



**FINANCE DEPARTMENT
PURCHASING SERVICES**

210 Martin Luther King, Jr., Blvd. Room 407
Madison, Wisconsin 53703-3346
Tel: 608 266 4521
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<http://www.cityofmadison.com/finance/purchasing/>

**-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.

Information submitted on the disclosure statement shall be evaluated for compliance, with the factory location given more weight than the wage information.

All information submitted may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Furthermore, submitted information may also be disclosed for inclusion in a national database of supply chain information that will allow public entities to learn about the origin of the products they are buying.

"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 POs.

*For the complete text of Section 4.25, Madison General Ordinances, go to:
<http://library.municode.com/index.aspx?clientId=50000>*

*Request a copy of the ordinance from:
City of Madison Purchasing Services, 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

CONTRACTOR SUBMITTING THIS FORM:.....

BID/RFP NUMBER.....DATE:.....

PRODUCTS COVERED BY THIS FORM (LINE #s FROM RFP):.....

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 of 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 (NOT A BUSINESS OR CORPORATE OFFICE). Include the name, business address and phone numbers of the principle officers/partners/owners of each facility. Include the raw number (quantity) of each type of good or product produced at each facility (i.e., 5,000 SHIRTS). See the Example Form if this is unclear. You may use an additional sheet for each facility location.

Name of Facility and Subcontractor	
Complete Facility Mailing Address (Street, City, Country, Postal Code)	
Facility Phone Number	
Name of Principal Officers/Owners	
Business Address of Principal Officers/Owners (Street, City, Country, Postal Code)	
Phone of Principal Officers/Owners	
Quantity of Goods for This Contract (if known)	

B. For the above facility, provide the base hourly wage of non-supervisory 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 per week, the average working hours per day and per week over the past three (3) months, and a description of the overtime policy. See the Example Form if this is unclear. You may use an additional sheet for each facility location.

Name of Facility and Subcontractor			
Base Hourly Wage		Normal Work Day (Hours)	
% of Wage Level Paid as Health Benefits		Normal Work Week (Hours)	
% Paid as Other Benefits		Actual Average Over 3 Months (Hours)	
Other Regular Deductions		Overtime Policy _____ _____	



CITY OF MADISON PURCHASING SERVICES

BIDDER DISCLOSURE STATEMENT - PROCUREMENT OF ITEMS OF APPAREL

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: _____