

# Dane County Contract Cover Sheet

Revised 01/2022

Res 232  
Significant

<b>Dept./Division</b>	Admin/Controller		
<b>Vendor Name</b>	Second Harvest Food Bank	<b>MUNIS #</b>	11356
<b>Brief Contract Title/Description</b>	Extend ARP Funded Food Purchases January-December 2023		
<b>Contract Term</b>	12 Months January-December 2023		
<b>Contract Amount</b>	6,000,000		

<b>Contract #</b> Admin will assign	14324C
<b>Type of Contract</b>	
<input checked="" 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	
<b>Name</b>	Chuck Hicklin	<b>Name</b>	Mike Wilson
<b>Phone #</b>	608-469-8936	<b>Phone #</b>	608-216-7215
<b>Email</b>	hicklin@countyofdane.com	<b>Email</b>	mikew@shfbmadison.org
<b>Purchasing Officer</b>	N/A		

<b>Purchasing Authority</b>	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)
	<input type="checkbox"/> Between \$11,000 – \$40,000 (\$0 – \$25,000 Public Works) (3 quotes required)
	<input type="checkbox"/> Over \$40,000 (\$25,000 Public Works) (Formal RFB/RFP required) <span style="float:right">RFB/RFP #</span>
	<input type="checkbox"/> Bid Waiver – \$40,000 or under (\$25,000 or under Public Works)
	<input type="checkbox"/> Bid Waiver – Over \$40,000 (N/A to Public Works)
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other



<b>MUNIS Req.</b>	<b>Req #</b>	<b>Org:</b> ADMADM	<b>Obj:</b> 22325	<b>Proj:</b>	
	<b>Year</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
		<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	

<b>Budget Amendment</b>	
<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.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	<b>Res #</b>	232
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		<b>Year</b>
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

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

<b>APPROVAL</b>
<b>Dept. Head / Authorized Designee</b>


<b>APPROVAL – Contracts Exceeding \$100,000</b>	
<b>Director of Administration</b>	<b>Corporation Counsel</b>
	

<b>APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached</b>			
<b>DOA:</b>	<b>Date In:</b> 11/9/22	<b>Date Out:</b>	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

---

**From:** Goldade, Michelle  
**Sent:** Wednesday, November 9, 2022 1:21 PM  
**To:** Hicklin, Charles; Rogan, Megan; Pabellon, Carlos; Lowndes, Daniel  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #14324C  
**Attachments:** 14324C.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 11/10/2022 8:38 AM	Approve: 11/10/2022 8:38 AM
	Rogan, Megan	Read: 11/9/2022 2:44 PM	Approve: 11/9/2022 2:44 PM
	Pabellon, Carlos	Read: 11/9/2022 1:58 PM	Reject: 11/9/2022 2:03 PM
	Lowndes, Daniel	Read: 11/9/2022 2:28 PM	Approve: 11/9/2022 2:28 PM
	Stavn, Stephanie	Read: 11/10/2022 9:26 AM	
	Oby, Joe		

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

Contract #14324C  
Department: Administration/Controller  
Vendor: Second Harvest Food Bank  
Contract Description: Extend food bank purchases using American Relief Plan Funds (Res 232)  
Contract Term: 1/1/23 – 12/31/23  
Contract Amount: \$6,000,000.00

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 in accordance with COVID 19 response guidelines. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

## Goldade, Michelle

---

**From:** Pabellon, Carlos  
**Sent:** Wednesday, November 9, 2022 3:24 PM  
**To:** Goldade, Michelle  
**Subject:** Approve: Contract #14324C

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

**2022 RES-232**

**APPROVING ADDENDUM #3 TO CONTRACT #14324 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. In addition, the inflationary pressures in the current economy have resulted in higher food costs for community food pantries and for Dane County Households. To help address these pressures, the 2023 Dane County Operating Budget includes \$6 million to alleviate food insecurity through an agreement with Second Harvest Food Bank.

In 2021, 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 contract #14324 with Second Harvest Food Bank to provide \$833,333 per month for the months August 2021 through July 2022 for the purchase of food and distribution to local food pantries. The County Board subsequently approved Addendum #1 to the contract to provide \$333,333.33 per month for August-October 2022. In May of 2022, the County Board approved addendum #2 that provided an additional \$416,666.67 per month in August-October 2022 and \$750,000 per month for November and December 2022.

This addendum provides \$6 million for January 2023 through December 2023 with monthly payments varying according to an agreed upon schedule.

THEREFORE BE IT RESOLVED that, the County Board does hereby approve contract addendum #3 to contract 14324 with Second Harvest Food Bank in the amount of \$6.0 million and that the County Executive and County Clerk are authorized to execute the addendum, 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.



# DANE COUNTY CONTRACT

## ADDENDUM # 14324C

Revised 01/2022

**THIS THIRD ADDENDUM**, is 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 October 31, 2022 including payments of \$333,333 per month for August, September and October, 2022 and further amended the Master Agreement to extend the term to December 31, 2022 and to increase the amount of funding;

**WHEREAS** County and Provider wish to further amend the Master Agreement in order to extend the Term and increase the amount of funding available by an additional \$6,000,000 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:

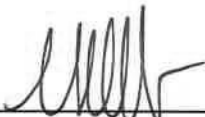
1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This Second Addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this Second Addendum.
3. The Term of the Master Agreement is extended through December 31, 2023.
4. Schedule B, II. e. is created and shall read as follows:

COUNTY has made available \$6,000,000 for 2023 ("2023 Funding") to fund Services that PROVIDER will undertake under this Agreement for the months of January 2023 through December 2023. During such months, PROVIDER shall invoice COUNTY for the cost of the Services at the start of each month in the following amounts:


Jan-23	\$400,000
Feb-23	\$350,000
Mar-23	\$400,000
Apr-23	\$400,000
May-23	\$650,000
Jun-23	\$550,000
Jul-23	\$550,000
Aug-23	\$600,000
Sep-23	\$600,000
Oct-23	\$600,000
Nov-23	\$500,000
Dec-23	\$400,000
<b>CY23</b>	<b>\$6,000,000</b>

**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:**

  
 \_\_\_\_\_  
 Michelle Orge  
 President/CEO  
 Second Harvest Foodbank of Southern Wisconsin, Inc.

10/20/2022  
 Date

  
 \_\_\_\_\_  
 Michael Wilson  
 Chief Administrative Officer  
 Second Harvest Foodbank of Southern Wisconsin, Inc.

10/20/2022  
 Date

\*\*\*

**FOR COUNTY:**

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Scott McDonell  
 Dane County Clerk

\_\_\_\_\_  
 Date