

# Dane County Contract Cover Sheet

|   |   |
|---|---|
| <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 \$3 million for August-October |
| <b>Contract Term</b>                    | 8/1/20 - 10/31/20   |
| <b>Total Contract Amount</b>            | \$ 3,000,000  |

|   |   |
|---|---|
| <b>Contract #</b><br><small>Admin will assign</small> | <b>14005A</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 | \$ 3,000,000 |
|--------------|----------|--------|----------|-------|--------|--------------|
| <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> |
|                   | <input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.  |  | <b>Year</b>  |
|                   |   |  | 089          |
|                   |   |  | 2020         |

| Contract Review/Approvals |                     |         |          |                    |
|---------------------------|---------------------|---------|----------|--------------------|
| Initials                  | Dept.               | Date In | Date Out | Comments           |
| <i>MG</i>                 | Received by DOA     | 6/3/20  |          |                    |
| <i>ch</i>                 | Controller          |         | 6/3/20   | approval via email |
| <i>cac</i>                | Purchasing          |         | 6/3/20   | approval via email |
| <i>cp</i>                 | Corporation Counsel |         | 6/3/20   | approval via email |
| <i>dl</i>                 | Risk Management     |         | 6/3/20   | approval via email |
|                           | 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.<br><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 /<br/>Authorized<br/>Designee</b> | Signature     | Date |
|   |               |      |
|   | Printed Name  |      |
|   | Chuck Hicklin |      |

## Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

| <b>Director of<br/>Administration</b> | Signature              | Date   |
|---------------------------------------|------------------------|--------|
|                                       | <i>Greg Brockmeyer</i> | 6/3/20 |
|                                       | Comments               |        |
| <b>Corporation<br/>Counsel</b>        | Signature              | Date   |
|                                       | <i>Carlos Pabellon</i> | 6/3/20 |
|                                       | Comments               |        |

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Wednesday, June 3, 2020 12:05 PM  
**To:** Hicklin, Charles; Pabellon, Carlos; Clow, Carolyn; Lowndes, Daniel  
**Cc:** Stavn, Stephanie  
**Subject:** Contract #14005A  
**Attachments:** 14005A.pdf

| <b>Tracking:</b> | <b>Recipient</b> | <b>Read</b>             | <b>Response</b>            |
|------------------|------------------|-------------------------|----------------------------|
|                  | Hicklin, Charles | Read: 6/3/2020 12:43 PM | Approve: 6/3/2020 1:50 PM  |
|                  | Pabellon, Carlos | Read: 6/3/2020 12:07 PM | Approve: 6/3/2020 12:09 PM |
|                  | Clow, Carolyn    |                         | Approve: 6/3/2020 12:20 PM |
|                  | Lowndes, Daniel  | Read: 6/3/2020 1:43 PM  | Approve: 6/3/2020 1:44 PM  |
|                  | Stavn, Stephanie | Read: 6/3/2020 2:13 PM  |                            |

Contract #14005A  
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-089)  
Contract Term: 8/1/20 – 10/31/20  
Contract Amount: \$3,000,000

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 362, 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

2020 RES-089

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

Demand at Dane County food pantries has increased dramatically due to the economic devastation caused by the COVID-19 pandemic. The County Board approved a food program to supplement the resources available to supply food pantries. The COVID Relief Fund provides the county with the funding to supply the pantries. The County Board approved a contract with Second Harvest Food Bank to provide \$1 million per month for the months of May, June and July 2020 for the purchase of food and distribution to local food pantries. There is a need to extend the contract for the months of August, September and October with additional funding of \$1 million per month.

THEREFORE BE IT RESOLVED that, the County Board does hereby approve contract addendum #1 with Second Harvest Food Bank in the amount of \$1 million per month for August, September and October 2020 and that the County Executive and County Clerk are authorized to execute the addendum..

BE IT FURTHER RESOLVED that account ADMADM 20025 "COVID Expenses" be increased by \$3,000,000 and account ADMADM NEW "CARES ACT REVENUE" be created with an appropriation of \$3,000,000, and

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



14005A

## ADDENDUM TO DANE COUNTY CONTRACT

**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 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 now wish to modify the terms of the Master Agreement by extending the Term of the Master Agreement and increasing the total amount of funding available to a total of \$6,000,000 ("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 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. The Term of the Master Agreement is extended to October 31, 2020.
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 \$6,000,000 ("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 through October, 2020.

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



## ADDENDUM TO DANE COUNTY CONTRACT

- Section II.a. COUNTY has made available a total of \$6,000,000 to fund the Services that PROVIDER will undertake under this Agreement.
7. SCHEDULE C is modified as set forth below:
- Section II.d. and Section II.e. are hereby created to read:
    - d. List of PROVIDER's food item suppliers;
    - e. A description of the reasonable efforts PROVIDER has undertaken in order to obtain dairy products, meats, and produce from local Dane County farming operations and growers, as set forth in Schedule A, Section I.A.3.

**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:**

6/1/2020  
\_\_\_\_\_  
Date Signed

**FOR COUNTY:**

\_\_\_\_\_  
Joseph T. Parisi, Dane County Executive

\_\_\_\_\_  
Date Signed