



CERTIFICATION OF COMPLIANCE

1. Introduction

Government entities that are members of the Sweatfree Purchasing Consortium (SPC) may require Apparel, Textile, and Laundering contractors to certify that they and their subcontractors, including cut and sew, textile, footwear, laundry, warehouse, and other applicable production facilities, comply with core labor standards, acceptable conditions of work, and standards relating to wages and remuneration. Although the scope of the sweatfree procurement policy may vary from entity to entity, the common goal is to use government purchases to create a market for decent working conditions by working collaboratively with suppliers to improve working conditions when needed, and avoiding purchases of products from companies that fail to eliminate sweatshop conditions. To achieve this goal, it is necessary to collect information from bidders about the relevant production facilities for their contracted products. Furthermore, vendors should submit their registration fee (\$100) and factory user fees (\$75 per factory), in order that the necessary funds are available for information verification and enforcement efforts.

Sweatfree Purchasing Consortium members invite bidders to submit this Certification of Compliance or the government entity's equivalent certification with solicitations for Apparel, Textiles, and/or Laundering Services in accordance with government entities' sweatfree procurement policy and Code of Conduct.

2. Definitions

For purposes of this document:

Apparel includes, but is not limited to: uniforms (e.g. sports, school, and public employee uniforms); footwear (e.g., athletic shoes and work boots); sweatshirts; caps and hats; hospital gowns; academic regalia and lab coats; and other clothing whether or not imprinted with the government entity's name or logo.

Textiles include, but are not limited to: sheets, towels, blankets and spreads, pillows, cleaning cloths, laundry bags, mattress and bed pads, dust and wet mops, pillow cases, mats, mop heads, and washcloths.

Laundries are facilities that perform processes related to the renting and cleaning of Apparel and Textiles.

Production Facilities are facilities that manufacture (including cutting and assembly by weaving, sewing, knitting or felting), finish, apply marks, warehouse and distribute, or engage in any other processes that contribute significantly to the finished Apparel or Textile for procurement of government entities.

Code of Conduct is a set of labor standards, defined by each public entity, applicable to Production Facilities and Laundries where Apparel and Textiles are manufactured or laundered for government procurement.

Sweatfree Purchasing Policy (Policy) refers to a public entity contracting agency's Code of Conduct and administrative rules for Code of Conduct enforcement and any other related requirements.

Independent Third Party Monitoring Agency (Independent Monitor) is an organization with expertise in monitoring factory working conditions that is not owned or controlled in whole or in part by, nor obtains any revenue from, any contractor or other entity that derives its primary income from the sale of any product or service covered by a Sweatfree Purchasing Policy.

3. Process

For all procurement contracts for Apparel, Textiles and/or Laundering Services, contractors shall comply with the following procedures:

3.1. Disclosure Requirements:

3.1.1. A certification of compliance with the applicable government entity's Code of Conduct.

3.1.2. The name and complete physical address of each Production Facility and/or Laundry to be utilized in the performance of the contract.

3.1.3. When requested, description of the methods used to monitor and verify that Production Facilities and/or Laundries comply with the government entity's Code of Conduct.

3.1.4. When requested, written assurance from each subcontractor or Production Facility and/or Laundry to be utilized in the performance of the contract that they are in compliance with the applicable government entity's Code of Conduct. The contractor shall provide the written assurance within the time period specified by the contracting agency. In the event that any information provided by the contractor changes during the specified contract period, the contractor shall notify the contracting entity within 21 days of the change or according to the requirements of the applicable government entity.

4. Enforcement and Contractor Compliance

To ensure contractor compliance with the government entity's Code of Conduct, the contracting agency may use an Independent, Third Party Monitoring Agency (Independent Monitor) and/or the Sweatfree Purchasing Consortium for Code of Conduct verification and enforcement.

Independent Monitors and/or the Sweatfree Purchasing Consortium may verify that the information disclosed in accordance with the requirements set forth above is accurate and complete and request evidence of production or planned production at the given locations. Contractors should submit any compliance evaluation conducted by the Sweatfree Purchasing Consortium and/or an Independent Monitor to the government entity conducting the solicitation. If the compliance evaluation demonstrates the need for further action to ensure compliance, the contractor shall take steps to become fully compliant within a reasonable period of time as specified by the contracting agency. If the contractor is unable to become fully compliant, the government entity may impose sanctions in accordance with the agency's Policy.



CERTIFICATION

Bidders and proposers must complete this certification or the government entity's equivalent certification and submit it with the solicitation indicated below.

Request For Proposal (RFP): # _____ Invitation For Bid (IFB): # _____ Quotation: # _____	Date of Solicitation Opening _____/_____/_____ Return To: <i>Insert government entity's name and address, including the name of the Procurement Officer responsible for the solicitation.</i> _____ _____ _____, _____
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Check either the box for full compliance or the box for delayed compliance. Note that the contracting agency may require additional information about specific non-compliances if the box for delayed compliance is checked.

- ☐ **FULL COMPLIANCE:** The Apparel, Textiles and/or Laundering Services offered are or will be manufactured or provided in full compliance with the government entity's Code of Conduct.

- ☐ **DELAYED COMPLIANCE:** The Apparel, Textiles and/or Laundering Services offered are or will be manufactured or provided in partial compliance with the government entity's Code of Conduct.

The following box must be checked. The names and addresses of Production Facilities and Laundries may be attached in a spreadsheet provided by the SPC or downloaded from the SPC's database and attached to this certification.

- ☐ The name and complete physical address of each Production Facility and/or Laundry utilized or to be utilized in the performance of the contract are included with this certification. If required by the contracting agency, the following information pertaining to each Production Facility and Laundry listed is also included: minimum base hourly wages, percentage of wages paid as health benefits or other benefits; average number of hours/week for the most recent quarter; and overtime policy.

I declare under penalty of perjury that to the best of my knowledge the information provided in this Certification is true and correct, and that I am authorized to bind this entity contractually.

Name of Company: _____

Street Address: _____

City, State, Zip code: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Sweatfree Purchasing Consortium Certification of Completion

This certification signifies that the locations of Production Facilities and Laundries provided by the bidder or proposer have been independently verified. This is not a certification of compliance with the government entity's code of conduct.

Authorized Signature: _____ Date: _____

Printed Name and Title: _____