

Res 308

Dane County Contract Cover Sheet

Dept./Division	Dane County Extension/Financial Education Center
Vendor Name	Wisconsin Women's Business Initiative Corp.
Vendor MUNIS #	8904
Brief Contract Title/Description	This space use agreement with WWBIC for the Financial Education Center begins 11/1/18 and ends 10/31/19 and provides 3 renewals at a 3% increase per year.
Contract Term	Nov. 1, 2018 - Oct. 31, 2019
Total Contract Amount	\$ 237.00 per month (\$2,844.00 annually)

Contract # <small>Admin will assign</small>	13819
Addendum	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input checked="" 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"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$36,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$36,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$36,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

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

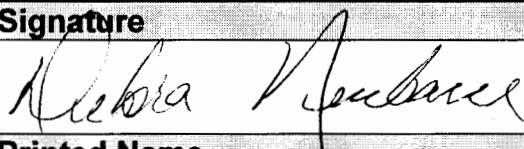
Resolution	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.			
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.			
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		Res #	308
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		Year	2019

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MS	Received by DOA	11/11/19		
MS	Controller		11/3/19	
MS	Purchasing	11/14/19	11/14/19	
MS	Corporation Counsel	11/14/19	11/14/19	
MS	Risk Management	11/13/19	11/13/19	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Sharene Smith	Name	Jon Gaines
Phone #	608-224-3761	Phone #	608-257-5450
Email	smith.sharene@countyofdane.com	Email	jon.gaines@wwbic.com
Address	5201 Fen Oak Dr., #208 Madison, WI 53718	Address	2300 S. Park St., Ste. 103 Madison, WI 53713

Certification:	
The attached contract is a:	
<input 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 checked="" type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Department Approval of Contract		
Dept. Head / Authorized Designee	Signature	Date
		11/8/19
	Printed Name	
	Debra Neubauer	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	Comments	
Corporation Counsel	Signature	Date
	Comments	

AUTHORIZATION OF SHARED OFFICE SPACE AGREEMENT FOR THE
DANE COUNTY- EXTENSION FINANCIAL EDUCATION CENTER AT
THE VILLAGE ON PARK

The Dane County - Extension Financial Education Center (FEC) was established in 2005 to increase the financial literacy skills of residents in Dane County thereby empowering them to achieve financial security. The FEC has become a "one-stop-shop" community resource offering integrated financial education classes, individual coaching, and referrals to other community programs and services. In order to reduce overhead and maintain its presence at the Village on Park, FEC began subleasing space in 2015 from the Wisconsin Women's Business Initiative Corporation (WWBIC), working collaboratively to sponsor joint events and programming.

The agreement with WWBIC for shared office space expired last year but it has allowed FEC to continue operating in its current space. This agreement covers this current year through October 31, 2019 at a monthly rate of \$237.00 per month and includes three options to renew for a period of one year each which would extend the agreement to October 31, 2022 at a an increased rate of 3% per year. The agreement includes workstations for the FEC's use and access to WWBIC's common areas, as well as use of selected office equipment including the copy machine and all utilities.

Funding to support the FEC comes from revenue generated from key programs and periodic grants. There are adequate committee grants and projected revenue to support the shared space payments.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors and the Dane County Executive hereby authorize the Agreement for Shared Office Space beginning November 1, 2018 through October 31, 2019 at \$237.00 per month or \$2,844.00 annually and an option to renew for the period beginning November 1, 2019 through October 31, 2020 at \$244.00 per month or \$2,928.00 annually per the terms and conditions outlined above with the WWBIC; and

BE IT FURTHER RESOLVED, that the Dane County Executive and County Clerk are hereby authorized to execute the agreement on behalf of the County of Dane.

**Agreement for Shared Office Space
November 1, 2018 – October 31, 2019**



The Wisconsin Women’s Business Initiative Corporation (WWBIC) will provide office space for the UW-Extension Financial Education Center (FEC) at its 2300 S. Park Street, Madison location. The following represents the agreement between WWBIC and FEC for the use of the office space for the period November 1, 2018 to October 31, 2019.

**Education • Lending • Coaching
Entrepreneurship
Financial Impact**

Greater Milwaukee
1533 N. RiverCenter Drive
Milwaukee, WI 53212
Phone: 414.263.5450

South Central
2300 S. Park Street, Suite 103
Madison, WI 53713
Phone: 608.257.5450

Southeast
600 52nd Street, Suite 130
Kenosha, WI 53140
Phone: 262.925.2850

245 Main Street, Suite 102
Racine, WI 53403
Phone: 262.898.5000

info@wwbic.com
wwbic.com

1. WWBIC provides two workstations for FEC’s use in Suite 101. The shared areas include storage, in-suite meeting space and access to WWBIC’s common areas, kitchen area and copy machine. FEC is responsible for keeping their work areas clean and in good condition.
2. WWBIC allows FEC to maintain its own phones and data lines within the space. All maintenance and repairs will be FEC’s responsibility.
3. FEC has access to WWBIC’s office equipment for occasional use. If significant usage is required, a separate reimbursement structure may be negotiated.
4. FEC will pay WWBIC rent in advance on the first day of the month. The rent is payable to WWBIC at 1533 N. RiverCenter Drive, Milwaukee, WI 53212, Attn: Accounting. The rent is inclusive of all utilities and is per the schedule below:

Nov 1, 2018 - Oct 31, 2019 \$237.00 per month
5. This space agreement is based upon receipt of landlord approval which was provided to WWBIC on May 1, 2015.
6. FEC agrees to the general tenant guidelines for the Village on Park property as determined by the landlord.
7. FEC will maintain commercial general liability in amount not less than \$1,000,000 and have WWBIC listed as an additional insured on the policy/certificate.
8. FEC has paid WWBIC an upfront refundable deposit of \$250.00 to cover damages beyond normal wear and tear. This will be returned after the agreement’s termination if the space and furniture are returned in the same condition (except for normal wear and tear).

9. This agreement can be extended beyond October 31, ²⁰¹⁹~~2018~~ for three additional one year terms after review by both WWBIC and FEC. FEC shall give WWBIC 60 days notice of intent to extend the agreement for another term. If extended, the payment schedule shall be as follows:

Nov. 1, 2019 – October 31, 2020	\$244.00 per month
Nov. 1, 2020 – October 31, 2021	\$251.00 per month
Nov. 1, 2021 – October 31, 2022	\$258.00 per month

10. Either party can terminate this agreement with 90 days written notice.

Signed:

FOR SUB-LESSEE – UW Extention Financial Education Center


Joseph T. Parisi, Dane County Executive

Date

Scott McDonell, Dane County Clerk

Date

FOR LESSOR – Wisconsin Women's Business Initiative Corporation



Wendy K. Baumann, President

10/7/19

Date