



# City of Madison

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

## Meeting Minutes - Draft COMMITTEE ON SWEATFREE PURCHASES

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Tuesday, November 27, 2012

5:30 PM

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

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### CALL TO ORDER / ROLL CALL

Meeting called to order at 5:40pm.

**Present:** 4 -

Satya V. Rhodes-Conway; Kayla A. Martin; Jonathan D. Rosenblum and  
Carol Bracewell

**Excused:** 1 -

Matthew C. Earley

Ald. Rhodes=Conway left at 6:15 pm. during item #2.

### APPROVAL OF MINUTES

A motion was made by Ald Rhodes-Conway and seconded by Rosenblum to  
approve the minutes of 3/21/2012. The motion passed by voice vote.

### PUBLIC COMMENT

None

### DISCLOSURES AND RECUSALS

None

### ITEMS CONSIDERED

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

Rhodes-Conway provided a brief history and background information to new member Kayla Martin on the committee's charge and role to implement the City sweatfree policy in a practical way.

Sweatfree Purchasing Consortium (SPC) is hosting a webinar on December 6, 2012. Topic is Buying Sweatfree in Comparative Perspective: From Norway to Portland Oregon. McGuire to forward information to members.

SPC is working on a "Manufacturer Sweatfree Program" that will invite manufacturers to voluntarily meet specific levels of compliance with the goal of filling the gap in the supply of verifiably labor-compliant or "sweafree" products and expanding the pool of vendors that sell products made in decent working conditions to public agencies. Currently, vendors must prove labor compliance in the supply chain. But vendors are often small distributors at the end of global supply chains. They may be required to conduct compliance research for which they are ill equipped and declare compliance with a set of labor standards without good evidence. Manufacturers, or brand owners, are often in a better position to develop and maintain the supply chain management tools necessary to ascertain and maintain factory labor compliance. This program appropriately shifts the burden of compliance work from vendors to manufacturers.

Levels include:

Level 1: Transparency. Disclose information about factories.

Level 2: Self Assessment. Complete confidential self- assessment questionnaire regarding capacity to comply with local, production site and international laws and consortium code of conduct.

Level 3: Worker Education. Make sure workers know their rights.

Level 4: Dispute Resolution. Make sure grievances are resolved fairly in a timely fashion.

Level 5: Model Factories. Proactively work to create conditions necessary for 100% sweatfree factories.

The committee recognized the similarities with the City's sliding scale method in the way this program is 'ratcheted' towards compliance and how this approach meets many of the goals and standards that the City is looking to implement, e.g., utilizing standard forms and a central database that is accessible to agencies and smaller vendors alike

Ald. Rhodes -Conway left 6:15 pm.

**Present:** 3 -  
Kayla A. Martin; Jonathan D. Rosenblum and Carol Bracewell

**Excused:** 2 -  
Satya V. Rhodes-Conway and Matthew C. Earley

2. [25625](#) Discussion of City process for uniform specification and contract development

**McGuire provided an overview of the City purchasing process. She discussed the purchasing principles of open and fair competition, bid thresholds for formal and informal bidding, different ways of ordering and contracting, how selection and awards are conducted, how specifications and requirements are developed and the different policies affecting procurement, e.g., local, sweatfree, green, living wage, equal benefits, etc.**

**Discussion:**

**What is the committee's role or authority in directing agencies' choices to prequalified bidders without advocating for a particular product?**

**6:15pm SRC left.**

**Communication with Departments. The committee might want to start thinking more concretely about how to affirmatively communicate to the departments, the committee's role in helping implement the policy. The committee should have a plan to cultivate relationships with the departments, perhaps be part of a pilot project (to create a sweatfree "product") that will engage the departments to pay attention to the sweatfree policy.**

**Notary Requirement. Committee should reconsider the committee's intent to eliminate the requirement for notarizing of signature on the bidder disclosure statement. Especially when dealing with cross cultures and the industry itself, the notary provision is particularly useful in signaling the formality, honesty or significance of the commitment contemplated by the affidavit. Who should sign the affidavit, the bidder, the manufacturer or the factory?**

**Recent factory fire(s). In light of recent deadly factory fire(s) in Bangladesh, the committee will consider crafting a letter, that is intended to call the awareness of agencies and vendors, and identify the brands, manufacturers and factories that are in some way connected to or affected by the fires.**

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

**McGuire provided the evaluation spreadsheets for compliance with the sliding scale requirements by each of the three apparel contractors whose contracts were renewed in the summer. All three contractors, met the initial compliance gate of 40% with Unifirst at 75%, Lark at 61% and Red at 56%.**

**Requiring vendors to submit the necessary information as well as meet a "gate" is a useful tool for Purchasing to implement as an incentive for vendors to comply with the ordinance.**

**Because this sliding scale method was applied during the contract renewal periods, the degree of compliance by each vendor was not comparatively evaluated. The committee will have to determine a point system to implement when these contracts are bid out.**

4. [22946](#) Review of Workplan Progress

**Deferred to the next meeting**

5. [25419](#) Committee meeting schedule and membership

**Next committee meeting 12/13 at 5:30 pm.**

**ADJOURNMENT**

A motion was made by Bracewell and seconded by Martin to adjourn the meeting at 6:48 pm. The motion passed by voice vote.