

-NOTICE-
Purchase of Items of Apparel
(purchases of \$5,000 or more)

Effective October 11, 2005

Section 4.25 of the City of Madison General Ordinances (MGO) establishes a policy relative to the purchase, rental, laundering or dry cleaning of apparel, to ensure that the City does not procure articles of apparel or footwear that were manufactured in sweatshops.

The City of Madison will not purchase apparel from vendors or contractors who obtain goods that originate in a sweatshop. MGO 4.25 establishes minimum standards for treatment of employees by contractors, subcontractors and third-party vendors. These standards apply to all apparel purchases of \$5,000 or more, and to requests for city financial assistance if \$5,000 or more will be used for procurement of apparel.

All bidders on a contract, applicants for financial assistance, and vendors offering the purchase, rental, laundering, dry cleaning of items of apparel, must submit the attached disclosure statement with their bid or application, or prior to entering into a purchase order. If the pre-award disclosure reveals a violation of MGO 4.25 or a statement that the proposed contractor/vendor will not or cannot comply with MGO 4.25, the City reserves the right not to award the contract. Bidders shall provide access to the City of Madison and the City's independent monitoring agency, to inspection and monitoring reports for all facilities producing goods for the proposed contract and shall require their subcontractors to allow the same access.

“APPAREL” means all garments or items of clothing any part of which is a textile produced by weaving, knitting, or felting; and all shoes and other footwear.

The entire Section 4.25 MGO will be incorporated by reference and become part of all applicable contracts and PO's.

For the complete text of Section 4.25, Madison General Ordinances, see

http://library6.municode.com/nonfolio/home.htm?infobase=50000&doc_action=whatsnew . If you do not have internet access please request a copy of the ordinance at the Purchasing Unit, 210 Martin Luther King Jr. Blvd., Room 407, City-County Building, Madison, WI 53703.

CITY OF MADISON – PURCHASING SERVICES
BIDDER DISCLOSURE STATEMENT - PROCUREMENT OF ITEMS OF APPAREL

BID/RFP NUMBER _____ **DATE:** _____

CONTRACTOR SUBMITTING THIS FORM _____

This affidavit of compliance will be the contractor’s sworn statement that each proposed production facility, including those of any subcontractors, comply with all of the requirements of Madison General Ordinances, sec. 4.25. If awarded the contract, an updated version of this disclosure statement shall be submitted quarterly to the City or its independent monitoring agency.

A. Below, provide the name and address of each facility or factory at which items of apparel have been or will be produced, manufactured, assembled, finished, distributed, laundered or dry cleaned under this contract, the name, business address and phone numbers of the principal officers / partners / owners of each facility, and the RAW NUMBER of each type of good or product produced at each facility. (attach additional sheets if necessary)

NAME OF FACILITY AND COMPANY SUBCONTRACTOR	COMPLETE MAILING ADDRESS AND PHONE NUMBER	NAME, BUSINESS ADDRESS & PHONE OF PRINCIPAL OFFICERS/OWNERS	RAW NUMBER OF GOODS PRODUCED FOR THIS CONTRACT
1.			
2.			
3.			
4.			

B. For each facility listed above, provide the base hourly wage of non-supervisory production employees, the percent of wage level paid as health benefits or other benefits (specify which), any other regular deduction from paychecks, the normal working hours per employee per day and week, the average working hours per day and week over the past three (3) months, and a description of the overtime policy. (attach additional sheet, if necessary):

NAME OF MANUFACTURER/ CONTRACTOR/SUBCONTRACTOR	BASE HOURLY WAGE	% OF WAGE LEVEL PAID AS HEALTH BENEFITS	% PAID AS OTHER BENEFITS	OTHER REGULAR DEDUCTIONS	NORMAL WORK DAY	NORMAL WORK WEEK	ACTUAL AVERAGES OVER 3 MONTHS	OVERTIME POLICY
1.								
2.								
3.								
4.								

If this disclosure statement reveals noncompliance with sec. 4.25 MGO, or a statement that the proposed contractor will not or cannot comply with MGO 4.25, the City reserves the right not to award the contract.

Further, I understand that any false statement on these forms could result in:

- Withholding of payments under an existing contract.
- Liquidated Damages of \$2,000 per violation or 20% of the value of the items of apparel or material that we produced in violation of the ordinance.
- Termination, suspension or cancellation of the contract in whole or in part.
- Nonrenewal.
- Disqualification from bidding on future city contracts or eligibility to enter into purchase orders when formal bidding is not required, for a period of one (1) year after the first violation is found and for a period of three (3) years after a second or subsequent violation is found.

To the best of my knowledge, each production facility, including those of any subcontractors, comply with all of the requirements of Madison General Ordinances, sec. 4.25. I have completed this Disclosure Statement form in good faith and have made no willingly false or misleading statements.

I/We hereby state that we will comply with Section 4.25 of the City of Madison General Ordinances as stated above. I/We further understand that this Disclosure Statement may be made public, subject to applicable public record laws.

AUTHORIZED SIGNATURE:

PRINTED NAME:

COMPANY NAME:

Subscribed and sworn before me this ____ day of _____, 200 ____.

Notary Public Signature

(SEAL)

My commission expires _____.

(print name)