

Dane County Contract Cover Sheet

RES 362

Revised 01/2022

Dept./Division	Admin/Controller		
Vendor Name	Second Harvest Food Bank	MUNIS #	11356
Brief Contract Title/Description	Extend ARP Funded Food Purchases August-October 2022		
Contract Term	3 Months, August-October 2022		
Contract Amount	\$ 999,999.00		

Contract # Admin will assign	14324A
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Chuck Hicklin	Name	Mike Wilson
Phone #	608-469-8936	Phone #	608-216-7215
Email	hicklin@countyofdane.com	Email	mikew@shfbmadison.org
Purchasing Officer	N/A		

Purchasing Authority	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)
	<input type="checkbox"/> Between \$11,000 – \$40,000 (\$0 – \$25,000 Public Works) (3 quotes required)
	<input type="checkbox"/> Over \$40,000 (\$25,000 Public Works) (Formal RFB/RFP required) RFB/RFP # _____
	<input type="checkbox"/> Bid Waiver – \$40,000 or under (\$25,000 or under Public Works)
	<input type="checkbox"/> Bid Waiver – Over \$40,000 (N/A to Public Works)
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other

MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	Res #	362
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		Year
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by: Carlos	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Hicklin, Charles	Digitally signed by Hicklin, Charles Date: 2022.02.15 11:59:59 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
<i>Greg Brockmeyer</i>	<i>Carlos Pabellon</i>

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 2/15/22	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, February 15, 2022 2:15 PM
To: Hicklin, Charles; Pabellon, Carlos; Patten (Purchasing), Peter; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #14324A
Attachments: 14324A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 2/15/2022 2:30 PM	Approve: 2/15/2022 2:30 PM
	Pabellon, Carlos		
	Patten (Purchasing), Peter		Approve: 2/15/2022 3:05 PM
	Lowndes, Daniel		Approve: 2/15/2022 2:31 PM
	Stavn, Stephanie	Read: 2/15/2022 2:19 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #14324A
Department: Administration/Controller
Vendor: Second Harvest Food Bank
Contract Description: Food bank purchases using American Relief Plan Funds (Res 362)
Contract Term: 8/1/22 – 10/31/22
Contract Amount: \$999,999.00

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

Goldade, Michelle

From: Pabellon, Carlos
Sent: Tuesday, February 15, 2022 4:35 PM
To: Goldade, Michelle
Subject: Approve: Contract #14324A

1
2
3 **2021 RES-362**

4 **APPROVING ADDENDUM #1 TO CONTRACT #14344 WITH SECOND HARVEST**
5 **FOOD BANK TO PURCHASE AND DISTRIBUTE FOOD TO DANE COUNTY FOOD**
6 **PANTRIES TO ADDRESS FOOD INSECURITY RESULTING FROM THE COVID-19**
7 **PANDEMIC**
8

9 Demand at Dane County food pantries has increased dramatically due to the economic
10 devastation caused by the COVID-19 pandemic. The County Board approved a food
11 program to supplement the resources available to supply food pantries. The COVID
12 Relief Fund provides the county with the funding to supply the pantries. The County
13 Board approved contract #14344 with Second Harvest Food Bank to provide \$833,333
14 million per month for the months August 2021 through July 2022 for the purchase of
15 food and distribution to local food pantries. The 2022 Operating Budget included \$1
16 million for an extension of that contract. The extension will provide \$333,333 per month
17 for the months of August, September and October, 2022.
18

19 THEREFORE BE IT RESOLVED that, the County Board does hereby approve contract
20 addendum #1 to contract 14344 with Second Harvest Food Bank in the amount of \$1
21 million and that the County Executive and County Clerk are authorized to execute the
22 addendum, and
23

24 BE IT FINALLY RESOLVED that the Department of Administration is hereby authorized
25 to manage the program and the Controller's Office is authorized to issue checks for
26 payment of invoices under this contract.
27



DANE COUNTY CONTRACT

ADDENDUM # 14324A

Revised 01/2022

THIS ADDENDUM, is made and entered into by and between the County of Dane (hereinafter referred to as "County") and Second Harvest Foodbank of Southern Wisconsin, Inc. (hereinafter, "Provider") and is effective as of the date by which both parties hereto have executed this document.

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract # 14324, have previously entered into a contractual relationship pursuant to which Provider supplied, warehoused and distributed food to pantries that have been depleted because of the COVID-19 public health emergency so that they can serve vulnerable populations in Dane County, and

WHEREAS County and Provider wish to amend the Master Agreement in order to extend the Term and increase the amount of funding available by an additional \$1,000,000;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

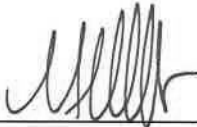
1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. The Term of the Master Agreement is extended through October 31, 2022.

4. Schedule B, II. d. shall be created to read as follows:

COUNTY has made available an additional \$1,000,000 ("Additional Funding") to fund Services that PROVIDER will undertake under this Agreement for the months of August 2022, September 2022 and October 2022. During such months, PROVIDER shall invoice COUNTY for the cost of the Services in an amount not to exceed \$333,333 at the start of each month.

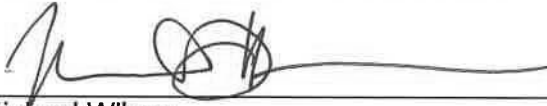
IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER:



Michelle Orge
President/CEO
Second Harvest Foodbank of Southern Wisconsin, Inc.

2/3/2022
Date



Michael Wilson
CFO
Second Harvest Foodbank of Southern Wisconsin, Inc.

2/3/2022
Date

* * *

FOR COUNTY:

Joseph T. Parisi
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date