

Purchase Of Garments and Other Apparel From Responsible Manufacturers (no-sweatshop) Procedure

PURPOSE

To ensure that garments, uniforms or other apparel items are purchased from responsible (no-sweat shop) garment manufacturers.

The City of Toronto views sweatshops as morally unacceptable, politically unjust, and economically unwise and does not wish to purchase garments and other apparel goods manufactured under such conditions, nor affiliate or do business with corporations that employ such practices.

POLICY

Adopted by Council at its meeting of April 25, 26 and 27, 2006, Report 2 Clause 1 of the Administrative Committee

PROCEDURE

- (1) The Policy on Purchase of Garments and Other Apparel from Responsible Manufacturers will be included in all requests and calls for garments and other apparel issued by the Purchasing and Materials Management Division.
- (2) Prior to the award of any contract for the purchase of garments and other apparel, the bidder(s) under consideration for award will be required to complete the attached Vendor Acknowledgement and Declaration Form by providing the name and addresses of all manufacturing facilities used in the production of the goods and declare that the goods are manufactured in accordance with all laws applicable in the jurisdiction of their production and in accordance with the minimum labour rights set out in the policy. The form is to be returned to the Corporate Buyer contact within five (5) working days.
- (3) The Bidder(s) under consideration for contract award must also acknowledge that non-compliance with the policy after contract award can result in termination of any contract and disqualification from conducting business with the City of Toronto for a period of up to (2) two years.
- (4) Failure to provide the required information and declaration prior to the award of the contract will result in the rejection of the bid.
- (5) The Corporate Buyer will complete the Vendor Acknowledgement and Declaration Form including the Quotation/Proposal/Contract number, Buyer name, description, return fax/email, date sent, date required, and company name and then send form by fax or email to the Bidder(s) under consideration for award.

- (6) After the Bidder completes and returns the form within the 5 working day period, the Corporate Buyer will submit the original completed form to the Fair Wage Office to determine compliance to this policy
- (7) If the Fair Wage Office determines that the Bidder is in compliance the Corporate Buyer will award the contract in accordance with the Fair Wage Office recommendation. A copy of the Fair Wage report in regards to compliance is to be included in the Call file by the Corporate Buyer
- (8) If the Fair Wage Office determines that the lowest Bidder is non-compliant, the Fair Wage Office will review and recommend other compliant Bidders as requested by the Corporate Buyer.
- (9) The Corporate Buyer will report a determination of a Bidder's non compliance to the policy to his/her Supervisor/Manager of Purchasing who will, if necessary, report the non-compliance to the Director of Purchasing and Materials Management. If the value of the contract is below the reporting limit of \$500,000, an award may be made to other than the lowest bidder. If the value of the contract exceeds the reporting limit, a report is to be submitted to the appropriate Standing Committee stating the reasons for awarding the contract to other than the lowest bidder meeting specifications.
- (10) When complaints in regards to non-compliance are received during the term of a contract, the Corporate Buyer will immediately submit the written complaint to the Fair Wage Office for their investigation. The Corporate Buyer will inform their Supervisor/Manager of Purchasing of the complaint who will subsequently inform the Director of Purchasing and Materials Management.
- (11) If the result of the Fair Wage Office investigation determines the allegations of non-compliance are true and that an existing supplier is not in compliance with this Policy, a joint report will be prepared by Purchasing and Materials Management Division and the Fair Wage Office to the Administration Committee and Council recommending termination of existing contract(s) on a case by case basis. The Corporate Buyer and Supervisor/Manager of Purchasing will work with the Fair Wage Office to prepare the report.

FORM(S)

Vendor Acknowledgement and Declaration Form

CONTACT

Should you have any questions please contact The Purchasing and Materials Management Division. In the event that further interpretation is required contact the Manager, Corporate Purchasing Policy and Quality Assurance at 416-392-0387 or Supervisor, Policy, Training & Technology at 416-392-1305.

**Responsible Garment Manufacturer Policy
Vendor Acknowledgement and Declaration Form**

Request for Quotation/Proposal/Contract Number	Buyer Name
Description	Return fax/email

Date Sent: _____

Date Required: _____

(must be received within 5 working days or bid will be rejected)

I/We _____ (company name)

- (1) declare that the garments supplied in accordance with the above noted Request for Quotation / Proposal / Contract are manufactured in accordance with all laws applicable in the jurisdiction of their production, (names and addresses of manufacturing facilities used in the production of the garments must be provided below), and in accordance with the minimum labour rights set out in the City's Responsible Garment manufacturer Policy.

Name of manufacturing facility

Address of manufacturing facility

- (2) acknowledge that non-compliance with the policy during the term of the contact may result in the termination of the contract and disqualification from conducting business with the City for up to 2 years

I have authority to bind the Corporation
(Affix Corporate Seal over signature)

print name, title, ph., fax, etc

Witness signature (if no Corporate Seal)

print name, title, ph., fax, etc.

Date Completed: _____