

Dane County Contract Cover Sheet

RES 208
Significant

Dept./Division	Administration
Vendor Name	Second Harvest Food Bank
Vendor MUNIS #	11356
Brief Contract Title/Description	Addendum increases COVID-19 relief effort for November - December
Contract Term	11/1/20 - 12/31/20
Total Contract Amount	\$ 2,000,000

Contract # <small>Admin will assign</small>	14005B
Addendum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<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

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

MUNIS Req.	Org Code	Obj Code	Amount	\$
Req #				
Year				

Resolution	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.				
	<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.			Res #	208
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.			Year	2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	9/16/20		
	Controller			approvals from all departments via email attached herein
	Purchasing			
	Corporation Counsel			
	Risk Management			
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Charles Hicklin	Name	
Phone #		Phone #	
Email		Email	
Address		Address	

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. The modifications have been reviewed by:
<input type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

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

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	<i>Greg Brockmeyer</i>	9/16/20
	Comments	
Corporation Counsel	Signature	Date
	<i>David Gault</i>	9/16/20
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Wednesday, September 16, 2020 11:57 AM
To: Hicklin, Charles; Clow, Carolyn; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie
Subject: Contract #14005B
Attachments: 14005B.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 9/16/2020 1:40 PM	Approve: 9/16/2020 1:40 PM
	Clow, Carolyn		
	Gault, David	Read: 9/16/2020 1:06 PM	Approve: 9/16/2020 1:15 PM
	Lowndes, Daniel	Read: 9/16/2020 1:41 PM	Approve: 9/16/2020 1:41 PM
	Stavn, Stephanie	Read: 9/16/2020 12:01 PM	

Contract #14005B
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-208)
Contract Term: 11/1/20 – 12/31/20
Contract Amount: \$2,000,000

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 Manager
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

Goldade, Michelle

From: Clow, Carolyn
Sent: Thursday, September 17, 2020 2:00 PM
To: Goldade, Michelle
Subject: Approve: Contract #14005B

2020 RES-208

APPROVING CONTRACT ADDENDUM #2 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. The County Board also approved an addendum to the original contract to provide funding of \$1 million per month for August, September and October. This addendum would continue that funding for November and December 2020.

THEREFORE BE IT RESOLVED that, the County Board does hereby approve contract addendum #2 with Second Harvest Food Bank in the amount of \$1 million per month for November and December 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 \$2,000,000 and account ADMADM NEW "CARES ACT REVENUE" be created with an appropriation of \$2,000,000, 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.



SECOND ADDENDUM TO DANE COUNTY CONTRACT

THIS SECOND 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 now wish to further modify 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");

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 and Addendum shall remain in full force and effect unchanged in any manner by this Second Addendum except as changes are expressly set forth herein. This Second Addendum shall control only to the extent of any conflict between the terms of the Master Agreement, the Addendum and this Second Addendum.
2. Capitalized terms herein have the same meaning as used in the Master Agreement and Addendum unless otherwise noted.
3. The Term of the Master Agreement is extended to December 30, 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 \$8,000,000 ("Funding") for the following services.



SECOND ADDENDUM TO DANE COUNTY CONTRACT

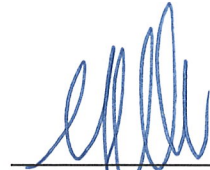
5. SCHEDULE A, Section I is modified to read as follows:

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

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

- Section II.a. COUNTY has made available a total of \$8,000,000 to fund the Services that PROVIDER will undertake under this Agreement.

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:

9/15/20

Date Signed

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed