

Meeting Minutes for University City Sweatfree Purchasing Advisory Board

December 1st, 2010

City Hall, 7:00 pm

Those present: Susan Armstrong, Dan Mosby, Jim Adams Jerry Hochsztein, Janet Watson, Danella Lang, Emily Miller, Ann Marie Schutzius

Notes from Conversation with Janet Watson and Danella Lang about UCity Buying Procedures

- We will be dealing with bids over \$2000 (generally awarded to lowest bidder)
- Purchase order serves as the contract
- Uniforms: some are bought by the city for the whole department (ex. police), others are given a purchase allowance (ex. fire department)
- Main uniform areas for UCity: Cintas, fire department and police department
- UCity recreation association buys recreation/park equipment and sports equipment (ex. soccer balls)
- Vehicles are purchased through state contracts to minimize costs
- Office supplies and uniforms are the largest contracts dollar-wise
- The bidding process occurs at the same time each year for these large annual contracts: April (bidding opens, RFPs sent), May (bid review), June (announcement)
- We want to let possible vendors know about Sweatfree purchasing beforehand both so they aren't surprised in April and so they can use it to their advantage in the bidding process
- Leon's and Cintas' contracts end on July 1st (end of fiscal year)
- No new apparel contracts will be relevant until April
- One-time purchases happen all year long
- Leon's is supplier for police uniforms – retail is local but don't know where manufacturing occurs
- Will be applying the affidavit to all areas, not just those in which we know there are problems
- Only dealing with one bid for police uniforms however there are various possible vendors
- Breach of contract is typically dealt with through the City Attorney
- Need to figure out how to police affidavits – what to do in the case of failure to provide information and/or non-compliance
 - If a link to sweatshop labor is found partway through contract, it may not be necessary to terminate the contract. If the company changes suppliers, buying Sweatfree will be more expensive yet the company will still have to maintain the terms of the contract with UCity (the price previously agreed upon), thus the company will suffer an economic loss. This serves as a disincentive for companies to lie about sweatshop linkages.
- Companies will be responsible for providing proof of good labor conditions where their products are manufactured
- Will need to write a clear contract/affidavit – can use Consortium's model from Dan
- UCity has not applied to the Consortium yet, Janet Watson will do so this week
- Janet Watson will work on getting together current purchase orders that we can look at to see all that they entail as well as to determine how the affidavit will fit into the buying process

- Want to see how bids are formatted, what the invitation to bid looks like – also important to see purchasing orders from both items and clothing because they are individualized
- Use Leon's and Cintas' RFPs and purchase orders as examples
- In the future, look into how Sweatfree can be added into allowance program for fire department – possible idea: look into suppliers and create a list of recommended suppliers for them to use

Advisory Board Goals/To Do List

- Check that UCity has joined the Consortium
- Goal is to have affidavit written by early March (draft done by February 1st)
- Look over Consortium model, use as a basis for our affidavit
- Affidavit will then be sent in by companies with their bids (April/May)
- Need to send notice to vendors dealing with a purchase order of over \$2000 dollars (not just sending to Leon's because that could be perceived as singling them out)
- Press release that the Advisory Board is under way (this got nixed via email; revised plan is that the first press release will come out after the Consortium is joined)
- Educating possible vendors through a notice with a detailed explanation of the new buying procedure; educating the UCity community through press releases

Next meeting: December 16th, 7 pm