- b. Size:** 6-1/2 inches long by 2-7/8 inches wide; bottom straight cross.
- c. Material:** Black leather
- d. Slot:** To fit 1-3/4 inch belt
- e. Sword Slot:** On face of frog to fit Citadel regulations sword
- f. Stitching:** No. 30 waxed black harness thread, stitching to run around edges of frog. Belt loop and sword stitched with same thread.
- g. Packing:** Individually poly wrapped.



**48 Belt, Leather** (Buckle separate)

- a. Style:** Garrison type belt
- b. Width:** 1-3/4 inches
- c. Length:** Two sizes medium length (38") long length (42")
- d. Material:** Black solid leather, top grain bridle cowhide
- e. Creasing:** Harness crease on each side of the belt face, spaced 1/8 of an inch from edges.
- f. Hook Loop:** Metal belt plate loop stitched to left end of belt
- g. Buckle Guard:** 4-1/2" long guard attached to extend from the hook loop. To be rounded at end. Leather and width same as belt.
- h. Belt Loops:** Two belt loops per belt
- i. Packing:** Belts are one (1) dozen per box





## **49 Belt, Reflective**

- a. Style:** Reflective (Re-Flex) adjustable slide belt with male and female snap in buckle.
- b. Material:** Vinyl 3M Scotchlite reflective material
- c. Color:** White (line 38)
- d. Size:** One size fits all



### **Re-flex Extended Elastic Belt**

☆☆☆☆☆ 0 Reviews

The Re-Flex Extended Elastic Belt with buckle is made with breathable stretch elastic for comfort and laminated with 3M™ Scotchlite™ Reflective material that returns 500 candlepower reflectivity.

- Adjusts from 29" to 52"
- Can stretch up to 9 feet
- Barry Compliant – Made in the USA



**50 Belt, Web** (complete with buckle)

- a. Style:** As used by the U.S. Army
- b. Size:** Two sizes, medium length (40") and long lengths (48")
- c. Material:** Heavy woven cotton webbing, 1-1/4 inches wide
- d. Color:** Black
- e. Buckle:** Solid Brass
- f. Type:** Sliding bar lock
- g. Tips:** Solid brass clamped to end of belt
- h. Pack:** Wrap in rolls so that buckle will not be scarred in shipment. Pack belt with buckles, one dozen per box.



## 51 Webbing, white

- a. **Style:** West Point
- b. **Material:** Extra heavy, hard twisted cotton yarn, 1.4 oz.,  
bleach and sulfurized.
- c. **Width:** Two inches
- d. **Color:** White
- e. **Pattern:** Weave of the web to be the same pattern as used  
by West Point. Packed 15 yds. To the roll, on one  
continuous piece.
- f. **Packing:** Five or ten rolls of poly bags.



**Appendix H**  
**Lot 8**  
**Metal Accessory Items**  
**Specifications**

## **52 Plate, Breast (for white web cross belt)**

- a. Breast Plate (#1749), Polished Cartridge Brass 70/30 C26000 H01 (quarter-hard), 0.05000" thickness
- b. Breast Plate Dimensions: 3-3/16" x 2-1/2", corner notches 3/8" length, legs on corner 7/8"
- c. Packing: 200 ea. per case



## **53 Plate, Waist (for white web cross belt)**

- a. Waist Plate with Catch (#1750), Polished Cartridge Brass 70/30 C26000 H01 (quarter-hard), 0.08000" thickness
- b. Waist Plate Dimensions: 3" x 2-3/16", three rounded slots: width 3/16" x length 1-15/16", tongue 1-1/4" x 3/4" bent at 45 degree angle
- c. Catch Dimensions: 2-3/16" x 1-5/8", three rounded slots: width 3/16" x length 1-15/16", bottom slot 1-1/4" x 1/8"
- d. Packing: 200 ea. per case



#### **54 Buckle for Leather Sword Belt**

- a. Buckle, Sword, Gilt and Silver (#1504), Cartridge Brass 70/30 C26000, 0.06200" thickness
- b. Buckle Dimensions: 2-15/16" x 2", tongue 1-11/16" x 3/4" bent at 45 degree angle
- c. Two-tone plating, Int. Rhodium with 3 mils gold plating
- d. French Fastener with slide and rectangular ring attachment



## **55 Device, Black and White Cap**

- a. Material:** Hard drawn yellow brass, approximately 5/64 of an inch thick.
- b. Design:** Official Citadel Seal, die struck, cut and shaped
- c. Finish:** Hard drawn yellow brass
- d. Fastener:** Screw post with thumb and soldered to back of device. Sharpened prongs soldered to back of device to prevent device from slipping, distance from top of screw to top of emblem is 7/8 of an inch.

(The device is to come up even with the top of the cap)





## 56 Device, Cap, Miniature

- a. **Material:** Hard drawn yellow brass, approximately 5/64 of an inch thick.
- b. **Design:** Official Citadel Seal, die struck, cut and shaped. Clutch fastener.
- c. **Finish:** Hard drawn yellow brass
- d. **Size:** Same as for Black and White caps except smaller, size 1-3/16 by 3/4 inch wide.



## 57 Shako, Device

- a. **Material:** Hard drawn yellow brass, approximately 5/64 of an inch thick.
- b. **Design:** Official Citadel Seal, die struck, cut and shaped. Screw back fastener.
- c. **Finish:** Hard drawn yellow brass
- d. **Size:** Same as for Black and White caps except larger, approximately 4" in height.



## **58 Insignia, Collar Rank**

- a. Sergeant Major #1541, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes
  - i. Dimensions: 1-1/4" x 11/16" with 3/16" star



- b. Master Sergeant #1542, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes
  - i. Dimensions: 1-1/4" x 11/16"



- c. First Sergeant #1543, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes
  - i. Dimensions: 1-1/4" x 11/16" with 3/16" diamond



- d. Staff Sergeant #1544, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes
  - i. Dimensions: 15/16" x 11/16"



- e. Sergeant First Class #1545, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes

i. Dimensions: 15/16" x 11/16"



- f. Sergeant #1546, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes

i. Dimensions: 5/8" x 11/16"



- g. Corporal #1549, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes

i. Dimensions: 1/2" x 11/16"



- h. Master Sergeant Supply #6059, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes

i. Dimensions: 1-1/8" x 11/16"



- i. Regimental Sergeant Major #7451, Nickel Silver material, 0.05000" thickness, .312 clutch pin fastener. No electroplating finishes
  - i. Dimensions: 1-1/4" x 11/16" with 3/16" star - custom fabricated wreath



# APPENDIX I

## Instructions for Non-Resident Taxpayer Registration

### IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

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Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

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For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at: <https://dor.sc.gov>

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-896-1420.

# SC FORM I-312

**Access the form via the link below:**

[NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT I-312](#)

## INFORMATION NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT

### **Nonresidents Must Complete and Return Form with Offer**

**Submit this form to the company or individual you are contracting with.**

**Do not submit this form to South Carolina Department of Revenue (SCDOR).**

#### **PURPOSE OF AFFIDAVIT**

A person is not required to withhold taxes for a nonresident taxpayer who submits an affidavit certifying that they are registered with either the South Carolina Secretary of State or the SCDOR.

#### **REQUIREMENTS TO MAKE WITHHOLDING PAYMENTS**

Code Section 12-8-550 requires persons hiring or contracting with a nonresident taxpayer to withhold 2% of each payment made to the nonresident where the payments under the contract exceed \$10,000. However, this section does not apply to payments on purchase orders for tangible personal property when those payments are not accompanied by services to be performed in this state.

Code Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation.



## APPENDIX J

### Offeror's Checklist

#### OFFEROR'S CHECKLIST

##### AVOID COMMON PROPOSAL MISTAKES

Review this checklist prior to submitting your proposal.  
If you fail to follow this checklist, you risk having your proposal rejected.

DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!

UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.

REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE STATE'S MANDATORY REQUIREMENTS.

MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS ENTITLED: SUBMITTING CONFIDENTIAL INFORMATION. **DO NOT MARK YOUR ENTIRE PROPOSAL AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED!** **DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!**

HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.

MAKE SURE YOUR PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.

MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.

CHECK TO ENSURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED!

IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!** PLEASE SEE INSTRUCTIONS UNDER THE HEADING "SUBMISSION OF QUESTIONS" AND ANY PROVISIONS REGARDING PRE-PROPOSAL CONFERENCES.

This checklist is included only as a reminder to help offerors avoid common mistakes.  
Responsiveness will be evaluated against the solicitation, **not** against this checklist.  
You do not need to return this checklist with your response.