



City of Madison

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

Wednesday, February 20, 2013

5:30 PM

210 Martin Luther King, Jr. Blvd.
Room 406 (City-County Building)

CALL TO ORDER / ROLL CALL

Meeting was called to order at 5:35 pm.

APPROVAL OF MINUTES

A motion was made by Bracewell, seconded by Rhodes-Conway, to Approve the Minutes. The motion passed by voice vote/other.

PUBLIC COMMENT

None

DISCLOSURES AND RECUSALS

None

ITEMS TO BE CONSIDERED

1. [21508](#) Standing update on sweatfree and purchasing activities- Purchasing

- a. Three contracts that were renewed in 2012 are up again for renewal in the summer of 2013. These contracts are for Fire Department (Lark), Metro Transit (Red) and City-wide Uniform Rental (Unifirst).
- b. The compliance gate will be increased from 40% in 2012 to 50% in 2013.
- c. If any of the contracts will be let out for bid instead of renewed, the evaluation will include the competitive range of points to be assigned to evaluate the degree of compliance. That would mirror the local preference point system which is at 5% of the total available points.
- d. Additional discussion on the request from Sweatfree Purchasing Consortium (SPC) to consider signing the following draft statement:

“The following public entities plan to recognize the consortium manufacturer program in their bids and proposals, or in the award and contract performance stage. They believe that vendor participation in the consortium manufacturer program will save time and money for both vendors and public entities.”

What impact will this statement have on the City’s process? The committee interprets this statement as a request for recognition of the consortium’s program in the City’s process, not by the City. And the City is prepared to take the information (submittal disclosures) to the consortium to make it easier for those involved to access the right data. The City will not have vendors comply with both the City’s requirements and the consortium’s program. The vendor will need to either submit the information to the consortium or to the City. If the database contains the information that the City needs and/or if the vendor submits City required information to the consortium, then the City could determine what would be sufficient for compliance and/or recognize this system in lieu of the City’s procedures. The committee recognizes the value in working with the consortium’s process for potential benefits that include follow-up and/or monitoring, and .

- e. Action Items:
 - (1) Draft a letter to SPC describing the City’s interest in seeing how vendors might submit info to SPC and how that might work with our requirements.
 - (2) Study the consortium’s program more closely to compare requirements and determine where efficiencies and similarities to the City’s method could be implemented.

2. [22534](#) "Sliding Scale" Method of Compliance
 - a. Determine how the consortium's responsible manufacturer program will impact the sliding scale evaluation method and ensure that the ability to competitively evaluate the bidder's compliance is still in place.
 - b. Continue to evaluate the level of compliance of all contractors and to the extent that one vendor is more compliant than the other, determine the feasibility of moving purchases towards the contractor that is most compliant.
 - c. Focus on what is working for the Fire department contract in terms of how it can effectively illustrate in a more meaningful way the issue of compliance with the code of conduct and fire and safety. How better to expand on the importance of the message of compliance with the code of conduct and fire and safety than by the very department in charge of protecting fire and safety? Committee will nudge the process in the direction towards alignment with the purpose of having more sweatfree uniforms in City contracts and will consider a pilot contract with the Fire department

3. [29147](#) Plan for Education and Engagement of Agencies and Vendors
 - a. Bring together representatives from each department to discuss solutions and work together towards the sweatfree effort which could include specifying products that meet the ordinance. Ultimately, the goal is to have more products in contracts that meet the intent of the ordinance.
 - b. Prepare and plan the meeting with agencies. Agenda of meeting to include background information, assessment of where and what specific agency needs are; may possibly have Fire representative convey the message to other departments.
 - c. Identify the resources within the agencies who can bring more attention and influence in the process, i.e, Fire, Police, Metro, Parking, etc. union leaders. Each committee member will contact and invite head of each union to the meeting to engage them in discussion of the sweatfree effort.
 - Rhodes-Conway – AFCSME
 - Rosenblum – Police
 - Martin – Teamsters
 - d. Carol and Monette to find out how Lark is meeting Fire's uniform needs with SF uniforms. Work on plan for a uniform meeting in April.

4. [22946](#) Review of Workplan Progress
 - a. 2012 Annual Report. Include in next meeting's agenda for approval and assign a separate legistar number. Deadline for comments from committee members to be in two weeks.
 - b. Include in future agenda to discuss strategy to address in the long term the need to bring together purchases made with p-cards and/or purchases that fall under the radar screen under the bid threshold to comply with the ordinance as amended in 2012. Consider developing a preferred apparel vendor list.
 - c. Workplan progress – could be measured in terms of increased percentage of compliance by vendors as well as engagement and educational outreach to departments and vendors.

5. [25419](#) Committee meeting schedule and membership
- a. Next meeting: March 20, 2013 at 5:30 p.m.
 - b. Committee seats:
 - (1) Satya: Will be off the Council in April 19th. See who might be interested in Alder seat (retired?)
 - (2) Kayla: Will graduate in May. See what students might be interested in Committee, and who will succeed her in student seat.
 - (3) 2 vacant seats: Matt's seat and alternate.
 - (4) Jonathan: See who at Interfaith Worker Justice or Worker Rights Center might be interested in Committee.
 - (5) All: think about who can fill Matt's seat and the vacant alternate seat. Think about how to invite the next Alder to join the Committee

6. [19185](#) Announcements
- None

ADJOURNMENT

The meeting was adjourned at 6:50 pm.