



City of Madison

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

Tuesday, April 26, 2011

5:00 PM

210 Martin Luther King Jr Blvd
Room 417 (City-County Building)

CALL TO ORDER/ROLL CALL

Staff called to meeting to order at 5:08 pm.

Present: 4 -

Satya V. Rhodes-Conway; Jonathan D. Rosenblum; Marianna Smirnova
and Carol Bracewell

Excused: 1 -

Daniel Cox

APPROVAL OF MINUTES

A motion was made by Smirnova, 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. [20897](#) Amending Section 4.25(2) of the Madison General Ordinances to clarify the applicability of the sweatfree purchasing ordinance's \$5,000 threshold.
A motion was made by Bracewell, seconded by Smirnova, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.
2. [22230](#) 2010 ANNUAL SWEATFREE COMMITTEE REPORT
A motion was made by Bracewell, seconded by Rhodes-Conway, to RECOMMEND TO COUNCIL TO ACCEPT - REPORT OF OFFICER. The motion passed by voice vote/other.

3. [18877](#) Standing update on Sweatfree Purchasing Consortium activities - Purchasing

Sweatfree Purchasing Consortium (SPC) annual meeting moved to May 31 at 12pm CST. McGuire to notice the annual meeting as a possible quorum. Bjorn Claeson, SPC Interim Coordinator will be in Madison on May 5th. Committee to meet with Bjorn late afternoon to discuss initiatives currently under development by SPC – Factory database and the Sweatfree Purchasing Guide. McGuire to notice the meeting as a possible quorum. McGuire noted that the City could consider taking the lead on bidding a cooperative contract for sweatfree (cottonwear) apparel. This could present the opportunity to launch a targeted advertising for sweatfree products and vendors as well as test the sliding scale method to the bid.

No formal action taken.

4. [22159](#) “SLIDING SCALE” Method of Compliance - Continuing discussion - Bracewell

How to implement gate model and vendor education (event, presentation, case study) in a future bid.

Next step towards implementation would be to test the sliding scale method and formula on a previous bid to see if the idea of the gate as a minimum threshold for compliance and making the process above the gate competitive works. Develop vendor education plan. Also determine the authority of the committee to test/apply this sliding scale model to a new bid.

Per Rhodes-Conway, implementation does not need Council approval if what is being contemplated is in accordance with the ordinance. Committee to consult with the City Attorney’s Office to determine if the method is in compliance with the ordinance and if not, what would need to be changed.

Bracewell and McGuire to work on applying the sliding scale method to a previous City apparel bid (e.g. Fire Dept. bid) and determine if and how the process could affect the outcome in terms of award.

McGuire to check with the City Attorney’s Office before the next meeting to see if we could apply the sliding scale to (only) one future bid/contract only as a test without making this method the standard for evaluation of all other uniform bids.

Committee to consider creating a cooperative contract for cottonwear apparel (t-shirts, sweatshirts) and developing a pre-qualified /pre-approved list of apparel vendors who meet sweatfree requirements.

Rosenblum commented that in the current transitional environment where certain issues are being paid attention to by certain people (those participating in rallies like Police personnel, etc.), there could be opportunity to get in touch with those who probably would take more interest in this issue now.

No formal action taken

5. [22160](#) **Revisit 2011 Workplan. See Exhibit A**
- Review deferred agenda items for inclusion.
Discuss post bid procedures (evaluating and monitoring vendor performance)
- Edit workplan to include numbering for the major headings. Assume that items remain unless taken off or completed. Items completed will be noted at the end of the plan.. McGuire to send workplan to committee for additional edits. See attached Exhibit A-1 for revisions**
- No formal action taken**
6. [20016](#) Dates and agenda for future meetings
- Next meeting will be May 19 at 5:30 p.m. Committee to work on setting up a regular meeting schedule, possibly for the 1st, 2nd or 3rd Thursdays of each month. Meeting time to start at 5:30 p.m.**
7. [19185](#) Announcements
- None**
8. **ADJOURNMENT**
- A motion was made by Bracewell, seconded by Smirnova to adjourn at 6:42 p.m. The motion passed by voice vote.**