

April 20, 2010
Seattle Municipal Tower, 4112 41st Floor
Sweatfree & Slave Free Purchasing Policy Advisory Committee
2:30 – 4:00 pm

Attendees:

- ✓ Nate Van Duzen, CM Tim Burgess
- ✓ Sara King, Intern, Washington Fair Trade Coalition
- ✓ Jacque Larrainzer, Office of Civil Rights
- ✓ Dan Eder, Central Council Staff
- ✓ Kristen Beifus, Director, Washington Fair Trade Coalition
- ✓ Dolly Small, City Purchasing, Contracting Equity Manager
- ✓ Masha Burina, Seattle Women's Commission
- ✓ Julie McCarty, Department of Personnel
- Brian Hawksford, CM Rasmussen
- Morgan Currier, Student Labor Action Project
- Robert Beiser, J Connect (Robert@hilleluw.org)
- Candace Inagi, Office of the Mayor
- Lisa Herbold, CM Licata
- Patrick Neville, King County Labor Council
- Patricia Lee, Central Council Staff

Agenda Notes:

- ✓ Presentation on Sweatfree Models (Nancy Locke)
- ✓ Agreed upon Basic Policy Structure
 - ✓ Policy Statement of progressive action
 - ✓ Apply to employee, primes and subs
 - ✓ Apply to sealed bid thresholds (\$44,000) and above
 - ✓ Uniforms only, progress as best practices evolve
 - ✓ Vendors must sign a Code of Conduct
 - ✓ Vendors must provide List of Manufacturing Locations
 - ✓ Vendors must agree to monitoring as available
 - ✓ Policy allows Standard exemptions
- ✓ Agreed upon Basic Objectives (attached)
- ✓ Definition of Uniform (attached)
- ✓ Parking Lot issues
 - ✓ Code of conduct statement
 - ✓ Funding
 - ✓ Monitoring
 - ✓ Phases (rental uniforms, subcontracting uniforms, accessories)
- ✓ Next meeting dates (Seattle Muni Tower, 41st Floor)
 - ✓ May 6 at 2:30 to 4:00
 - ✓ May 12 at 1:30 to 3:00
- ✓ Not everyone received Doodle. Nancy rechecked; all were sent a doodle although some might be caught in spam. Resent.

Attachment 1 –**Definition of Uniforms** (reviewed 4/20/2010)

Seattle: definition of uniforms seeks to initially include those most prominent towards the goals and objectives that minimize exemptions and waivers, has minimal risk of unexpected cost increases and/or cost preferences, has minimal risks of poor availability and inventory, yet makes a clear and visible commitment to the policy. The policy anticipates a phased approach to adopt other items over time. For phase one, Uniforms would include:

Uniforms are defined to include basic “cut and sew” textile uniform garments, which are bought on a recurring basis as required and specified by the City for the performance of City work. This includes those uniforms bought by employees using a City reimbursement or allowance, and those bought by the City when total spend is greater than the sealed bid limits set by SMC 20.60.106. Uniforms include the uniform shirts, trousers, and jackets.

Other garments or associated items are excluded from the definition of Uniforms:

Uniform Accessories are defined to include footwear and socks, uniform accessories such as duty belts, duty holsters, hats, ballistic vests, fire bunking gear and police body armor.

Safety Gear are defined to include safety gear and related accessories such as vests and raingear, overalls, safety harnesses, and boots.

Rental uniforms and products are defined to include items rented by the City, such as shirts, trousers, overalls, lab coats, mops, mats, towels and rags.

Incidental items are those where total City purchases are less than the sealed bid limit established by SMC 20.60.106, and often include promotional items, T-shirts, ball caps and similar.

Portland: Policy starts with an initial phase for just garments acquired above the sealed bid limits, which are those with most likely success.

Allows minimum compliance (code of conduct, locations) and scored awards (most compliant).

Expect to phase other uniform accessories or products over time.

They have not yet conducted a bid process.

“Uniform and Clothing – All garments or items of clothing any part of which is textile produced by weaving, knitting, sewing or felting; and all shoes and other footwear. Includes uniforms and clothing that are leased or rented on a recurring basis.”

- Included (examples): leased and purchased uniforms (dress shirts, trousers, footwear)
- Excluded (examples): Safety harness and/or safety related accessories, duty belts, holsters, ballistic vests, bunker gear. Excludes anything under sealed bid limits; baseball caps, T-Shirts, sweatshirts, etc., are less than sealed bid limits.

San Francisco: Has a broad definition of products that will fall within policy, and therefore uses a “most compliant” calculation with a 15% cost-preference.

San Francisco has not yet had a fully compliant bid process; all bids have taken exception or waivers.

This policy requires extensive bid reviews, with individual product-line verifications in order to determine who is “most compliant” and do separate cost calculation.

- Included: apparel, garments and corresponding accessories
- Included (2/11/2010): (Textiles) all items of cloth produced by weaving, knitting, sewing or similar production processes, including but not limited to such cloth items as sheets, pillows, pillowcases, towels, blankets, comforters, bath mats, mattress covers, table linens, cloth napkins, cleaning cloths, draperies, upholstery, rugs and entrance mats, but excluding carpets.

Attachment 2 – Objectives

4/20/2010 Meeting

Purpose

- *Establish a policy that implements Sweatfree and Slavefree expectations in the production and manufacturing of products for the City, specifically in acquisition of textile uniforms, with expectation of evolving to introduce additional products and best practices in the future.*

Objectives:

1. Phased approach. Progressively evolve in the future as the industry, public processes and best practices evolve, for example:
 - Adding other product lines in addition to textile uniforms; and/or
 - Adding more specific monitoring requirements;
 - Applying requirements onto subcontractors (such as security or building maintenance companies)
 - Adding rental companies
2. Make Sweatfree an addition to (not “in lieu of”) other social responsibility policies (i.e. women and minority business, environmental stewardship, fiscal (cost) responsibilities) ;
3. Do not use cost-preferences. This decision means we keep product scope limited to textile uniforms, and still allow an award if no compliant bidder.
4. Work on larger impact contracts and acquisitions; policy should reflect sealed bid limits as threshold for other products as it expands beyond uniforms.
5. Use definition of uniforms that is more limited, to avoid untested product lines, unpredictable bid environment, cost-preferences and exemptions
6. Use experience and models from other cities to guide our policy structure.
 - a. Policy Statement of progressive action
 - b. Apply to employee, primes and subs
 - c. Apply to sealed bid thresholds (\$44,000) and above
 - d. Uniforms only, progress as best practices evolve
 - e. Vendors must sign a Code of Conduct
 - f. Vendors must provide List of Manufacturing Locations
 - g. Vendors must agree to monitoring as available
 - h. Policy allows Standard exemptions
7. SLI requests a policy, which also matches to our initial knowledge that suggests there is a long learning curve, phased implementation, advantages to greater flexibility, and no legal requirements to implement such as cost preferences.
8. Can provide a broad general statement that encourages vendors and the industry to comply.
9. Include a general statement that the City wants collaboration with community interests, associations and other public agencies when appropriate.