

# Dane County Contract Cover Sheet

<b>Dept./Division</b>	Human Services/Housing Affordability
<b>Vendor Name</b>	Dane Buy Local
<b>Vendor MUNIS #</b>	22687
<b>Brief Contract Title/Description</b>	To add additional funding for a small business support program
<b>Contract Term</b>	Ends 12/31/2020
<b>Total Contract Amount</b>	\$ 550,000

<b>Contract #</b> <small>Admin will assign</small>	13980A
<b>Addendum</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Contract</b>	
<input checked="" 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	CDCOMRLF	Obj Code	NEW	Amount	\$ 550,000
<b>Req #</b>					Amount	\$
<b>Year</b>					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 type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					<b>Res #</b>
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					<b>Year</b>

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
mg	Received by DOA	4/6/20	4/6/20	
<i>ch</i>	Controller		4/6/20	approval via email
<i>cac</i>	Purchasing		4/6/20	approval via email
<i>dg</i>	Corporation Counsel		4/6/20	approval via email
<i>dl</i>	Risk Management		4/6/20	approval via email
	County Executive	4/6/20	4/6/20	

Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Casey Becker	<b>Name</b>	
<b>Phone #</b>		<b>Phone #</b>	
<b>Email</b>		<b>Email</b>	
<b>Address</b>		<b>Address</b>	

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

## Contract Cover Sheet Signature

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

## Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	Signature	Date
	Comments	
<b>Corporation Counsel</b>	Signature	Date
	<i>David Gault</i>	4/6/20
	Comments	

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Monday, April 6, 2020 9:11 AM  
**To:** Hicklin, Charles; Clow, Carolyn; Pabellon, Carlos; Lowndes, Daniel  
**Subject:** FW: Contract #13980A  
**Attachments:** 13980A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 4/6/2020 9:11 AM	Approve: 4/6/2020 9:12 AM
	Clow, Carolyn		Approve: 4/6/2020 9:13 AM
	Pabellon, Carlos	Read: 4/6/2020 9:12 AM	Approve: 4/6/2020 9:13 AM
	Lowndes, Daniel	Read: 4/6/2020 9:50 AM	Approve: 4/6/2020 9:50 AM

Sorry...forgot to attach the contract...here it is.

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**From:** Goldade, Michelle  
**Sent:** Monday, April 6, 2020 9:09 AM  
**To:** Hicklin, Charles <Hicklin@countyofdane.com>; Clow, Carolyn <clow.carolyn@countyofdane.com>; Pabellon, Carlos <Pabellon@countyofdane.com>; Lowndes, Daniel <Lowndes@countyofdane.com>  
**Subject:** Contract #13980A

Contract #13980A  
Department: Human Services/Housing Affordability  
Vendor: Dane Buy Local  
Contract Description: Add Additional Funding for the small business support program  
Contract Term: 4/6/20 – 12/31/20  
Contract Amount: \$550,000

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

Thanks much,  
Michelle

*Michelle Goldade*

Administrative Assistant II  
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



## DANE COUNTY CONTRACT ADDENDUM

**THIS 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 DaneBuy Local Foundation, Inc. (hereinafter, “Provider”).

### WITNESSETH:

**WHEREAS** PROVIDER and COUNTY, by a separate document (hereinafter, the “Master Agreement”), Dane County Contract #13980, have previously entered into a contractual relationship for the purpose of establishing and administering a targeted small business grant program designed to mitigate the economic impact of the coronavirus (COVID-19) outbreak, and

**WHEREAS** County and Provider wish to amend the Master Agreement in order to supplement the amount of funding for the grant program;

**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. Capitalized terms herein have the same meaning as used in the Master Agreement unless otherwise noted.
3. Within thirty (30) days of the execution of this Addendum, COUNTY shall remit an additional \$550,000 to PROVIDER to be used as grant funds for the Program.



## DANE COUNTY CONTRACT ADDENDUM

**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:**

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April 4, 2020

Date Signed

**FOR COUNTY:**

Joseph T. Parisi, Dane County Executive

4/8/20

Date Signed