CITY OF ALLENTOWN
PURCHASING DEPARTMENT
435 Hamilton Street, Room 234
Allentown, PA 18101

(P) 610-437-7624 (F) 610-437-7618

BIDDER'S LIST APPLICATION

Please type or clearly print all requested information.

FIRM NAME _____

ADDRESS TO WHICH BIDS/PROPOSALS SHOULD BE SENT:

_____

_____

TELEPHONE NUMBER _____ FAX NUMBER _____

TYPE OF ORGANIZATION: INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____

FEDERAL I.D. NO. _____ OR SOCIAL SECURITY NO. _____

SPECIFIC CLASS OF MATERIALS/SERVICES YOU SEEK TO FURNISH: (Attach line card if available)

_____

_____

_____

_____

LOCAL REPRESENTATIVE _____ TELEPHONE NO. _____

E-MAIL ADDRESS _____ WEBSITE ADDRESS _____

HOW LONG IN BUSINESS? _____ NUMBER OF EMPLOYEES _____

DOLLAR VALUE OF ANNUAL SALES $ _____

ARE YOU A MINORITY _____

SMALL BUSINESS ENTERPRISE? _____, OR WOMEN BUSINESS ENTERPRISE? _____

PRINTED NAME OF PERSON SIGNING FORM _____

TITLE _____

SIGNATURE _____

DATE: _____

PRODUCT MANUFACTURE LABOR STANDARDS
VENDOR COMPLIANCE FORM

By Ordinance 13591, The City of Allentown is prohibited from purchasing, leasing, renting or taking on consignment goods for resale at city-owned enterprises which were produced under sweatshop conditions.

The City of Allentown requests the following information concerning the products you intent to provide to the City. This information will allow us to determine your products' compliance with the standards outlined in Ordinance 13591.

We require that you make a good faith effort to ascertain the following about the factories which manufacture your products and that you will make information available to us for independent verification to your claims.

A. **Child Labor**. The factory does not employ anybody younger than the legal age for children to work in the country in which the factory is located, and regardless of the legal age, does not employ anybody younger that the age 15.

B. **Forced Labor.** The factory does not use forced labor of any kind- prison labor, indentured labor or bonded labor.

C. **Wages and Benefits.** The factory pays a wage which enables its employees to meet their basic needs for food, shelter, clothing and medical care and to set aside money for future purchases. The factory also provides all benefits required by law in their country and compensated workers for overtime.

D. **Hours of Work.** Employees are not required to work more than 48 hours per week or less if the law of the country in which the factory is located sets a shorter work week.

E. **Worker Rights.** The factory is a workplace free from physical, sexual or verbal harassment. Employees have the right to speak up about conditions in the factory without fear of retaliation and have the right to form unions of their own choosing without employer intimidation.

F. **Health and Safety.** The factory provides a safe and healthy working environment.

This compliance form must be resubmitted every two years according to the schedule assigned you by the City. If at any time your products are found to be out of compliance with these standards, or if you refuse to provide information to the City for independent verification of their compliance, the City reserves the right to terminate the contract for those products.

Company Name	Authorized Signature
Street Address	Printed Name and Title
City, State, Zip Code	Date
Phone Number	Fax Number