



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

CONTRACT AWARD

Date of Award: July 15, 2022

Contract Number: 22015

Fort Hays State University Purchasing Office

Telephone: 785-628-4251

E-Mail Address: purchasing@fhsu.edu

Web Address: <http://www.fhsu.edu/purchasing/>

Item: **FHSU Graduation Services – Regalia**

Agency: Fort Hays State University

Location(s): Hays, KS

Term of Contract: August 1, 2022 to July 31, 2025 with the option of renewing for two (2) additional one-year periods with approval by both parties.

Contractors: Oak Hall Cap and Gown
840 Union St.
Salem, VA 24153
Contact: Lee Beekman
Phone: 800-223-0429 or 540-387-0047
Email: lee@oakhall.com

Prices: See Attached

Payment Terms: Net 30

Political Subdivisions: Pricing **is not** available to the political subdivisions of the State of Kansas.

The above referenced contract award was recently posted to the Fort Hays State University Internet website. The document can be downloaded by going to the following website:

<http://www.fhsu.edu/purchasing/>

CONDITIONS

1. **Term of Contract:** August 1, 2022 to July 31, 2025 with the option of renewing for two (2) additional one-year periods with approval by both parties.
2. **Conditions of Contract:** The following terms and conditions of award are incorporated by reference and include: DA-45/146a; specifications and conditions of the proposal including any addenda; vendors response including any addenda, appendices and exhibits.
3. **Order of Preference:** Any conflict to the provisions of this contract and the documents incorporated by reference shall be determined by the following priority order:
 - a. Contract Provisions Attachment DA-45/146a;
 - b. Written modifications and addenda to the executed contract;
 - c. Written contract signed by the parties and attachments;
 - d. The above referenced Request for Proposal (RFP) including any and all addenda;
 - e. Oak Hall Cap and Gown Response to Question: FHSU RFP #22015 email dated March 11, 2022, including 2022 Custom Regalia Price List and 2022 Special Regalia Price List for custom regalia purchases for faculty, when requested. (Appendix A)
 - e. Any supporting manuals/documents that have been incorporated in this Request; and
 - f. Contractor's written proposal submitted in response to this RFP as finalized, including any addenda, appendices and exhibits.
4. **Notices:** All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be **IN WRITING** and addressed as follows:

**Fort Hays State University
Purchasing Office
601 Park Street Sheridan Hall Rm 318
Hays, KS 67601
RE: Contract number see page 1**

or to any other persons or addresses as may be designated by notice from one party to the other.

5. **Termination for Cause:** The FHSU Purchasing Director may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:
 - the Contractor fails to make delivery of goods or services as specified in this contract; or
 - the Contractor provides substandard quality and/or workmanship;
 - the Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.

The FHSU Purchasing Director shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as FHSU may authorize in writing), the FHSU Purchasing Director shall issue the Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

If it is determined, after notice of termination for cause, that Contractor's failure was due to causes beyond the control of or negligence of the Contractor, the termination shall be a termination for convenience.

6. **Termination for Convenience:** The FHSU Purchasing Director may terminate performance of work under this contract in whole or in part whenever, for any reason, the FHSU Purchasing Director shall determine that the termination is in the best interest of FHSU. In the event that the FHSU Purchasing Director elects to terminate this contract pursuant to this provision, it shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

7. **Debarment of University Contractors:** Any vendor who defaults on delivery or does not perform in a satisfactory manner as defined in this contract may be barred for a period up to three (3) years, pursuant to KSA 75-37,103, or have their work evaluated for pre-qualification purposes.
8. **Rights and Remedies:** If this contract is terminated, FHSU, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to FHSU in the manner and to the extent directed, any completed materials. FHSU shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to and/or goods were accepted by FHSU subject to any offset by FHSU for actual damages including loss of state or federal matching funds.

The rights and remedies of FHSU provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

9. **Force Majeure:** The respective parties shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the party. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes, etc.
10. **Waiver:** Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by FHSU shall not constitute a waiver.
11. **Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

12. **Staff Qualifications:** The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the proposal specifications may result in termination of this contract and/or damages.

13. **Subcontractors:** The Contractor shall be the sole source of contact for the contract. FHSU will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.
14. **Proof of Insurance:** Upon request, the vendor shall present Certificates of Insurance to the FHSU Purchasing Office evidencing the following coverage during the performance of the Services:
 - (a) Worker's Compensation with statutory limits;
 - (b) Employers Liability, with a minimum \$1,000,000 limit of liability per occurrence;
 - (c) Commercial General Liability, including Contractual Liability coverage, with the following minimum limits of liability: \$1,000,000 per occurrence for Bodily Injury and Property Damage, and \$1,000,000 General Aggregate; and
 - (d) Professional Liability in the minimum amount of \$1,000,000 per claim.

15. **Conflict of Interest:** The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the FHSU and who are providing services involving this contract or services similar in nature to the scope of this contract to the University. Furthermore, the Contractor shall not knowingly employ, during the

period of this contract or any extensions to it, any FHSU employee who has participated in the making of this contract until at least two years after his/her termination of employment with FHSU.

16. **Confidentiality:** The Contractor may have access to private or confidential data maintained by FHSU to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor must agree to return any or all data furnished by FHSU promptly at the request of FHSU in whatever form it is maintained by Contractor. On the termination or expiration of this contract, Contractor will not use any of such data or any material derived from the data for any purpose and, where so instructed by FHSU, will destroy or render it unreadable.
17. **Nondiscrimination and Workplace Safety:** The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules and regulations may result in termination of this contract.
18. **Environmental Protection:** The Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws, rule or regulations may result in termination of this contract.
19. **Hold Harmless:** The Contractor shall indemnify FHSU against any and all loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

FHSU shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the FHSU's right to recover against third parties for any loss, destruction or damage to State property.
20. **Care of State Property:** The Contractor shall be responsible for the proper care and custody of any state-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse FHSU for such property's loss or damage caused by Contractor, normal wear and tear excepted.
21. **Prohibition of Gratuities:** Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any FHSU employee at any time.
22. **Retention of Records:** Unless FHSU specifies in writing a different period of time, the Contractor agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of FHSU; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post-contract period. Delivery of and access to the records shall be at no cost to FHSU.

23. **Antitrust:** If the Contractor elects not to proceed, the Contractor assigns to FHSU all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States

and FHSU relating to the particular products or services purchased or acquired by FHSU pursuant to this contract.

24. **Modification:** This contract shall be modified only by the written agreement of the parties with the approval of the PNC. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.
25. **Assignment:** The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the University.

This contract may terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the University.
26. **Third Party Beneficiaries:** This contract shall not be construed as providing an enforceable right to any third party.
27. **Captions:** The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.
28. **Severability:** If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.
29. **Governing Law:** This contract shall be governed by the laws of the State of Kansas and shall be deemed executed at Hays, Ellis County, Kansas, unless otherwise specified and agreed upon by FHSU.
30. **Jurisdiction:** The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas, District Court of Ellis County, unless otherwise specified and agreed upon by FHSU. The United States District Court for the State of Kansas sitting in Topeka, Shawnee County, Kansas, shall be the venue for any federal action or proceeding arising hereunder in which the State is a party.
31. **Mandatory Provisions:** The provisions found in Contractual Provisions Attachment (DA-146a) which is attached are incorporated by reference and made a part of this contract.
32. **Integration:** This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This contract between the parties shall be independent of and have no effect on any other contracts of either party.
33. **Criminal Or Civil Offense:** Any conviction for a criminal or civil offense of an individual or entity that controls a company or organization or will perform work under this contract that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.
34. **Injunctions:** Should FHSU be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the University, vendor shall not be entitled to make or assert claim for damage by reason of said delay.

35. **Statutes:** Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.

36. **Materials and Workmanship:** The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this solicitation, within the time specified, in accordance with the provisions as specified.

The contractor shall be responsible for all work put in under these specifications and shall make good, repair and/or replace, at the contractor's own expense, as may be necessary, any defective work, material, etc., if in the opinion of Fort Hays State University said issue is due to imperfection in material, design, workmanship or contractor fault.

37. **Industry Standards:** If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

38. **Federal, State and Local Taxes:** Unless otherwise specified, the contract price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this contract. **FHSU is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the vendor's price quotation.**

The University makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

39. **Accounts Receivable Set-Off Program:** If, during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the vendor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq., Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes Contractors against debts owed by the Contractors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

40. **Immigration and Reform Control Act of 1986 (IRCA):** All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) Form.

With this contract, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at FHSU's option, may subject the contract to termination and any applicable damages.

Unless provided otherwise herein, all contractors are expected to be able to produce to FHSU any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification or like under the contract.

41. **Worker Misclassification:** The contractor and all lower tiered subcontractors under the contract shall properly classify workers as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes,

social security taxes, and income tax withholding. Failure to do so may result in contract termination.

- 42. **Graphic Identity Standards and Use of University Marks:** Compliance with FHSU Graphic Identity Standards and Use of University Marks Policies is required and may not be waived with equivalents.
- 43. **Definite Quantity Contract:** This Request is for a close-ended contract between the vendor and FHSU to furnish a predetermined quantity of a good or service in a given period of time.
- 44. **Off-Shore Sourcing:** Bidders shall disclose in their bid response the location where the contracted services will be performed and whether or not any of the work necessary to provide the contracted services will be performed at a site outside the United States.

If, during the term of the contract, the Contractor or subcontractor moves work previously performed in the United States to a location outside of the United States, the Contractor shall immediately notify the FHSU Purchasing Office in writing, indicating the new location and the percentage of work relocated.

- 45. **Prices:** Prices shall remain firm for the entire contract period and subsequent renewals. Prices quoted shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to FHSU. Failure to provide available price reductions may result in termination of the contract.
- 46. **Method of Payment:** The vendor is required to provide monthly invoices with a description of the treatment provided to Fort Hays State University. Payment will be made monthly, in arrears, with one (1) copy of the Contractor's invoice and one copy (1) of the statement to Fort Hays State University Business Office for approval and payment. All correspondence and invoices must show the contract number.
- 47. **Payment:** Payment Terms are Net 30 days. Payment date and receipt of order date shall be based upon K.S.A. 75-6403(b). This Statute requires Fort Hays State University to pay the full amount due for goods or services on or before the 30th calendar day after the date Fort Hays State University receives such goods or services or the bill for the goods and services, whichever is later, unless other provisions for payment are agreed to in writing by the vendor and Fort Hays State University. NOTE: If the 30th calendar day noted above falls on a Saturday, Sunday, or legal holiday, the following workday will become the required payment date.

Payments shall not be made for costs or items not listed in the vendor's response.

- 48. **Shipping and F.O.B. Point:** Unless otherwise specified, prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price), which means delivered to FHSU's receiving dock or other designated point as specified in this contract without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
- 49. **Deliveries:** All orders shall be shipped FOB destination, prepaid and allowed clearly marked with the purchase order number. If delays in delivery are anticipated, the Contractor shall immediately notify the Fort Hays State University of the revised delivery date or partial delivery date. The order may be cancelled if delivery time is unsatisfactory. The Contractor shall inform the FHSU Purchasing Office of any supply or delivery problems. Continued delivery problems may result in termination of the contract.

In the event delivery minimums apply, the contractor shall provide information to FHSU.

- 50. **Charge Back Clause:** If the contractor fails to deliver the product within the delivery time quoted on the contract, FHSU reserves the right to purchase the product from the open market and charge back the difference between contract price and open market price to the contractor.
- 51. **Warranty:** Contractors shall indicate the type and extent of the warranty for all equipment, hardware, software, and services proposed. FHSU requires a "standard" warranty of a specific

amount of days, or one (1) year, whichever is greater. This warranty shall be included in the cost of the equipment.

The successful bidder will be the sole point of contact on any problems with the equipment or systems during the warranty period.

The Contractor shall be responsible for all work performed under these specifications. The Contractor shall make good, repair and replace, at the Contractor's own expense, as may be necessary, any defective work, material acceptance, if in the opinion of the FHSU Purchasing Office said defect is due to imperfection in material, design, or workmanship for the warranty period specified.

52. **Acceptance:** No contract provision or use of items by FHSU shall constitute acceptance or relieve the vendor of liability in respect to any expressed or implied warranties.
53. **Ownership:** All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by FHSU. The Contractor may not release any materials without the written approval of FHSU.
54. **Software Code and Intellectual Property Rights:** As applicable, all original software and software code and related intellectual property developed or created by the Contractor in the performance of its obligations under this Contract or any Task Order issued under this Contract, shall become the sole property of the State of Kansas. The Contractor will surrender all original written materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, used to develop this software and/or software code and related intellectual property to the state entity for which it was developed.
55. **Data:** Any and all data required to be provided at any time during the bid process or contract term shall be made available in a format as requested and/or approved by FHSU.
56. **Graphic Identity Standards and Use of University Marks:** Compliance with FHSU Graphic Identity Standards and Use of University Marks Policies is required and may not be waived with equivalents.
57. **New Materials, Supplies or Equipment:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.
58. **Vendor Contracts:** Include a copy of any contracts, agreements, licenses, warranties, etc. proposed. (State of Kansas form DA-146a remains a mandatory requirement in all contracts.)
59. **Transition Assistance:** In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to FHSU to allow for a functional transition to another vendor.

SPECIFICATIONS

The following specifications were provided in RFP 22015. Refer to Oak Hall Cap and Gown's Technical and Cost Proposal Response for contract details for regalia.

Oak Hall will provide the following services for graduation:

Cap, Gown, Tassel, Hood, Stoles, 6 Corner Tams, and Honor Cords

OVERVIEW

It is the intent of Fort Hays State University to establish a firm fixed price contract for graduation services.

In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirement. To be eligible for consideration, submit bids in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected bidder(s) to meet all specifications and guidelines set forth herein.

Oak Hall is providing the following services:

1. Regalia for bachelors, masters, and doctorate degrees.
2. Honor cords and award stoles.
3. High quality formal regalia for rental or purchase by faculty.

GENERAL REQUIREMENTS

1. Regalia shall be packaged and priced as a package consisting of a cap/gown/tassel. The pricing page requests separate pricing for bachelor, master, and doctorate gown packages.
2. The package containing the cap/gown/tassel, must be clearly marked on the package as Bachelor, Masters or Doctorate along with the height the gown is intended to fit. If the package contains a Plus Size gown, it also must be clearly marked on the outside of the package.
3. It is preferred that the gown itself is labeled Bachelor, Masters, or Doctorate along with some sort of designation that either of the gowns is a Plus Size garment.
4. It is preferred that regalia be made in the USA from fabric sourced domestically.
5. See [FHSU Identity Standards Manual](#) for FHSU colors and marks.
6. The University maintains an agreement with Affinity Licensing Company, <https://www.fhsu.edu/university-marketing/licensing/>. The royalty fees for the regalia are considered exempt, subject to University decisions in the future.

ADDITIONAL REQUIREMENTS AND PROVISIONS FOR REGALIA

1. The selected bidder will provide delivery timelines on all orders, including provisions for special urgent orders.
2. The selected bidder will designate two persons, one primary and one backup, who will discuss technical matters with the campus store. The designation shall include names, addresses, email addresses, phone and fax numbers, and available times.

FABRIC

1. Material of caps and gowns may be either a woven or knit material.

GOWNS

2. Gowns must be made from 100% PET recycled plastic
3. Gowns are to have a double label yoke with an interlining of pellon
4. Twin front pleats and fine shirring across shoulders and back
5. Must have color coordinated zipper
6. Gown size labels are to be stamped inside (tag less) for a more sustainable finish
7. Gown yokes are to increase in size in proportion to gown lengths increasing
8. Stock sizes starting with 4'9 going through 7', both average sizes and plus size
9. Physically challenged gowns must be available at no additional charge
10. Master and Doctor gowns must include at no extra charge buttons inside the gowns for attaching hood cord

CAPS

1. Caps must be made of matching 100% recycled fabric with a pliable pellon lining in the crown
2. Elastic binding on caps to be placed on each side of crown, not back, allowing for no ride up in back
3. Caps are to be one size fits all, with additional caps available in Extra Small and Extra Large for those needing
4. The mortarboard shall be made of a high-quality corrugated board and shall be a minimum of 9 3/8" square.
5. The material across the mortarboard shall be specially treated so that it is stretched tightly to prohibit wrinkling or puckers.
6. The crown shall have an interlining to give it body.
7. The crown shall either have a binding or a folded and stitched edge. No raw edges shall be accepted.
8. If the button on the cap is metal, it shall be covered with the same material as the cap and gown.

TASSELS

1. Fort Hays State University currently uses/distributes a two-tone (gold/black) tassel with the cap and gown with a university seal medallion. Tassels are to be a full nine inches with 64 strands of chainette.

PACKAGING

1. Cap, gown, and tassel shall be packaged together for direct distribution to our graduating students.

HOODS

1. Hoods should include a cord button loop at the front of the hood so the hood may be attached to a button on a shirt or blouse. A button and loop must also be located at the shoulder.
2. Masters' degree hoods shall be of velvet with gold and black satin lining. All Masters degrees offered at Fort Hays State University use the same hood color.
3. Doctorate hoods shall be of velvet with apricot and black satin lining.

HONOR CORDS

1. Honor cords will be ordered as 2 color twisted cords in black and gold.

RENTALS

Fort Hays State University will have faculty and staff order regalia rentals through the campus store from the selected bidder. The regalia rentals will need to be available in bachelors, masters and doctoral degrees with hood and tam options. The selected bidder will provide pricing to Victor E. Apparel & Gift Co., and will provide return labels for rental returns.

QUANTITIES

The University shall have two graduation dates each year, one in December and one in May. The quantities shown are purchases during the past three (3) years.

ITEM	QTY/2019	QTY/2020	QTY/2021
Bachelors Disposable Cap/Gown/Tassel pkg	1642	1990	1153
Bachelors Disposable Cap/Gown/Tassel Plus pkg	26	9	34
Masters hoods (All Degrees / EdS)	860	850	712
Masters Disposable Cap/Gown/Tassel pkg	826	881	604
Master Disposable Cap/Gown/Tassel Plus pkg	24	11	29
Doctorate Hoods (DNP)	10	12	23
Doctorate Gowns (DNP)	6	20	23
Doctorate 6 Corner Tams	10	12	23
Honor Cords	13	0	2000
Award Stoles	4	543	50
Faculty Rental Bachelor cap/gown/tassel	1	0	0
Faculty Rental Bachelor Hood	1	0	0
Faculty Rental Master cap/gown/tassel	20	0	13
Faculty Rental Master Hood	12	0	12
Faculty Rental Doctor cap/gown/tassel	28	1	12
Faculty Rental Doctor Hood	24	1	9

QUALITY

The bidder is required to provide, at the bidder expense, a sample of each cap/gown/tassel package (with embroidery on both sleeves and medallion tassel) being bid and one hood (either master or doctorate) for review of workmanship and satisfying specifications. Sample(s) must be received by bid opening date and time. Instructions on returning the samples, at the bidder's expense, should be provided. **NOTE: Only include samples for the items you are bidding!**

Further, the bidder shall provide a sample of box contents labeling that includes Style (bachelor/masters/doctorate/plus) of gowns and hoods (specific ID of hood, either by color or degree). This label should appear on the end of each box shipped to our address. In addition, provide a sample packing list which would include details for receiving purposes. This is to expedite the check-in of the regalia.

Send samples to the following address by 4:30 p.m. on Wednesday February 23, 2022:

Fort Hays State University
Victor E. Apparel & Gift Co.
Memorial Union Room 122
700 College Drive
Hays, KS 67601

REFERENCES

Three (3) institutionally owned campus store references serving a campus of 10,000 students with a graduate degree program including contact name, institution, phone number and email address.

CONTRACT PERIOD

The original contract is for a three (3) year period with the option of renewing for two (2) additional one-year periods with approval by both parties.

The first order of the contract will be between August 1 and October 1, 2022.

INVOICES

Submit all invoices to Victor E. Apparel & Gift Co. via email to cgvictoria@fhsu.edu or mail to:

Victor E. Apparel & Gift Co.
Memorial Union Room 122
700 College Drive
Hays, KS 67601

PAYMENT TERMS

Payment terms shall be net 30.

Pricing

Oak Hall was awarded the contract for Regalia at the following unit prices:

Line Item	Item	Unit Price
A.	Bachelor cap/gown/tassel with school seal medallion designation Package	\$31.85
B.	Bachelor cap/gown/tassel with school seal medallion designation Plus Size Package	\$31.85
C.	Masters Hoods for all degrees including EdS	\$20.15
D.	Masters cap/gown/tassel with school seal medallion designation Package	\$33.10
E.	Masters cap/gown/tassel with school seal medallion designation Plus Size Package	\$33.10
F.	Doctorate Hoods for DNP	\$25.90
G.	Doctorate Gowns with black velvet panels	\$30.40
H.	Doctorate Tams with tassel	\$33.25
I.	Additional caps, including XS (size 6) and XL (size 8+)	\$5.00
J.	Individual tassels with school seal medallion designation	\$4.70
K.	Individual mortarboards	\$5.00
L.	Honor cords (twisted black/gold)	\$5.95
M.	Award Stoles (gold)	\$17.05
N.	Faculty Rental Bachelor cap/gown/tassel	\$17.95
O.	Faculty Rental Bachelor Hood	\$17.95
P.	Faculty Rental Master cap/gown/tassel	\$18.95
Q.	Faculty Rental Master Hood	\$18.95
R.	Faculty Rental Doctor cap/gown/tassel	\$21.25
S.	Faculty Rental Doctor Hood	\$21.25

Fort Hays State University
DA-45/146a (Rev. 12-19)

Contract No.: 22015
Date: July 15, 2022

CONTRACT

This contract is entered into this _____ day _____, 2022, by and between Fort Hays State University and Oak Hall Cap and Gown, 840 Union St., Salem, VA 24153 (Contractor).

The parties agree as follows:

1. Subject to the terms and conditions of this contract and companion Contract Award document, Fort Hays State University hereby accepts the offer of Contractor as expressed by Contractor's pricing submitted on 2/24/2022.
2. It is understood and agreed by the parties that pursuant to the bid, Oak Hall agrees to provide all regalia from August 1, 2022 to July 31, 2025 with the option of renewing for two (2) additional one-year periods with approval by both parties. Fort Hays State University agrees to pay on delivery of the item(s) the amount(s) billed by Contractor in accordance with the pricing offered as shown on delivery invoice(s) of the Contractor to Fort Hays State University. Payment will be made as soon after receipt of the invoice(s) as possible in accordance with state law.
3. Failure of Contractor to furnish the item(s) in accordance with the bid specifications incorporated into this contract by reference, or failure of Contractor to deliver the item(s) in accordance with any time schedules prescribed in this contract or any documents incorporated by reference into this contract shall result in forfeiture of any performance bond of Contractor and/or in termination of this contract at the option of Fort Hays State University.
4. It is understood and agreed that the provisions set out in the Fort Hays State University bid document for this contract are incorporated and made a part of this contract by reference as though fully set forth herein. Contractor agrees and understands that these documents are controlling over Contractor's bid, invoice, Fort Hays State University order forms or any other documents of the Contractor.
5. The provisions found in Contractual Provisions Attachment (DA-146a), shown on the reverse side of this Contract, is incorporated and made a part of this contract by reference.
6. The prospective contractor signature below certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal, State, or Local Department or Agency.
7. In the event of any disputes regarding the terms and conditions of this Contract or payments alleged to be due and owing, Contractor's sole remedy shall be with Fort Hays State University.

Oak Hall Cap and Gown

Fort Hays State University

By: _____

By: _____

Printed Name: _____

Printed Name: Wesley D. Wintch

Title _____

Title: Vice President for Administration

Date: _____

Date: _____

State of Kansas
Fort Hays State University
DA-146a (Rev. 12/19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 12/19), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require Fort Hays State University or any of its affiliates ("University") to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The terms, conditions, and limitations of liability of the State of Kansas, the University, and their employees are defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, the University may terminate this agreement at the end of its current fiscal year. The University agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided under the contract for which it has not been paid. The University will pay contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement under this provision, title to any such equipment shall revert to contractor at the end of the University's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Kansas Law and Venue:** All matters arising out of or related to this agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit arising out of or related to this agreement shall reside only in courts located in the State of Kansas.
5. **Required Non-Discrimination Provision:** Contractor agrees to comply with all applicable state and federal anti-discrimination laws. Contractor specifically agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission or if it is determined that the contractor has violated applicable provisions of ADA, such violation(s) shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the University. The provisions of this paragraph (except the provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the University cumulatively total \$5,000 or less during the fiscal year.

Contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance individuals in employment without regard to race, color, religion, sex, national origin, protected veteran status or disability.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the University has agreed to binding arbitration, or the payment of damages or penalties. Further, the University does not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages or rights of action available to the University at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The University shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The University shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require the University to establish a "self-insurance" fund to protect against any such loss or damage.
11. **Information/Confidentiality:** As a state agency, the University's contracts are generally public records. Accordingly, no provision of this contract shall restrict the University's ability to produce this contract in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 et seq.). Moreover, no provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** The Eleventh Amendment is an inherent and incumbent protection of the State of Kansas and need not be reserved, but the University here reiterates that nothing in or related to this contract shall be deemed a waiver of the Eleventh Amendment.
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
14. **Privacy of Student Records:** Contractor understands that the University is subject to FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g) and agrees to handle any student education records it receives pursuant to this Agreement in a manner that enables the University to be compliant with FERPA and its regulations. Contractor agrees to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the student's written consent, except to other University officials who seek the information within the context of his/her professionally assigned responsibilities and used within the context of official University business. Contractor shall promptly report to the University any disclosure of University's student educational records.
15. **Boycotts of Israel Prohibited:** Kansas 2018 HB 2482 generally prohibits the University from entering into a contract with a company to acquire or dispose of services, supplies, information technology or construction, unless such company submits a written certification that such company is not currently engaged in a boycott of Israel. For the purposes of this Section, "company" means an organization, association, corporation, partnership, venture or other entity, its subsidiary or affiliate, that exists for profitmaking purposes or to otherwise secure economic advantage. Accordingly, by executing this contract, Contractor hereby certifies that it is not currently engaged in a boycott of Israel.
16. **Harassment Policy:** Fort Hays State University prohibits sexual harassment, discrimination, and retaliation. The University's applicable policies on sexual harassment, discrimination, and retaliation are available at <https://fhsu.edu/policies/documents/harassment-policy/index.pdf> and include the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint. Contractor and its employees, officials, agents, or subcontractors shall at all times comply with the University's policies on sexual harassment, discrimination, and retaliation.

Appendix A

From: [Lee Beekman](#)
To: [Kathy Herrman](#)
Subject: Oak Hall Cap and Gown, response to question: FHSU RFP #22015
Date: Friday, March 11, 2022 4:10:37 PM
Attachments: [2022 Custom regalia price list.PDF](#)
[2022 Special Regalia Price list.PDF](#)
Importance: High

Good afternoon Kathy,

Oak Hall Cap and Gown can offer your school custom regalia purchases for faculty, when requested. Attached above is Oak Hall Cap and Gown's current custom regalia price guides, showing both standard, as well as special custom regalia options.

The attached custom list is retail pricing, but there is a 2% discount built in for the Bookstore/University. If desired, we can also create a tier system of limited purchase options based on criteria set by the Bookstore/University.

I hope I have answered the question below accurately. If you need to contact me for additional details, please feel free to do so at any time.

Thanks,
Lee

Lee Beekman
Regional Sales Manager
Oak Hall Cap and Gown
840 Union St
Salem, VA 24153
800-223-0429 Toll Free
540-529-8431 Cell
www.oakhalli.com

From: Kathy Herrman <kaherrman@fhsu.edu>
Sent: Friday, March 11, 2022 11:23 AM
To: Lee Beekman <lee@oakhalli.com>
Cc: FHSU Purchasing <Purchasing@fhsu.edu>
Subject: FW: FHSU RFP #22015 - Oak Hall
Importance: High

Lee, the committee has a question regarding the regalia bid. Please respond by Monday, March 14, 2022 at 2 p.m.

1. Can you offer custom regalia purchases for faculty if requested? If so, please provide a unit price. \$_____

Thank you!

Kathy Herrman
Purchasing Director
Fort Hays State University
Administration and Finance
601 Park Street
Hays, KS 67601
Email: kaherrman@fhsu.edu
Phone: 785-628-4251
Fax: 785-628-4046



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SPECIAL ACADEMIC REGALIA

If your college/university is listed below, the design of your Doctoral Regalia is set, simply order by school name.

Pictures of school specific Doctoral gowns can be viewed on our website oakhalli.com

Prices are subject to change. If royalties are required on your gown, you will be notified by customer service.

COLLEGE	GOWN	HOOD	TAM	TOTAL
Abilene Christian University	678.00	176.00	118.00	972.00
Adelphi University	717.00	170.00	98.00	985.00
Alabama Birmingham, University of	693.00	168.00	122.00	983.00
Alabama Huntsville, University of	645.00	156.00	113.00	914.00
Alabama Tuscaloosa, University of	564.00	126.00	85.00	775.00
Albany, University at	699.00	183.00	114.00	996.00
Arizona State University	865.00	189.00	150.00	1,204.00
Arizona, University of	721.00	230.00	127.00	1,078.00
Arkansas Little Rock, University of	772.00	173.00	130.00	1,075.00
Boston University	764.00	200.00	154.00	1,118.00
Brown University	564.00	176.00	114.00	854.00
Caldwell University	763.00	181.00	126.00	1,070.00
California Institute of Technology (Cal Tech)	813.00	173.00	95.00	1,081.00
California, University of	865.00	189.00	154.00	1,208.00
Carnegie Mellon University	669.00	162.00	117.00	948.00
Case Western Reserve University	747.00	153.00	115.00	1,015.00
Catholic University	603.00	166.00	127.00	896.00
Central Michigan University	621.00	152.00	111.00	884.00
Chicago, University of	680.00	174.00	91.00	945.00
City University of New York	837.00	202.00	137.00	1,176.00
Clemson University	835.00	182.00	125.00	1,142.00
Coastal Carolina University	724.00	160.00	118.00	1,002.00
College of William & Mary	682.00	N/A	121.00	803.00
Colorado, University of	772.00	173.00	130.00	1,075.00
Columbia University	712.00	169.00	118.00	999.00
Connecticut, University of	846.00	215.00	122.00	1,183.00
Dartmouth College	570.00	164.00	134.00	868.00
Delaware, University of	631.00	173.00	150.00	954.00
Drexel University	617.00	176.00	139.00	932.00
Duke University	668.00	186.00	91.00	945.00
Eastern Kentucky University	711.00	192.00	120.00	1,023.00
Eastern Michigan University	654.00	166.00	122.00	942.00
East Stroudsburg University	691.00	183.00	123.00	997.00
Emory University	700.00	182.00	91.00	973.00
Ferris State University	590.00	161.00	120.00	871.00
Florida Atlantic University	683.00	169.00	121.00	973.00
Florida International University	699.00	173.00	150.00	1,022.00
Frostburg State University	704.00	168.00	87.00	959.00
George Mason University	588.00	165.00	118.00	871.00
Georgia Institute of Technology	881.00	175.00	115.00	1,171.00
Grambling State University	933.00	189.00	154.00	1,276.00
Harvard	748.00	142.00	84.00	974.00
Hawaii, University of	865.00	189.00	150.00	1,204.00
Hebrew Union College	746.00	208.00	119.00	1,073.00
High Point University	752.00	176.00	118.00	1,046.00
Howard University	678.00	167.00	123.00	968.00
Illinois, University of - Chicago	742.00	170.00	150.00	1,062.00
Indiana State University	651.00	156.00	114.00	921.00
Iowa State University	612.00	176.00	66.00	854.00
Iowa, University of	699.00	173.00	128.00	1,000.00
Johns Hopkins University	647.00	160.00	133.00	940.00
Kansas State University	819.00	189.00	127.00	1,135.00
Kean University I	670.00	176.00	121.00	967.00
Kennesaw State University	738.00	174.00	112.00	1,024.00
Kentucky, University of	608.00	161.00	118.00	887.00
Louisiana State University- Baton Rouge	711.00	171.00	114.00	996.00
Louisiana State University- Shreveport	711.00	171.00	114.00	996.00
Louisiana, University of @ Lafayette	691.00	166.00	112.00	969.00
Louisiana Tech University	767.00	183.00	123.00	1,073.00
Madonna University	606.00	165.00	121.00	892.00
Maine, University of	699.00	174.00	144.00	1,017.00
Mary Hardin Baylor, University of	711.00	181.00	147.00	1,039.00
Maryland, College Park, University of	794.00	196.00	143.00	1,133.00
Maryland, Global Campus, University of	484.00	113.00	92.00	689.00

COLLEGE	GOWN	HOOD	TAM	TOTAL
Massachusetts Global, University of (formally Brandman)	626.00	171.00	148.00	945.00
Massachusetts Institute of Technology	819.00	197.00	101.00	1,117.00
Massachusetts, University of @ Amherst	631.00	173.00	154.00	958.00
Massachusetts, University of @ Lowell	621.00	173.00	154.00	948.00
Michigan State University	776.00	170.00	129.00	1,075.00
Michigan, University of	644.00	160.00	143.00	947.00
Minnesota, University of	763.00	173.00	154.00	1,090.00
Molloy College	670.00	180.00	134.00	984.00
Montclair State University	651.00	163.00	123.00	937.00
Morgan State University	670.00	204.00	121.00	995.00
Nevada-Reno, University of	601.00	155.00	114.00	870.00
New Mexico, University of	801.00	166.00	145.00	1,112.00
New Orleans, University of	695.00	155.00	114.00	964.00
New York University	810.00	165.00	148.00	1,123.00
North Carolina A&T State University	662.00	163.00	119.00	944.00
North Carolina @ Chapel Hill, University of	916.00	179.00	143.00	1,238.00
North Carolina @ Charlotte, University of	612.00	167.00	123.00	902.00
North Carolina @ Greensboro, University of	842.00	173.00	107.00	1,122.00
North Carolina @ Wilmington, University of	738.00	189.00	127.00	1,054.00
North Carolina State University	751.00	189.00	117.00	1,057.00
Northeastern University	804.00	189.00	149.00	1,142.00
Northern Colorado, University of	752.00	165.00	147.00	1,064.00
Northwestern University	721.00	162.00	91.00	974.00
Notre Dame, University of	646.00	164.00	131.00	941.00
Nova Southeastern University	753.00	186.00	157.00	1,096.00
Ohio State University	822.00	174.00	115.00	1,111.00
Ohio University	699.00	173.00	130.00	1,002.00
Pennsylvania State University	841.00	173.00	150.00	1,164.00
Pennsylvania, University of 1 or 2	646.00	189.00	156.00	991.00
Pittsburgh, University of	568.00	155.00	111.00	834.00
Point Park University	875.00	217.00	121.00	1,213.00
Prescott College	563.00	191.00	103.00	857.00
Princeton Theological Seminary	694.00	185.00	139.00	1,018.00
Princeton University 1 or 2	694.00	185.00	139.00	1,018.00
Regent University	933.00	208.00	139.00	1,280.00
Rochester Institute of Technology	699.00	213.00	127.00	1,039.00
Rochester, University of	729.00	168.00	144.00	1,041.00
Roosevelt University	678.00	167.00	123.00	968.00
Rowan University	816.00	183.00	149.00	1,148.00
Rutgers University (New Brunswick and Newark)	795.00	194.00	149.00	1,138.00
Saint Francis, University of	656.00	161.00	119.00	936.00
Saint Josephs University	807.00	189.00	150.00	1,146.00
Saint Peter's University	694.00	173.00	127.00	994.00
Salisbury University	685.00	165.00	120.00	970.00
San Diego, University of	789.00	198.00	119.00	1,106.00
Shenandoah University	796.00	189.00	127.00	1,112.00
South Carolina, University of	852.00	218.00	150.00	1,220.00
South Florida, University of	737.00	152.00	114.00	1,003.00
Southern Mississippi, University of	886.00	189.00	150.00	1,225.00
Stanford University	902.00	230.00	154.00	1,286.00
SUNY Medical School-Buffalo	631.00	173.00	153.00	957.00
Temple University	644.00	164.00	145.00	953.00
Texas @ Austin, University of	731.00	197.00	114.00	1,042.00
Texas @ Dallas, University of	636.00	161.00	117.00	914.00
Texas A&M, Kingsville	738.00	189.00	130.00	1,057.00
Texas@ Tyler, University of	865.00	190.00	130.00	1,185.00
Toledo, University of	865.00	189.00	141.00	1,195.00
Troy University	818.00	209.00	121.00	1,148.00
Tufts University	772.00	173.00	141.00	1,086.00
Tulane University	671.00	165.00	143.00	979.00
Vanderbilt University 1 or 2	611.00	116.00	87.00	814.00
Vermont, University of	674.00	163.00	123.00	960.00
Virginia, University of	852.00	218.00	127.00	1,197.00
Virginia University of Lynchburg	762.00	182.00	148.00	1,092.00
Virginia Tech	901.00	184.00	118.00	1,203.00
Walsh College	553.00	173.00	127.00	853.00
Washington, University of	778.00	168.00	129.00	1,075.00
Wayne State University	702.00	192.00	147.00	1,041.00
Western Michigan University	694.00	169.00	150.00	1,013.00
Widener University	794.00	196.00	150.00	1,140.00
Wilkes University	650.00	160.00	118.00	928.00
Yale University	704.00	200.00	154.00	1,058.00

OAK HALL CAP & GOWN

oakhalli.com • robe@oakhalli.com

840 Union Street • Salem, Virginia 24153 • 540-387-0047 • 800-223-0429 • Fax 540-387-4385

CUSTOM ACADEMIC REGALIA PRICE LIST

ROBES	Regency Poplin	Venture	Dalton Crepe	Peach Skin	Tropical Wool	Roosevelt
	Fortel/Cotton	100% Polyester	100% Polyester	100% Polyester	Dacron/Wool	100% Recycled
Bachelor	176.00	199.00	255.00	302.00	335.00	335.00
Master	211.00	233.00	295.00	335.00	369.00	369.00
Jefferson	444.00	552.00	647.00	682.00	705.00	705.00
Madison	579.00	693.00	784.00	819.00	819.00	819.00
HOODS	Regency Poplin	Venture	Dalton Crepe	Peach Skin	Tropical Wool	Roosevelt
	Fortel/Cotton	100% Polyester	100% Polyester	100% Polyester	Dacron/Wool	100% Recycled
Bachelor	106.00	122.00	145.00	166.00	180.00	180.00
Master	118.00	137.00	162.00	182.00	193.00	193.00
Doctor	142.00	171.00	188.00	204.00	216.00	216.00
Mortarboard w/Silky Tassel	40.00	44.00	47.00	50.00	53.00	53.00

ACADEMIC CAPS AND TAMS

Mortarboard Caps are designed with folding crowns for easy storage. Fabric should match robe...
See price list above.

A regular silky tassel is included with each cap at no extra charge.

Master and bachelor degree holders may choose either black or the color of their discipline.

Additional Regular Silky Tassels..... 3.50

VELVET TAMS ARE FOR DOCTORAL DEGREE HOLDERS ONLY

4-Corner.....91.00

6-Corner.....99.00

8-Corner.....103.00

Doctor's two-button, silver silky Tassel.....28.00

Doctor's two-button, gold silky Tassel.....28.00

Doctor's two-button, gold metallic Tassel49.00

Doctor's two-button, silver metallic Tassel49.00

ACCESSORIES

A 65" Black Vinyl Robe Bag is supplied at NO CHARGE with each academic robe ordered.

Additional 65" Robe bag..... 15.50

optional Cording outlining the velvet panels and bars 74.00

optional Cording outlining the velvet on hood 38.00

NOTES

Due to the instability of many dyes, it is not possible for us to guarantee them against fading or transference.

Due to market conditions, certain fabrics or colors may be delayed or withdrawn without notice.

In this event, you will be contacted so you may choose an alternate selection.

GUARANTEE

Any merchandise that does not conform to your order with regard to style, fabric, color, measurements, or that is not exactly as shown in our catalog, may be returned within 15 days after receipt of the order and an appropriate adjustment will be made immediately and without question.

All returns must have a special "Return Authorization Number" which will be issued by our office.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Guide to Academic Regalia

The origins of academic regalia date back to the 12th and 13th centuries, when universities were taking form. The first gowns were patterned after the dress of the cleric and were believed to be a necessity for warmth in unheated buildings. Hoods were designed to serve as cover for the tonsured head. Caps were not used at that time. It wasn't until late 19th century that colors were assigned to signify degrees. The color used should be indicative of the subject to which the degree pertains. For example, the velvet for the degree of Master of Science in Education should be light blue, representing education, rather than gold, representing science. No academic hood should ever represent more than a single degree.

In the case of the Ph.D. degree, the dark blue color is used to represent the mastery of the discipline of learning and scholarship in any field that is attested to be the awarding of this degree and is not intended to represent the field of philosophy.

For all academic purposes, the colors associated with the different disciplines are as follows:

Accountancy	Drab
Agriculture	Maize
Anthropology	Gold
Architecture	Blue-Violet
Arts	White
Auditory	Rhodes Blue
Biochemistry	Gold
Business Administration	Drab
Chiropractic	Grey
City Planning	Blue-Violet
Civil Engineering	Orange
Commerce	Drab
Communication	Crimson
Counseling & Guidance	Lt Blue
Dentistry	Lilac
Divinity	Scarlet
Dramatic Arts	Brown
Economics	Copper
Education	Lt Blue
Engineering	Orange
English	White
Fine Arts	Brown
Foreign Service	Peacock Blue
Forestry	Russet
History	White
Home Economics	Maroon

Horticulture	Maize
Humanities	White
Journalism	Crimson
Jurisprudence	Purple
Law	Purple
Letters	White
Library Science	Lemon
Literature	White
Medicine	Hunter Green
Music	Pink
Nursing	Apricot
Oratory (Speech)	Silver
Optometry	Seafoam
Pharmacy	Olive Green
Philosophy	Ph.D. Blue
Physical Education	Sage Green
Physical Therapy	Teal
Public Administration	Peacock Blue
Public Health	Salmon
Physics	Brt Gold
Science	Brt Gold
Social Work	Citron
Speech	Silver
Theology	Scarlet
Urban Planning	Blue-Violet
Veterinary Science	Grey