

## PROCEDURES

1. These Procedures apply only to major renovation and/or building construction projects.
2. Catholic parishes and institutions are expected to use a bid process. The process is open to pre-qualified union and non-union contractors especially minority owned firms. Bidders are required to submit a completed prequalification statement. This process includes, but is not limited to, institutional projects utilizing federal, state, or local government funds. Such a process will usually insure the best price to the institution. Bids subject to further negotiation after the first round of bidding should be limited to those vendors or contractors who submitted proposals in response to the initial bid request.
3. Catholic institutions are to hold general contractors, architects and/or construction managers to these procedures.
4. All bids shall adhere to the prevailing wage standard for that area, as determined by the Wisconsin Statutes, Section 66.293, (applicable to all contracting done by Wisconsin municipalities).
5. All contractors are required to describe their affirmative action commitment and history, containing reference to recruitment, training, and hiring of minority and female workers. General contractors or construction managers are to secure such a statement from their subcontractors.
6. Upon completion of the project and prior to final payment, each contractor is to file with the general contractor or construction manager or if not applicable, with the institution, an affidavit stating that they have complied fully with the wage and affirmative action provisions of the contract. Final payment is not to be authorized until such affidavit is filed with the contractor or institution.
7. If requested, the contractor is to allow inspection by the institution of the payroll and other records pertaining to the contract, to ensure compliance with the above requirements.
8. Members of boards of directors and other decision-makers are to disclose any ownership interest in construction, architectural, or supply firms prior to the letting of any contracts. This disclosure is in addition to any annual conflict of interest statement which may be required by the institution.
9. In order to assure that a grounding in the Church's social teaching is a part of the formation of councils, boards and committees, archdiocesan resources will be made available.

These procedures are submitted with the conviction that selection of the most qualified contractor will result if they are used.

These procedures are not meant to discourage or prohibit voluntary donations of services as long as such practice does not violate the spirit of these guidelines as they apply to workers' wages and benefits.

## APPENDIX #2

# PROCEDURES FOR CATHOLIC INSTITUTIONS IN THE ARCHDIOCESE OF MILWAUKEE WHEN SELECTING VENDORS FOR CONSTRUCTION OR REMODELING

### Introduction

Serving clients with quality work and affordable services is the common concern of Catholic institutions and the firms with which they do business. In some instances, parishes, educational, social service and health care facilities wish to award construction and remodeling contracts to non-union firms. Questions then may arise concerning the institution's commitment to Catholic social teaching which states that "in return for their labor, workers have a right to wages and other benefits sufficient to sustain life in dignity," and that "the Church fully supports the right of workers to form unions or other associations to secure their rights to fair wages and working conditions." (National Conference of Catholic Bishops, *Economic Justice for All*, 1986, nn. 103, 104.)

In practice, decision-makers in institutions often experience limitations on funds available to them for a project. How do they balance the demands of a fair wage for all workers with their need to preserve their missions and stay in existence? How is the "common good" of society affected by this decision? In order that the decision of the board or committee of the institution, the level closest to the issue, consider the impact of over 100 years of Catholic social teaching that touch on the issues in question, the following are advanced as benchmarks to be used in the decision process, in conjunction with the "Procedures for Catholic Institutions in the Archdiocese of Milwaukee for Major Renovation and/or Building Construction."

### PRINCIPLES

1. All economic activity is for the benefit of people. Workers are not just another element in the production but their benefit must be the main concern and goal of the system itself. Sometimes this is briefly put as the primacy of the human person over things.
2. The duty to work derives from God's command and from a responsibility to one's own humanity and to the common good.
3. Rights and benefits, such as health insurance, training, pension and vacation, reasonable job security, are all essential if workers are to be treated as persons of dignity rather than simply as another factor of production.
4. Workers have a right to form associations for collective bargaining. For the most part, the above rights and benefits have been gained over many years of organizing activity, usually as a result of collective bargaining agreements between ownership and management on one side and unions on the other.