



14200 Washington Av  
Sturtevant, WI 531  
262-833-1  
1-866-219-3  
TTY: Wisconsin Relay

#### LETTER OF AGREEMENT

This agreement is hereby made and entered into this 4th day of December 2020, by and between Aging and Disability Resource Center (ADRC) of Racine County, Senior Nutrition Program and Blue Bear Bakery and Catering, whose address is 622 Three Mile Road, Racine, Wisconsin 53402.

It is agreed that site participation in the Racine County Senior Nutrition Program shall be conditional upon compliance with the following and that any non-compliance by either party shall constitute grounds for termination. This agreement may also be terminated by either party with 30 days' written notice to the other party.

It is mutually agreed that:

Blue Bear Bakery and Catering Shall:

1. Cooperate with the staff of the ADRC and the administration of the Racine County Senior Nutrition Program.
2. Designate a Program Liaison whose responsibility will involve coordinating activities and requirements with the Racine County Senior Nutrition Program.
3. Provide delivered or curb-side pick-up meals to our participants.
4. Provide up to 100 meals per day at a cost including delivery fee of \$10.00 per meal.
5. Provide meals Monday-Friday between the hours of 10:30am-3:30pm.
6. Provider to choose a mixture of breakfast, lunch and dinner items as long as it meets criteria (Appendix A) defined by the Nutrition Program.
7. Site shall meet fire and safety code requirements and the meal service area must pass a Health Department Inspection and a periodic inspection by the Racine County Department of Health and Fire Department if requested.
8. A 5-day menu that includes milk must be supplied that meets the criteria (Appendix A) defined by the Nutrition Program.
9. Provider will receive the participants' names, addresses and number of weekly meals to provide within your zip code as well as a daily communication on the number of meals and cancellations for the next day.
10. Provide a report on meals delivered at the end of each day to the Nutrition Office; no exchange of money will occur at time of delivery.
11. Provider will notify Nutrition Office if they had to leave a meal at the home of a participant whether not home or did not answer.
12. Provider will notify Nutrition office by 6am the day of if they are unable to provide delivered meals due to "Inclement Weather"

The ADRC, Racine County Senior Nutrition Program Shall:

1. At all times during this term of the Agreement, the Program and Racine County, Wisconsin save, hold harmless, and defend Blue Bear Bakery and Catering, its officers, employees, or representatives against any and all liability, loss, damages, costs or expenses, whether personal injury, or property damage which Blue Bear Bakery and Catering may sustain, and be required to pay by reason of any person suffering personal injury death or property loss resulting from the Program's acts or omissions while any eligible client is participating in or receiving services furnished by the Program under this Agreement.

This agreement shall be in effect from January 1, 2021 through December 31, 2021 or for the duration of the COVID-19 emergency declaration. *2/16/2021*

Dec 16, 2020

Blue Bear Bakery and Catering

(signed) *Teresa Lott*  
Authorized Representative

03/07/2021  
Date

Printed Name/Title: managing member

RACINE COUNTY

(signed) *Pete Deloy*  
Racine County Executive

03-17-2021  
Date

(signed) *Sherry M. Christensen*  
Racine County Clerk

3/17/2021  
Date

(signed) \_\_\_\_\_  
Racine County Board Chairperson

\_\_\_\_\_  
Date

(signed) *[Signature]*  
Racine County Corporation Counsel

3-17-2021  
Date

(signed) *[Signature]*  
Racine County Finance Director

3/16/21  
Date

*AP*  
Wisc

\_\_\_\_\_ to sign  
\_\_\_\_\_ 2021  
\_\_\_\_\_ nterro  
\_\_\_\_\_ ur job title

APPENDIX "A"



Dietary Criteria:

Meal Component	Minimum # of Servings per Meal	Serving Size Examples*
Grains	1	1 regular slice bread, 1/2 cup cooked, 1 cup ready-to-eat cereal, 1 - 6" tortilla, 1/2 regular size bun
Fruit and/or Vegetables	3	1/2 cup fresh, frozen, or canned (cooked or raw), 1/4 cup dried fruit, 1 cup raw leafy greens, 1/2 cup 100% fruit or vegetable juice ** Include a variety of colors of fruits and/or vegetables through the week
Fluid milk	1	8 fluid ounces or 1 cup
Protein	1	3 oz. equivalent
Fats and oils	1	1 teaspoon served on side or used in cooking
Additional Required Item (Dessert)	1	1/2 cup serving of fruit/vegetable

\* Serving sizes may be altered slightly when a full nutrient analysis ensuring 1/3 DRI is on record with the nutrition program.