

Dane County Contract Addendum Cover Sheet

RES 240
SIGNIFICANT

Revised 06/2021

Contract # Admin will assign	14324E	
Dept./Division	Administration/Administration	
Vendor Name	Second Harvest Food Bank	
Brief Addendum Title/Description	Extend Food Bank Activity	
Vendor MUNIS #		11356
Addendum Term		12-31-24
Amount (\$)	\$ 1,767,000.00	

Department Contact Information		Vendor Contact Information	
Contact	Chuck Hicklin	Contact	Michelle Orge
Phone #	608-469-8936	Phone #	608-216-7232
Email	hicklin@countyofdane.com	Email	michelle.orge@secondharvestsw.org
Purchasing Officer	N/A		

Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	PO Maintenance Needed PO#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input checked="" type="checkbox"/>	New PO / Req. Submitted Req#	Org: ADMADM	Obj: 22325	Proj:	
		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.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	8/1/21-7/31/22	\$ 10,000,000.00	<input type="checkbox"/> None	Res# 431
	A	8/1/22 - 10/31/22	\$ 1,000,000.00	<input type="checkbox"/> None	Res# 362
	B	8/1/22 - 12/31/22	\$ 2,750,000.00	<input type="checkbox"/> None	Res# 437
	C	1/1/23 - 12/31/23	\$ 6,000,000.00	<input type="checkbox"/> None	Res# 232
	D	1/1/24-12/31/24	\$ 4,479,000.00	<input type="checkbox"/> None	Res# 2023-RES-240
	E	1/1/24-12/31/24	\$ 1,767,000.00	<input type="checkbox"/> None	Res# 2023 RES-240
Total Contracted Amount			\$ 25,996,000.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input checked="" type="checkbox"/> Corporation Counsel: Carlos	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Hicklin, Charles	Digitally signed by Hicklin, Charles Date: 2023.12.11 13:43:58 -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: 12/12/23	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, December 12, 2023 10:50 AM
To: Hicklin, Charles; Pabellon, Carlos; Rogan, Megan
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #14324E
Attachments: 14324E.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/12/2023 11:57 AM	Approve: 12/12/2023 11:57 AM
	Pabellon, Carlos	Read: 12/12/2023 10:54 AM	Approve: 12/12/2023 10:59 AM
	Rogan, Megan	Read: 12/12/2023 10:51 AM	Approve: 12/12/2023 10:51 AM
	Stavn, Stephanie		
	Oby, Joe		

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

Contract #14324E
Department: Administration/Controller
Vendor: Second Harvest Food Bank
Contract Description: Extend food bank purchases using American Relief Plan Funds interest earned (Res 240)
Contract Term: 1/1/24 – 12/31/24
Contract Amount: \$1,767,000.00

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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2
3 **2023 RES-240**

4 **AMENDING THE 2023 OPERATING BUDGET AND APPROVING ADDENDA #4 and**
5 **#5 TO CONTRACT #14324 WITH SECOND HARVEST FOOD BANK TO PURCHASE**
6 **AND DISTRIBUTE FOOD TO DANE COUNTY FOOD PANTRIES**
7

8 Demand at Dane County food pantries has increased dramatically due to the economic
9 devastation caused by the COVID-19 pandemic. In addition, the inflationary pressures
10 in the current economy have resulted in higher food costs for community food pantries
11 and for Dane County households.

12
13 In 2021, the County Board approved a food program to supplement the resources
14 available to supply food pantries through a contract with Second Harvest Food Bank.
15 The American Rescue Plan (ARP) Fund provided the county with the funding to supply
16 the pantries. The County Board approved contract #14324 in 2021 with Second
17 Harvest Food Bank for the purchase of food and distribution to local food pantries. The
18 County Board subsequently approved addenda to that contract for food purchases in
19 2022 and 2023. The 2024 budget includes additional ARP funding for Second Harvest
20 in the amount of \$4,479,000. These funds would be distributed on a monthly schedule
21 as outlined in Addendum #4.

22
23 The county has been tracking interest earned on ARP funds it has on deposit. Upon
24 examination of these interest earnings following the adoption of the 2024 budget,
25 earnings revenue is estimated at \$1,767,000. These funds can be applied for
26 expenditure under the same Treasury Department guidelines as the original ARP funds.
27 This resolution amends the 2023 budget to recognize this revenue and augment the
28 funding available to Second Harvest in 2024. This resolution also authorizes execution
29 of Addendum #5 to contract #14324 to facilitate monthly distributions to Second Harvest
30 Food Bank as outlined in that addendum.

31
32 THEREFORE BE IT RESOLVED that, the County Board does hereby approve contract
33 addendum #4 to contract #14324 with Second Harvest Food Bank in the amount of
34 \$4,479,000 million and that the County Executive and County Clerk are authorized to
35 execute the addendum, and

36
37 THEREFORE BE IT FURTHER RESOLVED that, the County Board does hereby
38 approve contract addendum #5 to contract #14324 with Second Harvest Food Bank in
39 the amount of \$1,767,000 million and that the County Executive and County Clerk are
40 authorized to execute the addendum, and

41
42 THEREFORE BE IT FURTHER RESOLVED that the 2023 Operating Budget be
43 amended to increase expenditure account ADMADM NEW-- "Second Harvest-ARP Int."

44 in the amount of \$1,767,000 and revenue account GENCTY NEW --“ARP Interest
45 Revenue” \$1,767,000 and that funds in the above expenditure account be carried
46 forward into fiscal year 2024, and

47

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

51



DANE COUNTY CONTRACT

ADDENDUM # 14324E

Revised 01/2022

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

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract # 14324, have previously entered into a contractual relationship pursuant to which Provider supplied, warehoused and distributed food to pantries that have been depleted because of the COVID-19 public health emergency so that they can serve vulnerable populations in Dane County, and

WHEREAS County and Provider amended the Master Agreement to extend the term to December 31, 2024, and increased the amount of funding;

WHEREAS County and Provider wish to further amend the Master Agreement in order to increase the amount of funding available by an additional \$1,767,000 under the terms and conditions set forth below;

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. Schedule B, II. g. is created and reads as follows:

In addition to the 2024 Funding, COUNTY has made available \$1,767,000 for 2024 ("Segregated Funding") to fund Services that PROVIDER will undertake under this Agreement for the months of January 2024 through December 2024. PROVIDER is authorized to retain up to 15% of the Segregated Funding in administrative expenses, provided that it complies with Schedule B., Section I. b. and Schedule C., Section I. of the Agreement. PROVIDER further agrees to invoice COUNTY separately from any other invoice for the cost of Services that utilize the Segregated Funding. During such months, PROVIDER shall invoice COUNTY at the start of each month in the following amounts:

Jan-24	\$123,690.00
Feb-24	\$106,020.00
Mar -24	\$123,690.00
Apr -24	\$194,370.00
May-24	\$123,690.00
Jun -24	\$159,030.00
Jul -24	\$176,700.00
Aug-24	\$176,700.00
Sep-24	\$176,700.00
Oct-24	\$176,700.00
Nov-24	\$123,690.00
Dec-24	\$106,020.00
CY24	\$1,767,000.00

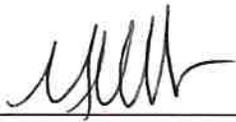
3. Schedule C, III is created and reads as follows:

Segregated Funding Services. PROVIDER shall provide the following information for any Services funded by the 2024 Segregated Funding in a separate report:

- a. The cost, quantity and type of food items procured and stored
- b. The number of Dane County food pantries served
- c. An estimate of the number of individuals served
- d. A 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.

FOR PROVIDER:



 Michele Orge
 President/CEO
 Second Harvest Foodbank of Southern Wisconsin, Inc.

11/29/23

 Date

FOR COUNTY:

Joseph T. Parisi
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date