



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved COMMITTEE ON SWEATFREE PURCHASES

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Thursday, December 22, 2011

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: 5:35pm

**Present:** 3 -

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

**Excused:** 1 -

Jonathan D. Rosenblum

Guests: Cristina Lor, Lisa Mackinnon

### APPROVAL OF MINUTES

Approval of 12/22/11 Minutes

### PUBLIC COMMENT

None

### DISCLOSURES AND RECUSALS

None

### DISCUSSION ITEMS

1. [21508](#) Standing update on sweatfree and purchasing activities- Purchasing
  - a) Lara Mainella, Asst. City Attorney confirmed that the latest revision to the MGO 4.25 allows for the application of the new sliding scale of compliance requirement at the time of renewal of contracts and/or at quarterly intervals during the contract period when updated sweatfree bidder disclosure statements are required.
  - b) Sweatfree Purchasing Consortium (SPC) Update. A national US Communities cooperative contract for apparel is currently in place with a partnership between ServiceWear Apparel and VF Imagewear, a division of VF Corporation – the largest apparel company in the world. VF not only owns and manufactures (57) well known brands but is also a distributor of other products. This contract has a sweatfree requirement put in place by the City of San Antonio, TX, who is the contract lead agency. As such, it is being marketed as sweatfree as well as on the basis that VF Corporation requires all VF owned facilities to be certified by Worldwide Responsible Accredited Production (WRAP). WRAP is the industry side equivalent of the public sector initiative for pursuing sweatshop free conditions and practices in apparel facilities. While there seems to be commonality of purpose, both sectors have historically not worked together to achieve the same goals. With the sharp increase in volume of purchases generated by this contract and the leverage that VF has over its own factories as well as over its relationships with other factories and brands in the supply chain, SPC is exploring the possibility of pursuing joint efforts with VF Imagewear to increase transparency through factory disclosures.

2. [22534](#)

“Sliding Scale” Method of Compliance

- a. Committee can now move forward with implementing sliding scale compliance after Asst. City Attorney confirmed that the change in ordinance does allow for this method of compliance evaluation to be applied at the time of renewal.
- b. Three contracts have been identified as being eligible for renewal or rebid in 2012. All three will be subject to the new sliding scale compliance evaluation before the renewal is executed:
  - 1) Fire Dept. uniform contract
  - 2) Metro Transit uniform contract
  - 3) Uniform rental – City-wide
- c. The contract renewal process will entail:
  - 1) gathering data on the contract usage/volume for the previous year and
  - 2) requiring contractor to complete new bidder disclosure statements that provide factory locations and wage information
- d. Compliance gate is initially set at 40% for 2012 with 10% increments each year thereafter. The basis for the gate comes from the results of Bracewell’s mock application of the sliding scale formula to two of the City’s previous bids where compliance came in at an average of 25% - 30% without any competitive incentive in place.
- e. Next Steps – Agenda items for February meeting
  - 1) Develop a flowchart of how the process will work- both for renewals and new bids. Will use this flowchart for vendor education as well.
  - 2) Develop schedule/timeline for contract renewal
    - Example: For a contract expiring on June 29, use a similar timeline for the RFP process as a guide:
      - (a) Obtain contract spend data from vendor for previous contract period. - February
      - (b) Notify vendor of new compliance requirement/vendor education – March 15 - April 1
      - (c) Vendor to obtain information for bidder disclosure statement - allow approx. 3 – 4 weeks
      - (d) Deadline for submission of statements should be at least approx. 6 weeks before contract expiration date. –May 15
      - (e) Allow 2- 3 weeks for evaluation of submittals. Evaluation to be based solely on meeting the minimum compliance gate.
      - (f) Allow another 2 -3 weeks to finalize contract and/or contingency measures.
      - (g) Options if vendor does not meet the minimum gate:
        - extend the current contract and rebid (will require 8 weeks) or
        - extend current contract and work with vendor to meet gate; give an automatic 3 month extension for vendor to work towards compliance
  - 3) Plan vendor education in the February meeting
    - Targeted audience - all vendors or only current contract vendors

- Form of communication – written, in person
- Method of communication - one on one or meeting with all vendors
- Finalize materials to send to vendors for contract renewals
- Other/Content: what we tell them about their ability to substitute a product; introduce new form

4) 2012 Annual report - Carol to send out week of 12/26/11

5) Include as a standing agenda item – committee meeting schedule and membership

3. [24866](#) Discussion of LLPC representation in the committee

Cristina Lor from Student Labor Action Coalition (SLAC) stated that many of the SLAC and Labor Licensing Policy Committee (LLPC) members were unaware of the existence of the reserved LLPC seat on the City's sweatfree committee until Jonathan's visit. She suggested that the information about the vacant seat be announced at the committee meetings. Cristina expressed interest in the City committee's activities and will consider applying for the vacant student seat or solicit interest from SLAC and LLPC for this position.

There are two current vacant committee seats:

- 1) One student representative from LLPC
- 2) One alternate member seat

Interested parties can fill out committee form on the website or contact Monette for information. There is time for appointment to be technically approved by the Council before the next sweatfree committee meeting on February 23 if application is submitted asap.

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

No discussion

5. [19185](#) Announcements

Carol reminded members at the start of the meeting about the requirement to fill out the ethics statement of interest form.

## ADJOURNMENT

Adjourn: 6:30pm. Motion by Rhodes Conway, second by Bracewell