

February 11, 2015

**NOTE TO PROPONENT'S
ADDENDA #1 to RFP # '15/15/B**

CITY OF SANTA FE FIRE DEPARTMENT UNIFORMS

Please be advised of the following change/clarification in this packet:

1. Page 12 specifications item 3 samples item numbers were incorrect on the following items:
Polo shirts short sleeve men – 5.11 (72281) correct number (71182) or equivalent
Class B/C Pant Firewear (PA08-7905) correct number (PA65-7905) or equivalent
2. All hats shall have Santa Fe Fire embroidered in white in the back of each hat.
3. 5.11 Women Jacket (38074) has been discontinued.
4. Replace the specification and price list with the attached.
5. All uniforms provided in the bid shall comply with City's Sweatshop Free Procurement Policy and Code of Conduct Compliance.

Sweatshop Free Requirements:

The successful bidder must provide textile products in accordance with the City's Sweatshop Free Procurement Policy, Code of Conduct for Apparel bid. The City's Sweatshop Free Procurement Policy and Code of Conduct are attached as Exhibit A and B. **The City's Sweatshop Free Procurement Policy and Code of Conduct are applicable to the Contractor and all Subcontractor and suppliers down to the cut and sew (point-of-assembly) level of the manufacturing process** for the products provided under the resulting bid. Bidders must acknowledge receipt of the Code of Conduct and Code of compliance attached Exhibit B.

Prior to the award, the bidders must demonstrate compliance with the City's Code of Conduct for Apparel Bid by completing and submitting the City of Santa Fe Sweatshop Free Procurement Policy Prime Bidders Full Compliance Declaration & Verifications Form and the Point-of-Assembly Factory location attached Exhibit D and E for all items submitted in the bid. Delayed Compliance may be requested by the successful Bidder, if necessary, by completing the Delayed Compliance Authorization Request form attached Exhibit F.

In order to demonstrate continued compliance with the City's Sweatshop Free Procurement Policy, upon request by the City, the successful Bidders shall provide Sweatshop Free Procurement Policy compliance documentation for any textile item ordered by City staff during the term of the resulting bid.

The City reserves the right to investigate all evidence reasonably necessary to determine whether the successful Bidders are in full compliance with the City's Code of Conduct Apparel Bid, including on-site audits by City-approved independent third-party monitors of manufacturing facilities producing items.

Reporting Requirements:

Upon request by the City Purchasing Office, the Bidder shall provide an itemized usage report on all items purchased by the City (up to four usage reports per year). The electronic usage shall be in a Microsoft Excel compatible format and contain the following per lint item:

- a. Order Date
 - b. Customer Number
 - c. Customer Name (City Bureau/Office Name)
 - d. Ordered By Name (name of person submitting order)
 - e. Product Order Number (SKU)
 - f. Item Description
 - g. Item Brand Name/Manufacturer
 - h. Item Manufacturer Product Number
 - i. Item Unit Price
 - j. Quantity Ordered
 - k. Extended Price
-
6. Exhibit A – City’s Sweatshop Free Procurement Policy
 7. Exhibit B – Code of Conduct and Code of Compliance & Bidders Acknowledgement
 8. Exhibit C – Prime Bidders Full Compliance Declaration & Verification Form
 9. Exhibit D – Point-of-Assembly Factory Form
 10. Exhibit E – Delayed Compliance Authorization Request Form

All other pertinent information to remain the same.

RECEIPT ACKNOWLEDGE BY PROPONENT

This addendum will be part of the RFP documents and shall be included with bid submittal. Non-receipt of addenda by RFP in no way relieves proponent of obligation of compliance with any terms and conditions stated in the addenda.

City of Santa Fe Fire Department Uniform Specifications - 2015:

ALL BRAND NAMES OR EQUIVALENT:

Item	Make	Model	Style	Color	Price
Class-A Cover - Chiefs	Midway	Bell Crown -114	Gold strap #GNL40 with Gold Blackinton hat badge #A2860, #A4279, or #A2862	White	
Class-A Cover - Captains	Midway	Bell Crown -114	Silver Strap #SNL40 with Silver Blackinton hat badge #A2866	Navy Blue	
Class-A Cover - LT	Midway	Bell Crown -114	Black Strap with Silver Blackinton hat badge #A2867	Navy Blue	
Class-A Cover - Firefighter	Midway	Bell Crown -114	Black Strap with Silver Blackinton hat badge #A9175	Navy Blue	
Class-A Cover Accessories	Blackinton	A2866	Captain's Class-A Cover badge only	Silver	
Class-A Cover Accessories	Midway	SNL40	Captain's Class-A Cover Silver Strap only	Silver	
Class-A Cover Accessories	Blackinton	A2867	Lieutenant's Class-A Cover badge only	Silver	
Class-A Cover Accessories	Midway	TCC	Retired Class-A Cover Red TCC Cord only	Red	
Ball Cap	Richardson	185	With SFFD Maltese Cross embroidered in color	Navy Blue	
Knit Watch Cap			With "SFFD", in white, embroidered on the front	Navy Blue	
Fleece Watch Cap	Yupoong	2006	With "SFFD", in white, embroidered on the front	Navy Blue	
Boonie Hat	TRU-Spec	320500	With "SFFD", in white, embroidered on the front and "TRAINING DIVISION" on back in white	Navy Blue	
Class-A Jacket - Chief Officer	Flechheimer-Flying Cross	38804	11.5oz 100% Poly Double Breasted with 6 Gold "FD" Buttons and SFFD patch on both shoulders	Navy Blue	
Class-A Jacket	Flechheimer-Flying Cross	38804	11.5oz 100% Poly Double Breasted with 6 Silver "FD" Buttons and SFFD patch on both shoulders	Navy Blue	
Class-A Jacket Accessories			Class-A Jacket sleeve strip(s) - Silver or Gold - Each Pair	Silver/Gold	
Class-A Jacket Accessories	Blackinton	Various	Class-A Jacket 15/16 inch round collar insignia - #A2971, #A4280, #A2874 - Pair	Gold	
Class-A Jacket Accessories	Blackinton	Various	Class-A Jacket 15/16 inch round collar insignia - #A2875 and #A2876 - Pair	Silver	
Winter Jacket - Men's	5.11	48073-724	Hi-Vis Winter Jacket - Shell w/ "SFFD" only heat pressed in reflective silver on back and full color SFFD Maltese Cross embroidery on front along with Velcro strip for name tape Fleece w/full color SFFD Maltese Cross embroidery on front along with Velcro strip for name tape and SFFD only heat pressed in reflective silver on back	Flo/Navy	
Winter Jacket - Women's	5.11	38074-724	Hi-Vis Winter Jacket - Shell w/ "SFFD" only heat pressed in reflective silver on back	Flo/Navy	

			and full color SFFD Maltese Cross embroidery on front along with Velcro strip for name tape Fleece w/full color SFFD Maltese Cross embroidery on front along with Velcro strip for name tape and SFFD only heat pressed in reflective silver on back		
Lite Jacket	5.11	48038	Tactical Fleece w/ "SFFD" only heat pressed in reflective silver on back and full color SFFD Maltese Cross embroidery on front along with Velcro strip for name tape	Navy Blue	
Chief's Lite Jacket	5.11	48099	Chameleon Softshell w/ full color SFFD Maltese Cross embroidered on the left chest.	Navy Blue	
Wildland Work Jacket	Carhartt	J131	Full color SFFD Maltese Cross embroidered on front left chest "WILDLAND" embroidered in white on right chest	Black	
Training Div. Work Jacket	Carhartt	C61	Full color SFFD Maltese Cross embroidered on front left chest and name and rank embroidered in white on right chest	Army Green	
Training Div. Hooded Jacket	Carhartt	101300	Full color SFFD Maltese Cross embroidered on front left chest and name and rank embroidered in white on right chest	Black	
Training Div. Bib Overalls	Carhartt	37	Unlined Duck Zip-to-thigh	Brown	
Wildland Hoodie Wildland Team	Hanes	P170	Hanes Hoodie w/ silk screening of full color SFFD Maltese Cross on front left chest and full color Santa Fe Fire Wildland emblem silk screened on back. "WILDLAND" embroidered in white on right chest.	Black	
Wildland Hoodie Atalaya Hand Crew	Hanes	P170	Hanes Hoodie w/ silk screening of full color SFFD Maltese Cross on front left chest and full color Santa Fe Fire ATALAYA emblem silk screened on back. "ATALAYA" embroidered in white on right chest.	Black	
Haz-Mat Hoodie	Hanes	P170	Hanes Hoodie w/ silk screening of full color SFFD Hat-Mat emblem on front left chest and "SFFD" in red outlined by white on back	Black	
PFT Hoodie	Hanes	P170	Hanes Hoodie w/ Full color SFFD Maltese Cross silk screened on left chest and "PFT" silk screened on the right chest. In RED on back will be the "SFFD" Est 1880 design with "Peer Fitness Trainer"	Black	

SFFD Instructor Hoodie	Hanes	P170	Hanes Hoodie w/ silk screening of WHITE SFFD Maltese Cross on front left chest and "SFFD" Est. 1880 design on back. "INSTRUCTOR" embroidered on front right chest	Black	
Auto-X Hoodies	Hanes	P170	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Auto-X emblem on front left chest and Auto-X design on back	Black	
SFFD Uniform Sweatshirt	Jerzees	4525M	Super Sweats Nublend 9.5 oz 50% Cotton 50% Poly w/ silk screening of full color SFFD Maltese Cross on front and "SFFD" Est. 1880 design on back. First Initial, Last Name and Rank embroidered on front	Navy Blue	
Job Shirt	Blauer	4630C	Blauer Job Shirt 10.5oz 100% Cotton w/ silk screening of full color SFFD Maltese Cross on front and "SFFD" Est. 1880 design on back. First Initial, Last Name and Rank embroidered on front	Navy Blue	
Training Div. BDU Blouse	Galls	SH110	Poly/Cotton Rip-Stop BDU Blouse-embroidred above left pocket in white "TRAINING DIVISION" & above right pocket is first initial and last name in white. Silk Screened on back is the SFFD logo with "TRAINING DIVISION" below it.	Navy Blue	
Haz-Mat Sweat Pants	Jerzee	974MP	Open Bottom Sweat Pants	Black	
PFT Sweat Pants - Men's	Nike	379431	Men's Nike KO Training Pants w/ Full color SFFD Maltese Cross & "Peer Fitness Trainer" silk-screened on left upper thigh	Black	
PFT Sweat Pants - Women's	Under Armour	1239244	Women's Under Armour Icon Pants w/ Full color SFFD Maltese Cross & "Peer Fitness Trainer" silk-screened on left upper thigh	Lead	
SFFD Instructor Sweat Pants	Hanes	P650	w/ White SFFD Maltese Cross & "INSTRUCTOR" silk-screened on left upper thigh	Black	
PFT Shorts - Men's	Nike	519501	Men's Nike Shorts w/ Full color SFFD Maltese Cross & "Peer Fitness Trainer" silk-screened on left side	Black	
PFT Shorts - Women's	Champion	CH7791	Women's Champion Shorts w/ Full color SFFD Maltese Cross & "Peer Fitness Trainer" silk-screened on left side	Black	
SFFD Instructor Shorts - Men's			Men's Nike Shorts w/ Full color SFFD Maltese Cross & "INSTRUCTOR" silk-screened on left side		
PFT Swim Trunks - Men's	Speedo	7840110	Men's Speedo Rally Volley Swim Trunks w/ Full color SFFD Maltese Cross	Black	

			& "Peer Fitness Trainer" silk-screened on left side		
Officer's Shirt - Long Sleeve	Flying Cross	35W5400	4.25oz Duro Poplin 65% Dacron Poly 35% Cotton Blend-Long Sleeve w/SFFD patch on left shoulder and EMT patch on right shoulder	White	
Officer's Shirt - Short Sleeve	Flying Cross	85R5400	4.25oz Duro Poplin 65% Dacron Poly 35% Cotton Blend-Short Sleeve w/SFFD patch on left shoulder and EMT patch on right shoulder	White	
Class-A Shirt - Long Sleeve	Flying Cross	15W5425	4.25oz Duro Poplin 65% Dacron Poly 35% Cotton Blend-Short Sleeve w/SFFD patch on left shoulder only	Med. Blue	
Class-B Shirt - Long Sleeve	Topps	SH95	5.5oz 55% FFR/45% Cotton - Long Sleeve w/ SFFD patch on left shoulder and EMT patch on right	Med. Blue	
Class-B Shirt - Short Sleeve	Topps	SH96	5.5oz 55% FFR/45% Cotton - Short Sleeve w/ SFFD patch on left shoulder and EMT patch on right	Med. Blue	
Class-C T Shirt - Long Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Long Sleeve w/ silk screening of full color SFFD Maltese Cross on front and "SFFD" Est. 1880 design on back. First Initial, Last Name and Rank embroidered on front	Navy Blue	
Class-C T Shirt - Short Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Maltese Cross on front and "SFFD" Est. 1880 design on back. First Initial, Last Name and Rank embroidered on front	Navy Blue	
Wildland T-Shirt - Short Sleeve Wildland Team	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Maltese Cross on front left chest and Santa Fe Fire Wildland emblem silk screened on back. "WILDLAND" embroidered in white on right chest.	Black	
Wildland T-Shirt - Long Sleeve Wildland Team	Hanes	Beefy-T	100% Cotton 6.1oz - Long Sleeve w/ silk screening of full color SFFD Maltese Cross on front left chest and Santa Fe Fire Wildland emblem silk screened on back. "WILDLAND" embroidered in white on right chest.	Black	
Wildland T-Shirt - Short Sleeve Atalaya Hand Crew	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Maltese Cross on front left chest and Santa Fe Fire Wildland Atalaya emblem silk screened on back. First Initial, Last Name and rank embroidered in white on right chest.	Black	
Wildland T-Shirt - Short Sleeve Atalaya Hand Crew	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Maltese Cross on front left chest and Santa Fe Fire Wildland Atalaya emblem silk screened on back (in white). First Initial, Last Name and rank embroidered in white on right chest.	Black	
Wildland T-Shirt - Long Sleeve Atalaya Hand Crew	Hanes	Beefy-T	100% Cotton 6.1oz - Long Sleeve w/ silk screening of full color SFFD Maltese Cross on front left chest and Santa Fe Fire Wildland Atalaya emblem silk screened on back (in white). First Initial, Last Name and rank embroidered in white on right chest.	Black	
Haz-Mat T-Shirt - Short Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Haz-Mat emblem on front left chest	Navy Blue	

			and "SFFD" only in red outlined in white on back		
HRT T-Shirt - Short Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of RED SFFD Maltese Cross on front left chest and full color HRT Team design on back	Black	
HRT T-Shirt - Long Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Long Sleeve w/ silk screening of RED SFFD Maltese Cross on front left chest and full color HRT Team design on back	Black	
PFT T-Shirt - L/S Men's	Nike	519698	Men's Nike Miler Running Shirt w/ Full color SFFD Maltese Cross silk screened on left chest and "PFT" silk screened on the right chest. In RED on back will be the "SFFD" Est 1880 design with "Peer Fitness Trainer"	Black	
PFT T-Shirt - S/S Women's	Nike	519698	Women's Nike Legend Training Shirt short sleeved w/ Full color SFFD Maltese Cross silk screened on left chest and "PFT" silk screened on the right chest. In RED on back will be the "SFFD" Est 1880 design with "Peer Fitness Trainer"	Black	
Auto-X T-Shirt - Short Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Short Sleeve w/ silk screening of full color SFFD Auto-X emblem on front left chest and Auto-X design on back	Navy Blue	
Auto-X T-Shirt - Long Sleeve	Hanes	Beefy-T	100% Cotton 6.1oz - Long Sleeve w/ silk screening of full color SFFD Auto-X emblem on front left chest and Auto-X design on back	Navy Blue	
Training Div. BDU Blouse	Galls	SH110	Poly/Cotton Rip-Stop BDU Blouse-embroidred above left pocket in white "HRT" & above right pocket is first initial and last name in white. Silk Screened on back is the SFFD logo with "HEAVY RESCUE" below it.	Navy Blue	
Polo Shirts - Short Sleeve-Men	5.11	71182	100% Cotton 6 oz - Tactical Polo Short Sleeve w/ mic clips at shoulders and pen pockets and full color SFFD Maltese Cross embroidery on front along with First Initial, Last Name and Rank	Navy Blue	
Polo Shirts - Long Sleeve-Men	5.11	72360	100% 6 oz - Tactical Polo - Long Sleeve w/ mic clips at shoulders and pen pockets and full color SFFD Maltese Cross embroidery on front along with First Initial, Last Name and Rank	Navy Blue	
Polo Shirts - Women's	5.11	61164	100% 6 oz - Tactical Polo - Short Sleeve w/ mic clips at shoulders and pen pockets and full color SFFD Maltese Cross embroidery on front along with First Initial, Last Name and Rank	Navy Blue	
Class A & B Shirt Insignia	Blackinton	Various	Class-A & B Cut-out collar insignia - #A2908, #A2906, #A2905 - Pair	Gold	
Class A & B -Shirt Insignia	Blackinton	Various	Class-A & B Cut-out collar insignia - #A2909 & #A2909-2 - Pair	Silver	

Badge - Chiefs	Blackinton	B1009	With either A6965, A6969, A6973 or A6977 center in blue enamel - Blue lettering	Gold	
Badge - Capt and LT	Blackinton	B1009	With either A6981 or A6985 center in blue enamel - Blue lettering	Silver	
Badge - FF, Eng, Rescue, Para	Blackinton	B1009	With A2886 center in silver - Blue lettering	Silver	
Badge - Retired	Blackinton	B1009	With A9427 center in red enamel - Silver Badge with Gold Panels - Red Lettering	Gold&Silver	
SFFD Patch			See attached Image		
SFFD Retired Patch			See attached Image		
SFFD EMT-P Patch			See attached Image		
SFFD EMT-I Patch			See attached Image		
SFFD EMT- B Patch			See attached Image		
Class-A Pant	Flechheimer-Flying Cross	38840	100% Poly	Navy Blue	
Class-B/C Pant	Firewear	PA08-7905	9.5oz 55% FFR/45% Cotton Bend	Navy Blue	
Class-B/C Pant	Firewear	PA65-7905	9.5oz 55% FFR/45% Cotton Blend - EMT Style	Navy Blue	
Boots	HoneyWell/ProWarrington	3003	Leather - Zipper front	Black	
Boots	HoneyWell/ProWarrington	5006	14 inch Pull-on Bunker Boot	Black	
Boots	Thorogood	804-6446	Front Zipper Leather - 8 inch	Black	
Boots	Thorogood	804-6032	Pull-on Side Zipper Leather - 8 inch	Black	
Boots	Red Wing	4473	Leather - Lace-up/zipper	Black	
Boots	Red Wing	4471	Leather - Pull-On	Black	

Boots	Danner	42982	Striker II GTX - Side Zipper	Black
Boots	5.11	12026	ATAC - Leather - 8 inch	Black
Boots	Globe	Shadow	14 inch Pull-on Bunker Boot	Black
Boots	Haix	Airpower R1 - Mens	Men's Leather - Front Zipper - 8 inch	Black
Boots	Haix	Airpower R1-Womens	Women's Leather - Front Zipper - 8 inch	Black
Boots	Haix	Airpower R2 - Mens	Men's Leather - Front Zipper - 8 inch	Black
Boots	Haix	Airpower R2-Womens	Women's Leather - Front Zipper - 8 inch	Black
Class-A Shoe - Men	Rocky	510-8	HiGloss - Men's	Black
Class-A Shoe - Women	Rocky	210-8	HiGloss - Women's	Black
Class-A Shoe - Men	Bates	22141	HiGloss - Men's	Black
Class-A Shoe - Women	Bates	22741	HiGloss - Women's	Black
Belt	Dutyman	1511 or 1611	Plain w/ Gold or Silver buckle	Black
Belt	5.11	59405-019	Operator Tactical Belt	Black
Belt	Blackhawk	CBQ	Tactical Belt	Black
Class-A Tie - Men's			Clip-on	Dark Navy
Class-A Tie - Women's			Cross-over style	Dark Navy
Tie Clip			Bar Tie Clip - Plain	Gold/Silver
Name Plate			First Initial and Last Name	Gold/Silver
Embroidery Only			Full Color SFFD Maltese Cross (Left chest size) - Only	
			Single Color SFFD Maltese Cross (Left chest size) - Only	
			Full Color SFFD Maltese Cross (Left chest size) & First Initial, Last Name and Rank (Right Chest)	

EXHIBIT A

CITY'S SWEATSHOP FREE PROCUREMENT POLICY

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2012-23**

3 **INTRODUCED BY:**

4
5 Councilor Trujillo
6 Councilor Wurzbarger
7 Councilor Dominguez
8 Councilor Bushee
9

10 **A RESOLUTION**

11 **DIRECTING STAFF TO PREPARE AMENDMENTS TO THE CITY OF SANTA FE**
12 **PROCUREMENT CODE RELATING TO THE ESTABLISHMENT OF A SWEAT-FREE**
13 **PROCUREMENT POLICY.**

14
15 **WHEREAS**, the term “sweat-free” as it relates to purchasing, refers to purchasing
16 policies that protect against slavery, forced overtime, child labor, excessive hours, below-
17 subsistence wages, discrimination, abuse, harassment, and similar work place violations and
18 promotes purchasing policies that promote and protect freedom of association, and worker health
19 and safety; and

20 **WHEREAS**, the Governing Body of the City of Santa Fe recognizes its social
21 responsibility to support a diverse, equitable, healthy, and vibrant community, work force and
22 economy; and

23 **WHEREAS**, the products and services bought with City funds should be produced in an
24 environment that is “sweat -free” and the City’s purchases do have an inherent social, human,
25 health, environmental and economic impact on workers and our community; and

1 **WHEREAS**, the adoption and implementation of a City of Santa Fe sweat-free
2 procurement policy would:

- 3 • Require contractors and subcontractors that provide uniform garments to the City of
4 Santa Fe to abide by a code of conduct that declares manufacturing locations to be
5 sweat-free
- 6 • Communicate to the public, other public agencies and companies the City's
7 commitment to sweat-free procurement by setting an example in choosing sweat-free
8 uniforms
- 9 • Allow for possible expansion to other products, as the marketplace and industry make
10 such products predictably available with adequate inventory at competitive costs
- 11 • Seek enforcement and monitoring with available resources and capabilities
- 12 • Complement all aspects of social responsibility, including women- and minority-
13 owned business participation, environmental stewardship, fiscal responsibilities, and
14 fair labor practices; and

15 **WHEREAS**, the end-goal of a sweat-free procurement policy is to make an aspirational
16 statement that encourages the marketplace to move toward sweat-free production facilities, and to
17 provide a pragmatic and practical approach that can be implemented with likely compliance.

18 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
19 **CITY OF SANTA FE** that the Governing Body hereby directs staff to prepare amendments to
20 the City of Procurement Code relating to the establishment of a sweat-free procurement policy
21 that would include, but not be limited to the following:

22 1. The Purchasing Division shall require bidders to agree to sweat-free requirements
23 for the manufacture and production of uniform garments.. Bidders who fail to comply will be
24 rejected.

25 2. Sweat-free requirements apply to the prime vendor, who shall also warrant

1 subcontractor compliance. Requirements to bid shall include that the bidder:

- 2 • Sign and submit a Code of Conduct on a form approved by the Purchasing
- 3 Division;
- 4 • Provide a list of all manufacturing facility locations, including names and
- 5 addresses, used in product manufacturing and assembly; and
- 6 • Agree to cooperate with compliance monitoring upon the City's request.

7 3. The Purchasing Division shall proactively consider additional products, that may
8 in the future be added to the sweat free procurement policy, such as safety gear, uniform
9 accessories, and rental products, if and when such products are known to be available,
10 competitively priced, and have adequate marketplace inventories.

11 4. The Purchasing Division may consider the experiences of other cities, or may use
12 such bid strategies such as inviting alternate bids, reserving the right to reject bids, or scoring
13 compliance during proposal evaluation to ensure compliance with this policy.

14 5. The Purchasing Division may exempt a uniform purchase from this policy if:

- 15 • No compliant bidders are available and the acquisition is essential;
- 16 • The contract is directly with a public entity or by Cooperative Purchasing
- 17 Agreement;
- 18 • Acquisitions are less than the Sealed Bid Limits in aggregate annual City
- 19 spending;
- 20 • It is an emergency purchase; and/or
- 21 • Grant requirements prohibit the sweat-free policy requirements.

22 6. If contracts are executed that were procured with sweat-free certifications as part
23 of the bid, the City expects the prime vendor to comply fully. If the prime vendor fails in the
24 opinion of the City, given significant factual evidence, the City will reserve rights to terminate or
25 pursue resolution. The City will apply liquidated damages as allowed by law.


1 7. All sweat free contracts shall contain terms that reserve the right for the City to
2 require third-party audits and monitoring. Such costs are borne by the City unless specified
3 otherwise in the contract.

4 8. The Purchasing Division will collaborate with other community interests and
5 public agencies in seeking best practices and will progressively update the policy as best practices
6 evolve. The City will support monitoring initiatives that may benefit from combined resources.

7 **BE IT FURTHER RESOLVED** that staff is directed to enroll the City in the Sweatfree
8 Purchasing Consortium of state and local government entities to develop and share supply chain
9 resources, expertise, technology, training, monitoring services, and help create economies of scale
10 for sweat-free procurement."

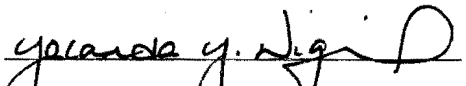
11 PASSED, APPROVED AND ADOPTED this 29th day of February, 2012.

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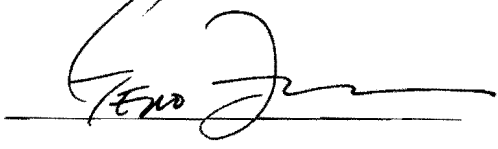


DAVID COSS, MAYOR

ATTEST:


YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



GENO ZAMORA, CITY ATTORNEY

EXHIBIT B

**CODE OF CONDUCT AND CODE OF COMPLIANCE &
BIDDERS ACKNOWLEDGEMENT**

A code of Conduct should govern the behavior of supply chain partners, notably on social and environmental matters. Guidelines should generally cover workplace issues such as wages, health and safety, working hours, disciplinary practices, freedom of association, child labor and when applicable, environmental impact of suppliers' activities. There are inherent commercial benefits in adopting and adhering to these guidelines on social and environmental issues that result in sound business practices. Voluntary initiatives to ensure supply chain responsibility are complementary to, but not a substitute for, the necessary role of government in enacting and enforcing appropriate legislation.

City of Santa Fe Code of Conduct for Apparel Bidders
Adopted February 29, 2012

This code of Conduct specifies minimum standards and is based on the principle that contractors, subcontractors and suppliers within the supply chain of the prime contractor, including cut and sew manufacturers, comply with all applicable laws and regulations in their business activities. Labor practices are based upon the core conventions of the International Labor Conventions (ILO), the United Nations' Universal Declaration of Human Rights and the United Nations conventions on the rights of the child and elimination of all forms of discrimination against women.

1. Labor Stanards

a. Freedom of Association and Right to Collective Bargaining

Contractors and their subcontractors will recognize and respect that workers, Without distinction, have the right to join and form trade unions of their own Choosing and to bargain collectively, and will remain strictly neutral on the matter of workers' choice to unionize or not unionize. Workers shall not be subjected to harassment, intimidation, or retaliation as a result of his or her efforts to freely associate or bargain collectively. Contractors and their subcontractors shall not initiative, dominate or support organizations in which Workers participate or are represented. Contractors and their subcontractors Will negotiate in good faith with any union or other representative worker body duly constituted by the workers. Where the right of freedom of association and collective bargaining is restricted under law, the supplier will not hinder the development of parallel means for independent, free association and bargaining.

b. Freely Chosen Employment

Employment must be on a voluntary basis, respecting the rights of employees to decide to work or not. Contractors and their subcontractors will not use forced, illegal, or prison labor, including indentured labor or any other form of compulsory labor. Contractors and their subcontractors will not require workers to lodge deposits or their identity papers as a condition employment, or financially penalize workers for resigning.

c. Child Labor Avoidance

Contractors and their subcontractors will not employ any person that is under the age of 15, under the age interfering with compulsory schooling, or under the minimum age established by law.

Contractors and their subcontractors acknowledge that according to the UN Convention on the Rights of the Child, a person is a child until age of 18. Contractors and their subcontractors will ensure young workers in the age group 15-17 are employed according to the protective restrictions prescribed by the law of the jurisdiction of the manufacturing facility.

d. **Humane Treatment & Disciplinary Practices**

Employees shall be treated with respect. Corporal punishment and other forms of coercion, abuse or harassment, whether psychological, verbal, sexual or physical, is prohibited.

e. **Non-Discrimination**

Non worker shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of race, nationality, age, religion, disability, gender, pregnancy, maternity leave status, sexual orientation, union affiliation, marital status, political opinion, or social or ethnic origin. No contractor or subcontractor shall require or compel any worker to use contraceptives or take pregnancy tests.

f. **Regular Hours of Work**

Workers shall not be required to work a regular work week of more than the lesser of 48 hours per week or the limits on regular hours allowed by the law of the country of manufacture and will be provided with at least one day off during every seven-day period, unless the point of assembly facility in which the labor is performed is party to a collective bargaining agreement that permits mandatory overtime, and any mandatory overtime hours are worked in conformance with a collective with a collective bargaining agreement.

g. **Overtime**

Workers shall be compensated for overtime hours, such as a premium rate, when legally required in the country of manufacture or point of assembly or, in those locations where such laws do not exist, at a rate of at least one-and-one-half their regular hourly compensation.

h. **Wages and Benefits for Regular Hours of Work**

The point of assembly facilities shall pay wages that meet the higher standard of the legal minimum wage; (b) the prevailing wage in the industry in the country of production; or (c) a non-poverty wage as defined as follows. "Non-poverty wage" in the U.S. is the level of wages required for a full-time worker to produce an annual income equal to or greater than the United States Department of Health and Human Services' most recent poverty wage is a comparable nationwide wage and benefit level, adjusted to reflect the local cost of living.

Workers must be paid directly and provided with clear, written accounting of hours worked, deductions and regular and overtime wages. Deductions from wages not provided for by the laws of the countries where goods are made, shall not be permitted without the express permission of the employee. Point of assembly facilities shall also maintain verifiable wages and hour records for each employee that contain the following: (a) name and job classification; (b) a general description of the work the worker performed each day and the rate of pay (including rates of contributions for, or costs assumed to provide fringe benefits); (c) the daily and weekly number of hours worked; (d) deductions made; and (e) actual wages paid.

i. **Just Cause Termination**

Point of assembly facilities shall not engage in any reprisal, coercion, intimidation or take any other adverse action against workers for filing complaints, giving evidence, or otherwise cooperating with monitoring, enforcement, remediation or other activity by the City of Portland or any other entity authorized by the City of Santa Fe to monitor or enforce obligations under this Code. Point of assembly facilities shall not terminate workers without just cause. Contractors shall provide for a mediation or grievance process to resolve workplace disputes. For production in the United States such disputes are limited to those not regulated by the National labor Relations Board.

2. **Health and Safety**

a. **Management of Health and Safety**

Workers will be provided with a safe and healthy work environment. Conditions in All work and residential facilities shall be safe, clean, and consistent with all Applicable laws and regulations regarding health and safety. The contractors and Their subcontractors shall provide written health and safety guidelines for employees In terms of equipment, training, management, and work practices in the local Language(s) of the employees.

3. **Cut and Run**

Contractors, subcontractors including point of assembly facilities shall not shut down or Reduce orders to a point of assembly facility in order to deny workers any right or standard Protected by this code, or to otherwise avoid complying with this code, including their right to freely associate.

RECEIPT OF ACKNOWLEDGEMENT BY BIDDER

DATE

This acknowledgement is part of the bid documents and shall be included with bid submittal. Non-receipt of acknowledgement by bidder in no way relieves bidder of obligation of compliance with any terms and conditions stated in the Code of Conduct and Code of Compliance.

EXHIBIT C

**PRIME BIDDERS FULL COMPLIANCE DECLARATION &
VERIFICATION FORM**



**City of Santa Fe Sweatshop Free Procurement Policy
Prime Bidders Full Compliance Declaration & Verification Form**

Prime Bidder Information- *required*

Company Name: _____ Federal Tax ID Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Contact Person Name: _____ Phone Number: _____
Email Address: _____

I declare under penalty of perjury under the laws of the City of Santa Fe that the information provided on this form and required attachments (as indicated) is true and correct, and that I am authorized to bind this entity contractually.

Signature

Date

Printed Name

Declaration of Full Compliance – *required*

Declaration of Full Compliance

By checking the above box you declare that, to the best of your knowledge, your operations and those of your supply chain partners (through point-of-assembly) utilized to supply uniforms/apparel to the City are in full compliance with the City's Code Conduct for Apparel Bidders. **You also acknowledge that any changes in the terms of your compliance, including any modifications to your supply chain partners and/or locations, shall be submitted to the City of Santa Fe Purchasing office within 15 days of such changes taking place.** During the term of the contract, should the City discover that any of the information of declarations made on this form are false, the City may impose appropriate sanctions and/or remedies for breach contract.

ATTACHMENTS

1. Process for verifying/monitoring compliance – *required*

Process for verifying/monitoring compliance is attached.

Attach a description of the processes you utilize to verify that your operations and those of your supply chain partners comply with the City's Code of Conduct.

2. Facilities Utilized in Providing Uniforms/Apparel to the City – *required*

Point-of-Assembly Factory Location Form(s), Per manufacturer, is/are complete and attached.

Complete the Point-of-Assembly Factory Location Form(s). List all the point-of-assembly manufacturing facilities [per apparel manufacturer] utilized in supplying contract items to the City.

By checking the above box you declare that the facilities and contact information listed on the Point-of-Assembly Factory Location Form(s) are accurate at the time of bid award.

EXHIBIT D

POINT-OF-ASSEMBLY FACTORY FORM



**City of Santa Fe Sweatshop Free Procurement Policy
Point-of-Assembly Factory Location Form (per brand owner)**

INSTRUCTIONS

Prime Bidder: Provide point-of-assembly factory locations for all major contract apparel items supplied to the City (shirts, pants, footwear, coats, outerwear, etc.). You do not need to provide factory locations where decorative items or component materials (e.g. fabric) are manufactured. Submit this form as an attachment to the Prime Bidder Full Compliance Declaration & Verification Form. You may also have this form directly filled out by your suppliers, but as the Prime Bidder with the City, you are responsible for collecting and submitting all applicable factory location information to the City. NOTE: although as the prime contractor you may fill out factory location information, a representative from the apparel manufacturer or brand owner must sign the form acknowledging their compliance with the City's sweatshop Free Policy for the items listed. Use one form per brand owner.

Prime Bidder Name:

_____ (entity that holds bid with the City of Santa Fe)

Name of Person Filling Out This Form: _____

Company Name: _____

Phone Number: _____

Brand Owner Information & Authorized Signature

Apparel Brand Owner Company Name: _____

Brand Owner Company Headquarters Address: _____

Street, City, State/Prov., Zip, Country : _____

Brand Owner Authorized Signature: _____

Name (print): _____

Title: _____

Phone: _____

By signing this form you declare that, to the best of your knowledge, the point-of assembly factories utilized to supply your products to the City are listed below and are in full compliance with the City's Code of Conduct for Apparel Bidders. During the term of the bid, should the City discover that any of the information or declarations made on this form are false, the City reserves the right to inspect all evidence as deemed necessary. Evidence includes, but is not limited to, documentation, reports, and third party investigations.

List the point-of-assembly factories utilized to supply the brand owner's products to the City on subsequent pages of this form.

Prime Bidder Name: _____

Brand Owner Company Name: _____

1 Prime Bidder Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City/District/State/Prov: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of contact: _____

Items provided from this Facility: _____

(reference specific **brand names and style numbers**)

2 Prime Bidder Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City/District/State/Prov: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this Facility: _____

(reference specific **brand names and style numbers**)

3 Prime Bidder Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City/District/State/Prov: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this Facility: _____

(reference specific **brand names and style numbers**)

**City of Santa Fe Sweatshop Free Procurement Policy
Point-of-Assembly Factory Location Form (continued)**

Prime Bidder Name: _____

Brand Owner Company Name: _____

- 4 Prime Bidder Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City/District/State/Prov: _____

Facility Zip/Postal Code,Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this Facility: _____

(reference specific brand names and style numbers)

- 5 Prime Bidder Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City/District/State/Prov: _____

Facility Zip/Postal Code,Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this Facility: _____

(reference specific brand names and style numbers)

- 6 Prime Bidder Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City/District/State/Prov: _____

Facility Zip/Postal Code,Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this
Facility: _____

(reference specific brand names and style numbers)

EXHIBIT E

DELAYED COMPLIANCE AUTHORIZATION REQUEST FORM



**City of Santa Fe Sweatshop Free Procurement Policy
Delayed Compliance Authorization Request Form**

This form must be submitted by prime bidders seeking to enter into a contract with the City that need additional time for implementing compliance with the City’s Code of Conduct for Apparel, Bidders [“Code of Conduct”].

If a Prime Bidder is unable to be in full compliance by the time of contract award, the Prime Bidder shall provide a written Remediation Plan outlining specific steps it will take to come into full compliance within three months of contract award. Full compliance means that the Prime Bidder can declare that all of the Prime Bidders facilities and those of its supply chain partners providing contract apparel to the City (down to point-of-assembly) are in compliance with the City’s Code of Conduct. The Contract shall not be awarded until the Remediation Plan has been approved by the City.

Prime Bidder Information

Company Name: _____ Federal Tax ID Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Contact Person Name: _____ Phone Number: _____
Email Address: _____

I declare under penalty of perjury under the laws of the City of Santa Fe that the information provided on this form is true and correct, and that I am authorized to bind this entity contractually.

Signature Date Printed Name

Request for Delayed Compliance Authorization – required

Requesting delayed compliance authorization

By checking the above boxes you declare that either your operations or those of your supply chain partners (through point-of assembly) utilized to supply uniforms/apparel to the City cannot be in compliance with the City’s Code of Conduct for Apparel Bidders by the time of contract award, but that you and your supply chain partners (point-of-assembly factory locations listed below) will be in compliance within three months after contract award following the implementation of the remediation plan submitted herein.

During the term of contract, should the City discover that any of the information or declarations made on this form and attached documentation are false, the City may impose appropriate sanctions and/or remedies for breach of contract.

ATTACHMENTS

1. Remediation Plan - required

Remediation Plan Attached

The attached remediation plan shall provide details as to the current elements of your operations or those of your supply chain partners utilized to supply uniforms/apparel to the City that are not in compliance with the City’s Code of Conduct (including locations of where such violations occur) and the specific actions that will be completed to remedy those violations. The plan shall also include a description of the process you currently have, or will have, in place to monitor compliance with the City’s Code of Conduct. The contract shall not be awarded until the Remediation Plan has been approved by the City.

2. Facilities Utilized in Providing Uniforms/Apparel to the City - required

Complete Point-of-Assembly Factory location information included

List all the point-of-assembly factories utilized in supplying contract items to the City. By Checking The above box you declare that the information listed herein is accurate at the time of submittal.

**City of Santa Fe Sweatshop Free Procurement Policy
Delayed Compliance Authorization Request Form
Prime Bidder and Supply Chain Partner Point-of-Assembly Factory Locations**

INSTRUCTIONS

Prime Contractor: Provide point-of-assembly factory locations for all major contract apparel items supplied to the City (shirts, pants, hats, footwear, coats, outerwear, etc.). You do not need to provide factory locations where decorative items or component materials (e.g. fabric) are manufactured. You may have factory locations directly filled out by your suppliers, but as the Prime Contractor with the City, you are responsible for collecting and submitting all applicable factory location information to the City.

Prime Bidder Name: _____
(entity that holds bid with the City of Santa Fe)

Facilities Utilized in Providing Uniforms/Apparel to the City

- 1 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)

- 2 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)

- 3 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)

**City of Santa Fe Sweatshop Free Procurement Policy
Delayed Compliance Authorization Request Form
Prime Bidder and Supply Chain Partner Point-of-Assembly Factory Locations**

INSTRUCTIONS

Prime Bidder: Provide point-of-assembly factory locations for all major contract apparel items supplied to the City (shirts, pants, hats, footwear, coats, outerwear, etc.). You do not need to provide factory locations where decorative items or component materials (e.g. fabric) are manufactured. You may have factory locations directly filled out by your suppliers, but as the Prime Bidder with the City, you are responsible for collecting and submitting all applicable factory location information to the City.

Prime Bidder Name: _____
(entity that holds bid with the City of Santa Fe)

Facilities Utilized in Providing Uniforms/Apparel to the City

- 4 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)
- 5 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)
- 6 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)

**City of Santa Fe Sweatshop Free Procurement Policy
Delayed Compliance Authorization Request Form
Prime Bidder and Supply Chain Partner Point-of-Assembly Factory Locations**

INSTRUCTIONS

Prime Bidder: Provide point-of-assembly factory locations for all major contract apparel items supplied to the City (shirts, pants, hats, footwear, coats, outerwear, etc.). You do not need to provide factory locations where decorative items or component materials (e.g. fabric) are manufactured. You may have factory locations directly filled out by your suppliers, but as the Prime Bidder with the City, you are responsible for collecting and submitting all applicable factory location information to the City.

Prime Bidder Name: _____
(entity that holds bid with the City of Santa Fe)

Facilities Utilized in Providing Uniforms/Apparel to the City

- 7 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)
- 8 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)
- 9 Prime Bidder Owned Facility Apparel Manufacturer Owned Facility Other Owner
Current Status of Compliance with the City's Code of Conduct: Compliant Non Compliant
Company Name (entity that owns the facility): _____
Facility Name: _____
Facility Street Address: _____
Facility City/State/Country: _____
Facility Contact Person Name: _____ Phone: _____
Spoken Language(s) of Contact: _____
Items provided from this Facility: _____
(reference specific product codes)
-

EXHIBIT F
PUBLIC COMPLAINT REGISTRATION FORM:
NON-COMPLAINT BIDDER



**City of Santa Fe Sweatshop Free Procurement Policy
Public Complaint Registration Form: Non-Complaint Bidder**

Use this form to file a complaint with the City of Santa Fe Purchasing Office regarding a current City bidder that, based on substantial evidence, is suspected to be non-compliant with the City’s Code of Conduct For Apparel Bidders. Upon receipt of the complaint, the City will review the evidence, investigate the claims, and pursue remedial actions as applicable and in accordance with the City of Santa Fe Sweatshop Free Procurement Policy Administrative Rules. Complete information must be filed in order to register a complaint. (*indicates a required field)

Return the completed form by mail to: City of Santa Fe Purchasing Office, Attn: Robert Rodarte, Purchasing Officer, 2651 Siringo Rd. Bldg. H, Santa Fe, NM 87505, or Email: rrodarte@santafenm.gov or sarodriguez@santafenm.gov

Complaint Information

To the extent permitted by State law, the City will endeavor to maintain the confidentiality of all complainants requesting public anonymity who register a complaint.

Are you requesting your name and related identity information to remain confidential?*

Yes No

Complaint Name:* _____ Phone:* _____

Street Address:* _____

City/State/Country:* _____

Email: _____

Spoken Language(s):* _____

Affiliation (Union group, non-profit, Company, etc.):* _____

Alleged Non-Compliant City Contractor Information

Company Name:* _____

Facility Name:* _____

Facility Street Address:* _____

Facility City/State/Country:* _____

Facility Contact person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility:* _____

Details of Alleged Non-Compliance*

Provide details of the non-complaint actions committed by the named City Bidder. Include referenced to dates, patterns of reoccurrence, and any other specifics that help define the extent of the violations. Attach copies of evidence, as applicable (timesheets, written notices, etc.). Use additional space on the next page.

Public Complaint Registration Form: Non-Complaint Contractor

Notice

The City may seek reimbursement for any cost associated with investigating complaints if it is found to be in the City's best interest to do so.

Details of Alleged non compliance (continued from previous page)

