

Food Bank of El Dorado County

Amended Exhibit A

Scope of Services

Contractor shall, to the satisfaction of County's Environmental Management Department perform the following services and be compensated as outlined herein.

Contractor shall perform all tasks and deliverables included herein, and as a participant to the 2017-18 Food Waste Prevention and Rescue Grant Program, Grant Number FW2-17-0009 (Grant), shall comply with all Terms and Conditions, Procedures and Requirements, and reporting as stipulated in the Grant.

The budget assumptions included in Exhibit B, Grant Budget and Expenditures, of this Agreement, are contingent upon the State of California's Department of Resources Recycling and Recovery (CalRecycle) approval of the Scope of Services and expenses, which may be subject to changes as necessary in order to comply with the Grant guidelines or requirements.

Scope of Services

CalRecycle awarded the Grant to County on March 8, 2018, and County's Board of Supervisors accepted the Grant funds on April 24, 2018, with a term of upon acceptance of funds through April 1, 2021. County received the Notice to Proceed from CalRecycle on May 15, 2018. CalRecycle awarded a Grant extension on March 19, 2021, to extend the project Grant term through September 1, 2021. The purpose of this Grant is to lower overall greenhouse gas emissions by establishing new, or by expanding existing, food waste prevention projects (source reduction or food rescue for people) in California to reduce the amount of food being disposed of in landfills. In order to maximize the efficiency of the Grant funding, County has partnered with Contractor to purchase various equipment and supplies necessary to expand collection and distribution of rescued food from donors to communities in need, and produce a food rescue public announcement and flyer to encourage food facilities and community partners to donate their unused food.

County and Contractor are entering into this Agreement to implement and track the effectiveness of this Grant. As such, County will be the Grant Administrator and project coordinator. Upon execution of this Agreement, and continuing through the Grant period, Contractor shall perform the following services and tasks for the Grant.

1. Work with County to develop and implement a Grant Work Plan (Work Plan) with specific timelines and deliverables, subject to ongoing modifications as necessary and/or requested by County;

2. Purchase, with subsequent reimbursement by County, the equipment, supplies, services, and other items as detailed in Exhibit B, as approved by County, including any future budget amendments as necessary;
3. Maintain vehicles and equipment purchased with Grant funds to facilitate the collection of food donations for the duration of this Agreement;
4. Designate a staff member of Contractor to be assigned the role of Food Recovery Coordinator who shall be responsible for all inquiries related to Grant activities and submitting all Grant related reports;
5. Schedule and undertake the collection of available food donations to increase the amount of food rescue and recovery in El Dorado County;
6. Work with County to identify additional food recovery and prevention opportunities, evaluate any subsequent purchases that would result in increased diversion, and purchase or implement such items should there be Grant funding remaining and subject to approval by County;
7. Work with County on the development and implementation of all community and outreach activities, including the preparation of written materials, videos, and advertising to ensure that all materials or services display all necessary logos in accordance with the procedures and requirements of the Grant;
8. Track, maintain, and report all Contractor personnel time in a method approved by County and in accordance with the Grant reporting requirements, and submit this data to County in accordance with the established Work Plan timelines;
9. Track and report all food donations received throughout the Grant period using the methods established in the Work Plan and submit this data to County in accordance with the established Work Plan timelines;
10. Prepare and submit all reports in accordance with the reporting requirements of the Grant; and
11. Maintain full compliance with the Grant, including Exhibit A, Exhibit B, and any other conditions as set forth in the Grant Agreement.

Quarterly Reporting Requirements

In addition to the quarterly invoices, Contractor shall prepare and submit to County written quarterly reports in accordance with the Work Plan and timelines established and shall include, but not limited to, the following:

- Contract number and name of the Grant;
- Date donated food was received;
- Weight of donated food;

- Summary of the types of food;
- Type of food donor (i.e. restaurant, grocery store, individual, company name).