

# Dane County Contract Cover Sheet

Revised 01/2025

Res 277  
significant

Dept./Division	Dane County Dept. of Administration- Public Works Engineering		
Vendor Name	HOOPER CORPORATION	MUNIS #	3337
Brief Contract Title/Description	JOB CENTER ROOF TOP UNIT #3 REPLACEMENT		
Contract Term	01/30/2026 through 08/30/2026		
Contract Amount	\$118,900.00		

Contract # Admin will assign	16080
Type of Contract	
<input 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	Daniel Martinez	Name	Drew Harris
Phone #	608.575.2359	Phone #	608.220.3804
Email	Martinez.Daniel@danecounty.gov	Email	dharris@hoopercorp.com
Purchasing Officer	Pete Patten		

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input checked="" type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP # 325028
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)	
	<input type="checkbox"/> Cooperative Contract	Contract Name & #
	<input type="checkbox"/> N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	



MUNIS Req.	Req #	NEED	Org: CPFACMGT	Obj: 51102	Proj:	\$ 118,900.00
			Org:	Obj:	Proj:	\$
	Year	2025	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	<input type="checkbox"/> Contract does not exceed \$100,000	
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res # 277
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year 2025

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

APPROVAL	
Dept. Head / Authorized Designee	
Draper, Todd	Digitally signed by Draper, Todd Date: 2025.12.09 17:00:54 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 12/19/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Monday, December 22, 2025 11:45 AM  
**To:** Hicklin, Charles; Patten, Peter; Pabellon, Carlos  
**Cc:** Oby, Joe  
**Subject:** Contract #16080  
**Attachments:** 16080.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/22/2025 1:53 PM	Approve: 12/22/2025 1:53 PM
	Patten, Peter	Read: 12/22/2025 11:49 AM	Approve: 12/22/2025 11:49 AM
	Pabellon, Carlos		Approve: 12/22/2025 12:29 PM
	Oby, Joe		

Carlos – Joshua is out of the office until 12/29 so I'm asking that you sign off on this one for Risk Management as well.

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

Contract #16080  
Department: Public Works  
Vendor: Hooper Corporation  
Contract Description: Job Center Roof Top Unit #3 Replacement (Res 277)  
Contract Term: 1/30/26 – 8/03/26  
Contract Amount: \$118,900.00

Thanks much,  
Michelle

*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 am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

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The Department of Administration-Public Works Engineering Division reports the receipt of Bids for Roof Top Unit #3 Replacement at the Dane County Job Center, 1819 Aberg Avenue, Madison, WI; project# 325028.

Hooper Corporation  
6450 Pederson Crossing Blvd  
Deforest, WI 53532

The Public Works staff finds the amount to be reasonable and recommends the Contract be awarded to Hooper Corporation.

The budget for this project is insufficient to cover the cost. This resolution transfers funds within the capital budget to provide adequate funding for contingency coverage. The term of the borrowing used to support this project will be 10 years.

**NOW, THEREFORE, BE IT RESOLVED** that the Contract be awarded to Hooper Corporation in the amount of \$118,900.00; and

**BE IT FURTHER RESOLVED** that account CPFACMGT-58466 "ROTH STREET FIRE ESCAPE REPLACEMENT" be decreased by \$3,340.00 and account CPFACMGT-51102 "JCO AIR HANDLER UNIT REPLACE" be increased by \$3,340.00; and

**BE IT FURTHER RESOLVED** that the County Executive and the County Clerk be authorized and directed to sign the Contract; and

**BE IT FINALLY RESOLVED** that the Department of Administration-Public Works Engineering Division be directed to ensure complete performance of the Contract.



## COUNTY OF DANE

### PUBLIC WORKS CONSTRUCTION CONTRACT

Contract No.: 16080  
Bid No.: 325028  
Authority: 2025 RES-277

**THIS CONTRACT**, made and entered into as of the date by which authorized representatives of both parties have affixed their signatures, by and between the County of Dane (hereafter referred to as "COUNTY") and Hooper Corporation (hereafter, "CONTRACTOR"), and

#### WITNESSETH:

**WHEREAS**, COUNTY, whose address is c/o Public Works Director, 1919 Alliant Energy Center Way, Madison, WI 53713, desires to have CONTRACTOR install Dane County Job Center – Roof Top Unit 3 Replacement ("the Project"); and

**WHEREAS**, CONTRACTOR, whose address is 6450 Pederson Crossing Blvd., Deforest, WI 53532 is able and willing to construct the Project, in accordance with the Construction Documents;

**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 acknowledged by each party for itself, COUNTY and CONTRACTOR do agree as follows:

1. CONTRACTOR agrees to construct, for the price of \$118,900.00 the Project and at the CONTRACTOR'S own proper cost and expense to furnish all materials, supplies, machinery, equipment, tools, superintendence labor, insurance, and other accessories and services necessary to complete the Project in accordance with the conditions and prices stated in the Bid, General Conditions of Contract, any and all Addenda, the drawings which include all maps, plats, plans, and other drawings and printed or written explanatory matter thereof, and the specifications therefore as prepared by Dane County Public Works (hereinafter referred to as "the Architect / Engineer"), and as enumerated in the Project Manual Table of Contents, all of which are made a part hereof and collectively evidence and constitute the Contract.

2. The term of this Contract shall commence when fully executed by the parties. The CONTRACTOR shall commence the Work by January 1, 2026. The Work's substantial completion date shall be August 30, 2026. Failure to meet commence work or substantial completion dates on the Work as set forth herein is grounds for termination of the Contract and other remedies as set forth in the General Conditions of Contract incorporated herein.

3. COUNTY agrees to pay the CONTRACTOR in current funds for the performance of the Contract subject to additions and deductions, as provided in the General Conditions of Contract, and to make payments on account thereof as provided in Article entitled, "Payments to Contractor" of the General Conditions of Contract.

4. During the term of this Contract, CONTRACTOR agrees to take affirmative action to ensure equal employment opportunities. The CONTRACTOR agrees in accordance with Wisconsin Statute 111.321 and Chapter 19 of the Dane County Code of Ordinances not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. Such equal opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation. CONTRACTOR agrees to post in conspicuous places, available to all employees and applicants for employment, notices setting forth the provisions of this paragraph.

5. CONTRACTOR shall file an Affirmative Action Plan with the Dane County Contract Compliance Specialist in accord with Chapter 19 of the Dane County Code of Ordinances. CONTRACTOR must file such plan within fifteen (15) business days of the effective date of this Contract. During the term of this Contract CONTRACTOR shall also provide copies of all announcements of employment opportunities to COUNTY'S Office of Equity & Inclusion, and shall report annually the number of persons, by race, ethnicity, gender, and disability status, which apply for employment and, similarly classified, the number hired and number rejected.

6. During the term of this Contract, all solicitations for employment placed on CONTRACTOR'S behalf shall include a statement to the effect that CONTRACTOR is an "Equal Opportunity Employer".

7. CONTRACTOR agrees to furnish all information and reports required by COUNTY'S Contract Compliance Specialist as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, Dane County Code of Ordinances, and the provisions of this Contract.

8. The intent of this Contract is to be a Contract solely between the parties hereto and for their benefit only. Do not construe any part of this Contract to add to, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties including, but not limited to, employees of the parties.

9. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that the express terms of this Contract shall not be amended in any fashion except in writing, executed by both parties.

10. CONTRACTOR must be qualified as a Best Value Contractor or have proven their exemption with Dane County Public Works Engineering Division before Bid Due Date / Time. All contractors and subcontractors must be qualified as a Best Value Contractor or have proven their exemption to perform any work under this Contract.

11. This Contract, and any amendment or addendum relating 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, this Contract 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 each party made such reproduction in the regular course of business. This term does not apply to the service of notices under this Contract.

**IN WITNESS WHEREOF**, COUNTY and CONTRACTOR, by their respective authorized agents, have caused this Contract and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

\* \* \* \* \*

**FOR CONTRACTOR:**

**Robert Weise**

Digitally signed by Robert Weise  
DN: C=US, E=rweise@hoopercorp.com, O=Hooper Corp,  
OU=Vice President, CN=Robert Weise  
Date: 2025.12.10 07:35:31-06'00'

Signature

Date

Printed or Typed Name and Title

Signature

Date

Printed or Typed Name and Title

**NOTE:** If CONTRACTOR is a corporation, Secretary should attest. In accordance with IRS Regulations, unincorporated entities are required to provide either their Social Security or Employer Number in order to receive payment for services rendered.

\* \* \* \* \*

This Contract is not valid or effectual for any purpose until approved by the appropriate authority designated below, and no work is authorized until the CONTRACTOR has been given notice to proceed by COUNTY'S Public Works Director.

**FOR COUNTY:**

Melissa Agard, County Executive

Date

Scott McDonell, County Clerk

Date

**END OF SECTION**