

## **SPECIAL PROVISIONS FOR SWEATFREE PURCHASING REQUIREMENTS**

Sweatfree Procurement of Items of Apparel (MGO 4.25) (“Sweatfree Purchasing”) as required in sec. 30 of the Standard Terms and Conditions states:

The contractor shall follow labor practices consistent with international standards of human rights, meaning that, at a minimum, contractor shall adhere to the minimum employment standards found in Section 4.25 of the Madison General Ordinances and shall require all subcontractors and third-party suppliers to do the same. For purposes of sec. 4.25, "Subcontractor" means a person, partnership, corporation or other entity that enters into a contract with the contractor for performance of some or all of the City-contracted work and includes all third-party suppliers or producers from whom the contractor or its contractors obtains or sources goods, parts or supplies for use on the city contract and is intended to include suppliers at all level of the supply chain. The standards in Sec. 4.25 shall apply in all aspects of the contractor's and subcontractor's operations, including but not limited to, manufacture, assembly, finishing, laundering or dry cleaning, (where applicable), warehouse distribution, and delivery. Contractor acknowledges that by entering into this contract, Contractor shall be subject to all of the requirements and sanctions of sec. 4.25 of the Madison General Ordinances.

Section 4.25 of the Madison General Ordinances, Procurement of Items of Apparel, can be viewed at: [www.cityofmadison.com](http://www.cityofmadison.com) by following the link to “City Hall,” and Madison General Ordinances, or at this link: <http://www.municode.com/Library/clientCodePage.aspx?clientID=11618>.

Among other things, the Sweatfree Purchasing Ordinance requires all bidders to submit a sworn affidavit of the Bidder Disclosure Statement as part of his/her response to the RFP (form attached.) The Bidder Disclosure Statement must be filled out completely. Failure to provide all of the information on the form (as required by MGO 4.25(5)(b)) will disqualify the bidder. The information required by 4.25(5)(b) is listed below for your convenience.

1. The names, addresses, and phone numbers of each facility involved in the production of goods covered by this policy.
2. The names, business addresses, and phone numbers of the principal officers of each facility involved in the production of goods covered by this policy.
3. The base hourly wage of non-supervisory production employees, percent of wage level paid as health benefit, other benefits, regular deductions from paychecks, normal working hours per day and week, actual working hours per day and week over the last three months, and overtime policy.
4. The raw number of each type good produced in a given factory for the City.
5. A sworn statement that each of the proposed production facilities, including any sub-contractors, complies with all requirements of this ordinance.
6. Any other information deemed necessary by the City for the administration and enforcement of this Ordinance.