

ADMINISTRATIVE POLICY

LAST MODIFICATION: June 22, 2009

Policy #

ORIGINATING DEPARTMENT: Administrative Services Department

SUBJECT: Sweatshop Free Procurement per Resolution 2008-45

PURPOSE: To ensure the integrity of the City's purchasing program in regards to purchases of uniforms and clothing by not acquiring such items that are proved to be the product of sweatshop labor and to support joint efforts for Sweat Free Procurement with peer agencies where financially feasible.

STATEMENT OF POLICY: The City will use its purchasing procedures and spending authority to promote the improvement of working conditions in the world by avoiding the acquisition of uniform and clothing items that cannot be certified as being the product of a "sweat free" environment (not the product of sweatshop labor as defined in Resolution 2008-45).

In order to do this, the City, through the Purchasing Agent, department heads and others authorized to directly purchase or approve the purchase of clothing and uniforms will:

1. Require a signed statement from all potential bidders or suppliers of subject items with the names, complete physical addresses, phone numbers, and contact persons of each production facility to be involved in the production of the proposed products.
2. Require a statement by any potential supplier that it understands its obligation to ensure that all applicable production facilities adhere to the sweat free environment standards as defined in Resolution 2008-45.
3. Require any vendor, contractor or subcontractor remedy noncompliance if evidence is found that the product (or material portions of the product) was manufactured in a sweat shop environment. Upon determination of a violation of the sweat free standard at a production facility of a contractor or its supplier, the intention is for the situation to be corrected in order to comply with the sweat free requirement. If The Consortium or its authorized agent finds that a violation has occurred and that the contractor refuses or fails to ensure that the violation is expeditiously remedied, the City may terminate the contract without notice.
4. Give preference to any vendor and product that meets the required minimum standards of the purchase if certification is readily provided that proves location of manufacture and there is a belief that it is a product of a sweat free environment.



5. Document information provided to support the selection of the vendor and product purchased.

City agents may take advantage of procurement processes or research by other government agencies in Oregon and Washington that confirm the product is from a sweat free environment and, where feasible and allowable, purchase such products that meet the City's need directly from that supplier. Government Services Administration (GSA) contracts may also be followed if the contract bid documents certify the product is from a sweat free environment supplier.

City will allow other government agencies to take advantage of its research and purchasing decisions to support their efforts to implement sweat free procurement.

The City will join the Sweat Free Purchasing Consortium and pay annual dues as required. If those dues for any year exceed 1% of the total amount of uniform purchases covered by this policy, Staff will notify the City Council for further direction.

This policy pertains to uniforms and articles of clothing purchased directly by the City for its employee use or distribution to the public. Reimbursement by the City to individuals for purchases under \$500 is exempt.

Approved:

Martha Bennett, City Administrator

Date: _____

Reviewed as to form:

Richard Appicello, City Attorney

Date: _____

