



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved COMMITTEE ON SWEATFREE PURCHASES

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Wednesday, October 12, 2011

5:30 PM

210 Martin Luther King Jr Blvd Rm 406  
(City-County Building)

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### CALL TO ORDER / ROLL CALL

Meeting was called to order at 5:39 PM

Present: 4 -

Satya V. Rhodes-Conway; Jonathan D. Rosenblum; Matthew C. Earley  
and Carol Bracewell

### APPROVAL OF MINUTES

A motion was made by Rhodes-Conway, seconded by Earley to approve the  
8-10-11 CSP minutes The motion passed by voice vote/other.

### PUBLIC COMMENT

None

### ITEMS CONSIDERED

1. [21508](#) Standing update on sweatfree and purchasing activities- Purchasing
  - Committee welcomed new member Matt Earley.
  - Sweatfree Purchasing Consortium is finalizing guidelines and forms, such as the certification of compliance, complaint forms, labor compliance questionnaire, that provides for a common approach to sweatfree purchasing policies and procedures on a national level.
  - Union Concessions. Specific concessions were made regarding clothing allowances for Fire and Police personnel at the recent round of collective bargaining contract negotiations. McGuire to research details and impact of these changes as they relate to sweatfree compliance.
  - Rhodes Conway to attend next Labor Licensing Policy Committee (LLPC) meeting to solicit interest in vacant committee seat

2. [23331](#) Amending Sections 4.25(5)(b) and (6)(d) of the Madison General Ordinances, Procurement of Items of Apparel, to authorize the Committee on Sweatfree Purchases to establish procedures to rank bidders compliance with the bidder disclosure statement requirement.

**A motion was made by Rosenblum, seconded by Earley to approve language on the amendment of Sections 4.25(5)(b) and (6)(d) of the Madison General Ordinances, procurement of Items of Apparel, to authorize the Committee on Sweatfree Purchases to establish procedures to rank bidders compliance with the bidder disclosure statement requirement.**

<http://legistar.cityofmadison.com/detailreport/?key=25740>

3. [22534](#) "Sliding Scale" Method of Compliance

- Committee discussed the point system to be assigned to sweatfree compliance in the evaluation of bids using the perspective of the local preference purchasing policy that allocates 5% of the total available points in a request for proposal or gives 1% price preference in bids to approved registered local vendors.
- Committee focused on two tasks:
  - (1) Set the gate for compliance. Determine how to figure that level by analyzing the process and details of a previous bid and testing the principles of the gate concept to the bid. Establish a method and schedule for improving compliance by raising the gate incrementally over the period of the contract and over time. Consider setting the gate at a lower level with the goal of monitoring performance by raising the gate annually at each renewal period, by calendar year, or as necessary. Committee will need to review the schedule of upcoming bids in order to determine how to increment the gate and target renewal periods. Committee to analyze how the process would affect different bids and how to implement a method that would be consistent for all bids.
  - (2) Determine the overall value/percentage to be assigned to sweatfree compliance.
- Committee to look at ways in which agencies can specify clothing that already meets the sweatfree requirement (e.g., union made, US made sweatfree apparel, etc.) when going out for bids.

4. [22537](#) Vendor Education

Implement strategy to engage vendors to improve compliance. Conduct vendor education in a way that will improve/increase vendors' range of effort naturally. Consider a projected 10% riser (gate) every year. Continue to work on the City's process of increasing compliance until such time that an independent system that provides access to required information (such as factory locations, code of conduct compliance, etc.) through a nationwide database that is being developed by the Sweatfree Purchasing Consortium becomes available.

- .5 [23183](#) Bidder Disclosure Statement Form

No discussion.

6.     [22946](#)           Review of Workplan Progress  
  
          **Keep as recurring agenda item**
  
7.     [19185](#)           Announcements  
  
          **McGuire to send out doodle schedule for the next 2 meetings**

**ADJOURNMENT**

**A motion was made by Rhodes Conway, seconded by Bracewell to adjourn at 6:53 p.m. The motion passed by voice vote/other.**