



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved SWEATFREE PURCHASES, COMMITTEE ON

Wednesday, January 6, 2010

4:00 PM 10 Martin Luther King Jr Blvd Room 103A (City-County
Building)

CALL TO ORDER / ROLL CALL

Present: 3 -
Satya V. Rhodes-Conway; Jonathan D. Rosenblum and Mary E. Bottari

Absent: 2 -
Eric S. Hoyt and Joseph Conway

PUBLIC COMMENT

There were no registrants

ITEMS CONSIDERED

1. [18332](#) Introduction of the members and staff of the Committee on Sweatfree Purchases

No formal action was taken on this item
2. [18333](#) Selection of Interim Chair - Action
The Committee will select a member to serve as Chair of this meeting, or will designate staff to conduct the meeting.

No formal action was taken on this item
3. [18334](#) Scheduling of calendar for future meetings - Action

A motion was made by Rhodes-Conway, seconded by Ms. Bottari, to Table. The agenda item towards the end of the meeting after further discussion of future committee initiatives and activities. The motion passed by voice vote/other.

4. [18335](#) Overview of the MGO 4.25 Procurement of Items of Apparel - Discussion

Randy Whitehead, Comptroller Staff provided a brief overview of the basic tenets of the ordinance.

- **It was created to ensure that city procurements of apparel of \$5,000 or more are not made from a “sweatshop.” The ordinance is applicable to apparel only. Apparel includes woven textile items of clothing and all shoes.**
- **Bidders are required to provide information in the disclosure statements (sample provided to members) and submit these with their bids.**

The committee requested Purchasing Staff to provide copies of Bidder Disclosure Statements on file with the City at the next meeting. The committee also inquired as to how long these statements are valid for. Currently, all statements are kept on file and do not have effective expiration dates.

No formal action was taken on this item.

5. [18336](#) Announcements - Discussion. Brief Report of activities of the Sweatfree Purchasing Consortium City Purchasing current related procurement activities

A. Report of activities of the Sweatfree Purchasing Consortium – Monette McGuire

1. Brief overview of Consortiums major functions

- Develop an online, searchable factory database of sweatfree compliant uniform manufacturers – work has begun
- identify sweatfree contract options for cooperative purchasing
- coordinate complaint-based investigations of working conditions
- provide forum for discussion coordination and engagement with vendors and brands to ensure effective remediation of violations

2. Highlights of some past teleconference meetings:

a.) SALAR's (Swedish Assoc of Local Authorities and Regions) project to include social responsibility in procurement resulted in flagging of 5 other product categories for monitoring with regards to social and ethical conditions in production – (1) instruments/stainless steel products, (2) disposable operation products, (3) gloves/syringes/injection needles, (4) dressings, (5) textiles.

– Related MGO 9(a) - to expand ordinance beyond its original application to apparel only

b.) City of Portland policy to focus on internal education to include employees who make small purchases and are not covered by the new policy; also working to incorporate sweatfree policy into sustainable procurement policy.

c.) State of PA's newly signed contract for independent monitoring services, which is open for cooperative purchasing

– Related MGO 7(b) – City option to choose to contract for investigation and monitoring services with a qualified, independent monitoring agency.

d.) Vendor-fee rule draft implemented by State of ME that will require vendors awarded a contract to pay a 1% fee of the total amount of the contract or PO.

Fees will be used to implement and administer the code.

B. City Purchasing current related procurement activities- Monette McGuire

1. RFP for uniform rental is currently under evaluation by committee. Approx. annual contract value \$60,000 - \$80,000.

2. RFP for Police uniforms is expected to be let for bid in March. Efforts are ongoing to standardize approved items and streamline number and options available to personnel in order to have a more manageable process and contract.

No formal action was taken on this item.

6. [18337](#) Proposed participation and membership to Sweatfree Purchasing Consortium - Discussion/Action

A motion was made by Rhodes-Conway, seconded by Mr. Rosenblum, to establish membership with the SweatfreePurhasing Consortium and seek funding or sponsorship from either the Mayor's Office or the Comptroller's Office for initial year participation and annual due thereafter. The motion passed by voice vote/other.

First year participation fee is \$500.00. Cost for annual dues for succeeding years is approx \$1,000.00 (based on City population)

7. [18339](#) Agenda Items for future meetings - Action The Advisory Group will consider items to consider at future meetings, and/or delegation to staff to prepare agendas for future meetings.

A motion was made by Rhodes-Conway, seconded by Ms. Bottari, to Take Off The Table. The motion passed by voice vote/other.

A motion was made by Rhodes-Conway, seconded by Ms. Bottari, to meet monthly on the fourth Wednesday of each month at 5:00 pm for the first six months of the year and revisit the schedule in June to determine the frequency of the meetings for the last half of the year based on the work at hand. The motion passed by voice vote/other.

DAY	2010 DATE	TIME	LOCATION
Wednesday	January 27	5:00-6:00 pm	Room 406 CCB
Wednesday	February 24	5:00-6:00 pm	Room 406 CCB
Wednesday	March 24	5:00-6:00 pm	Room 406 CCB
Wednesday	April 28	5:00-6:00 pm	Room 406 CCB
Wednesday	May 26	5:00-6:00 pm	Room 406 CCB
Wednesday	June 23	5:00-6:00 pm	Room 406 CCB

ADJOURNMENT

A motion was made by Mr. Rosenblum, seconded by Ms. Bottari, to Adjourn at 5:25 pm. The motion passed by voice vote/other.