

# Dane County Contract Cover Sheet

RES 319  
Significant

<b>Dept./Division</b>	Administration/Administration
<b>Vendor Name</b>	Second Harvest Food Bank
<b>Vendor MUNIS #</b>	11356
<b>Brief Contract Title/Description</b>	Addendum increases COVID-19 relief effort by \$5 million for January-July 2021
<b>Contract Term</b>	7 months
<b>Total Contract Amount</b>	\$ 5,000,000

<b>Contract #</b> <small>Admin will assign</small>	<b>14005C</b>
<b>Addendum</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Contract</b>	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

<b>Purchasing Authority</b>	<input type="checkbox"/> <b>\$11,000 or under – Best Judgment</b> (1 quote required)	
	<input type="checkbox"/> <b>Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works)</b> (3 quotes required)	
	<input type="checkbox"/> <b>Over \$37,000 (\$25,000 Public Works)</b> (Formal RFB/RFP required)	<b>RFB/RFP #</b>
	<input type="checkbox"/> <b>Bid Waiver – \$37,000 or under</b> (\$25,000 or under Public Works)	
	<input checked="" type="checkbox"/> <b>Bid Waiver – Over \$37,000</b> (N/A to Public Works)	
	<input type="checkbox"/> <b>N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other</b>	

MUNIS Req.	Org Code	ADMADM	Obj Code	20025	Amount	\$ 5,000,000
<b>Req #</b>	Org Code		Obj Code		Amount	\$
<b>Year</b>	Org Code		Obj Code		Amount	\$

<b>Resolution</b>	<b>A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.</b>						
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.						
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					<b>Res #</b>	319
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					<b>Year</b>	2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	12/23/20		
	Controller			approvals from all departments via email attached herein
	Purchasing			
	Corporation Counsel			
	Risk Management			
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Chuck Hicklin	<b>Name</b>	
<b>Phone #</b>	469-8936	<b>Phone #</b>	
<b>Email</b>	hicklin@countofdane.com	<b>Email</b>	
<b>Address</b>		<b>Address</b>	

Certification:	
The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input checked="" type="checkbox"/>	Dane County Contract <u>with</u> modifications. <b>The modifications have been reviewed by: Carlos</b>
<input type="checkbox"/>	Non-standard contract.

## Contract Cover Sheet Signature

Department Approval of Contract		
<b>Dept. Head / Authorized Designee</b>	Signature	Date
	Charles Hicklin	
	Printed Name	

## Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	Signature	Date
	<i>Greg Brockmeyer</i>	12/28/20
	Comments	
<b>Corporation Counsel</b>	Signature	Date
	<i>Carlos Pabellon</i>	12/23/20
	Comments	

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Monday, December 28, 2020 3:55 PM  
**To:** Hicklin, Charles  
**Subject:** FW: Contract #14005C  
**Attachments:** 14005C.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/28/2020 4:32 PM	Approve: 12/28/2020 4:32 PM

I have not received an approval from you on this on yet.

m.

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**From:** Goldade, Michelle  
**Sent:** Wednesday, December 23, 2020 9:46 AM  
**To:** Hicklin, Charles <Hicklin@countyofdane.com>; Clow, Carolyn <clow.carolyn@countyofdane.com>; Gault, David <Gault@countyofdane.com>; Lowndes, Daniel <Lowndes@countyofdane.com>  
**Cc:** Stavn, Stephanie <Stavn@countyofdane.com>  
**Subject:** Contract #14005C

Contract #14005C  
Department: Administration  
Vendor: Second Harvest Foodbank of Southern Wisconsin  
Contract Description: Supplying, Warehousing & Distributing Food to Pantries that have been depleted because of COVID-19 (2020 RES-319)  
Contract Term: 1/1/21 – 7/31/21  
Contract Amount: \$5,000,000

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

### *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

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**From:** Goldade, Michelle  
**Sent:** Wednesday, December 23, 2020 9:47 AM  
**To:** Pabellon, Carlos  
**Subject:** FW: Contract #14005C  
**Attachments:** 14005C.pdf

Tracking:	Recipient	Read	Response
	Pabellon, Carlos	Read: 12/23/2020 9:49 AM	Approve: 12/23/2020 10:12 AM

Hi Carlos – it looks like Dave is out of the office until January 4<sup>th</sup> and this needs to be approved before then so that it can go on the P&F agenda for Jan 4<sup>th</sup>...can you take a look at it and approve?

Michelle

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**Cc:** Stavn, Stephanie <Stavn@countyofdane.com>  
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## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Wednesday, December 23, 2020 9:46 AM  
**To:** Hicklin, Charles; Clow, Carolyn; Gault, David; Lowndes, Daniel  
**Cc:** Stavn, Stephanie  
**Subject:** Contract #14005C  
**Attachments:** 14005C.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles		
	Clow, Carolyn		Approve: 12/23/2020 9:49 AM
	Gault, David	Read: 12/23/2020 10:30 AM	
	Lowndes, Daniel	Read: 12/23/2020 10:01 AM	Approve: 12/23/2020 10:00 AM
	Stavn, Stephanie		

Contract #14005C  
Department: Administration  
Vendor: Second Harvest Foodbank of Southern Wisconsin  
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1  
2  
3 **2020 RES-319**

4 **APPROVING CONTRACT ADDENDUM #3 WITH SECOND HARVEST FOOD BANK**  
5 **TO PURCHASE AND DISTRIBUTE FOOD TO DANE COUNTY FOOD PANTRIES TO**  
6 **ADDRESS FOOD INSECURITY RESULTING FROM THE COVID-19 PANDEMIC**  
7

8 Demand at Dane County food pantries has increased dramatically due to the economic  
9 devastation caused by the COVID-19 pandemic. The County Board approved a food  
10 program to supplement the resources available to supply food pantries. The COVID  
11 Relief Fund provides the county with the funding to supply the pantries. The County  
12 Board approved a contract with Second Harvest Food Bank to provide \$1 million per  
13 month for the months of May, June and July 2020 for the purchase of food and  
14 distribution to local food pantries. The County Board also approved an addendum to  
15 the original contract to provide funding of \$1 million per month for August, September  
16 and October as well as an addendum to continue that funding for November and  
17 December 2020. This addendum will allow the continuation of the program at a rate of  
18 \$1 million per month for January, February and March and at a rate of \$500,000 per  
19 month for April, May, June and July 2021.

20  
21 THEREFORE BE IT RESOLVED that, the County Board does hereby approve contract  
22 addendum #3 with Second Harvest Food Bank in the amount of \$5 million for the period  
23 of January through July 2021 and that the County Executive and County Clerk are  
24 authorized to execute the addendum..

25  
26 BE IT FURTHER RESOLVED that account ADMADM 20025 "COVID Expenses" be  
27 increased by \$5,000,000 and account ADMADM NEW "CARES ACT REVENUE" be  
28 created with an appropriation of \$5,000,000, and

29  
30 BE IT FINALLY RESOLVED that the Department of Administration is hereby authorized  
31 to manage the program and the Controller's Office is authorized to issue checks for  
32 payment of invoices under this contract.  
33



## THIRD ADDENDUM TO DANE COUNTY CONTRACT

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

### WITNESSETH:

**WHEREAS** PROVIDER and COUNTY, by a separate document, Dane County Contract #14005 (hereinafter, the "Master Agreement"), have previously entered into a contractual relationship for the purpose of supplying, warehousing and distributing food to pantries that have been depleted because of the COVID-19 public health emergency;

**WHEREAS**, COUNTY AND PROVIDER modified the Master Agreement by extending the Term to October 31, 2020 and increasing the amount of funding available to a total of \$6,000,000 ("Addendum");

**WHEREAS**, COUNTY AND PROVIDER further modified the Master Agreement by extending the Term to December 30, 2020 and increasing the amount of funding available by an additional \$2,000,000 for a total of \$8,000,000 ("Second Addendum");

**WHEREAS**, COUNTY AND PROVIDER now wish to modify the Master Agreement by extending the Term to July 31, 2021, and further increasing the amount of funding ("Third Addendum");

**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, Addendum and Second Addendum shall remain in full force and effect unchanged in any manner by this Third Addendum except as changes are expressly set forth herein. This Third Addendum shall control only to the extent of any conflict between the terms of the Master Agreement, the Addendum, the Second Addendum and this Third Addendum.
2. Capitalized terms herein have the same meaning as used in the Master Agreement, Addendum and Second Addendum unless otherwise noted.
3. The Term of the Master Agreement is extended to July 31, 2021.



## THIRD ADDENDUM TO DANE COUNTY CONTRACT

4. SCHEDULE A, introductory paragraph is modified to read as follows:

In accordance with the terms set forth in Schedule B, COUNTY shall provide funding in the amount of \$13,000,000 ("Funding") for the following services.

5. SCHEDULE A, Section I is modified to read as follows:

Section I. PROVIDER agrees to procure, warehouse and distribute food ("Services") as set forth below during the months of May 2020 through July 2021.

6. SCHEDULE B, Section I.a. is modified as set forth below:

- Section I.a. PROVIDER shall be permitted to retain up to 10% of the Funding in order to cover expenses related to the administration of the Services provided hereunder for the months of May 2020 to December 2020. Thereafter, PROVIDER may retain up to 15% of the Funding to cover such expenses.

7. SCHEDULE B, Section II.a is modified as set forth below:

- Section II.a. COUNTY has made available a total of \$13,000,000 to fund the Services that PROVIDER will undertake under this Agreement.

8. SCHEDULE B, Section II.b. is modified as set forth below:

- Section 11.b. Within ten (10) days of execution of the Agreement, PROVIDER shall invoice COUNTY for the cost of the Services in the amount of \$1,000,000. Thereafter, PROVIDER shall invoice COUNTY for the cost of the Services in an amount of \$1,000,000 at the start of each month beginning in May 2020 and ending in March 2021. PROVIDER shall then invoice COUNTY for the cost of the Services in an amount of \$500,000 for the remaining months of the Term (i.e. April 2021 to July 2021).





### THIRD ADDENDUM TO DANE COUNTY CONTRACT

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

Michelle Orge

**FOR PROVIDER:**

12/22/20  
Date Signed

**FOR COUNTY:**

Joseph T. Parisi, Dane County Executive

Date Signed