

Dane County Contract Cover Sheet

BAF# 20141

RES 301

Dept./Division	Human Services / PEI
Vendor Name	Sunshine Place Inc.
Vendor MUNIS #	14323
Brief Contract Title/Description	Lease for JFF and ECI offices with Sunshine Place located 1632 W Main Street, units 9, 10 and 150. Term is one year. Lease includes two one-year renewal options with 2.5% increase per renewal
Contract Term	January 1, 2021 through December 31, 2021
Total Contract Amount	\$23,105.55

Contract # <small>Admin will assign</small>	14185
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"/> \$11,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)	
	<input 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 /Addendum Form	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 checked="" type="checkbox"/> Resolution required and a copy is attached.				Res #	301
	<input type="checkbox"/> Addendum Form required.				Year	2020


Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	11/30/20		
	Controller			approvals from all departments via email attached herein
	Purchasing			
N/A	Corporation Counsel			See "I" below
	Risk Management			
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Spring Larson, Contract Coord. Assistant	Name	Ann Maastricht
Phone #	(608) 242-6391	Phone #	608-320-9117
Email	larsen.spring@countyofdane.com	Email	Ann@sunshineplace.org
Address	1202 Northport Drive, RM Gr42A, Madison WI 53704	Address	18 Rickel Road, Sun Prairie, WI 53590

Human Services Only	a. Dane County Res. #	N/A	Approvals	Initials	Date
	b. Budget/Personnel Required	No	g. Accountant	LB	11/19/20
	c. Program Manager Name	Chance	h. Supervisor	CW	11/19/2020
	d. Current Contract Amount	23105.55	i. Corporation Counsel		
	e. Adjustment Amount	\$	j. To Provider		
	f. Revised Contract Amount	\$	k. From Provider		

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

Dept. Head / Authorized Designee	Signature	Date
		11/30/2020
	Printed Name	
	Shawn Tessmann, Director of Human Services	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	Comments	
Corporation Counsel	Signature	Date
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, November 30, 2020 1:12 PM
To: Hicklin, Charles; Clow, Carolyn; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie
Subject: Contract #14185
Attachments: 14185.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 11/30/2020 1:31 PM	Approve: 11/30/2020 1:31 PM
	Clow, Carolyn		Approve: 11/30/2020 2:35 PM
	Gault, David	Read: 12/1/2020 9:31 AM	Approve: 12/1/2020 9:32 AM
	Lowndes, Daniel	Read: 11/30/2020 1:12 PM	Approve: 11/30/2020 1:13 PM
	Stavn, Stephanie	Read: 11/30/2020 1:30 PM	

Contract #14185

Department: Human Services

Vendor: Sunshine Place

Contract Description: Lease for JFF & ECI Offices with Sunshine Place at 1632 W Main Street, Sun Prairie (RES 301)

Contract Term: 1/1/21 – 12/31/21

Contract Amount: \$23,105.55

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

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

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2020 RES-301

**AUTHORIZING SUN PRAIRIE LEASE WITH SUNSHINE PLACE, INC -
DCDHS – PEI DIVISION**

Dane County Department of Human Services (DCDHS) Prevention and Early Intervention (PEI) has been renting approximately three office spaces located at 1632 W. Main St., units #9, #10 and #150, Sun Prairie from Sunshine Place, Inc. for its Joining Forces for Families program, Early Childhood Initiative program and its Sun Prairie Express Office. These Sun Prairie offices provide a location for Dane County Community social workers and other partners to meet with families located in the surrounding area.

There are currently three separate leases with Sunshine Place, Inc. that expire at different times. The lease at #9 will expire at the end of this year and Sunshine Place asked if the three leases could be combined into one lease for efficiency. The combined lease would begin on January 1, 2021 and expire on December 31, 2021 at a monthly rental rate of \$1,925.46 for a total of \$23,105.55 per year, including utilities except telephone. The lease contains the option to renew the lease for two additional one year terms at an increase of 2.5% per renewal, subject to the existing lease terms and conditions.

NOW, THEREFORE, BE IT RESOLVED that Dane County enter into a Lease with Sunshine Place, Inc., under the terms summarized above; and

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

LEASE

This LEASE, made and entered into by and between Sunshine Place, Inc. (hereinafter referred to as "LESSOR") and County of Dane (hereinafter referred to as "LESSEE"):

WITNESSETH

Section 1. LEASED PREMISES. LESSOR, for and in consideration of the rents to be paid by LESSEE and the conditions, provisions, reservations, and stipulations hereinafter set forth, does hereby lease unto LESSEE office space more particularly designated and known as the Joining Forces for Families Office (1632 W. Main St #150 – 872 square ft), the Early Childhood Initiative Office (1632 W. Main St #180, Sun Prairie, WI 53590 – 1,288 square feet) and the Sun Prairie Xpress Office (1632 W. Main St #190, Sun Prairie, WI 53590 – 505 square ft) hereinafter referred to as the "Leased Premises". This Lease supersedes the existing leases between the County of Dane and the Sunshine Place, Inc. with respect to the leased premises (the "Prior Lease"), which shall have no further force or effect as of the date hereof.

Section 2. EXCLUSIVE USE OF LEASED PREMISES. During the term of this Lease, LESSEE shall be entitled to the exclusive use of the Leased Premises for the purpose of operating and conducting the business of a community office site for the Dane County Human Services Department or any other lawful use with the consent of LESSOR, which consent shall not be unreasonably withheld.

Section 3. LEASE TERM. The term of this lease shall be for a period of one (1) year, beginning on January 1, 2021 and running through December 31, 2021.

Section 4. RENTS. As rent for the Leased Premises, LESSEE shall pay to LESSOR, or at such other place as LESSOR may designate in writing from time to time, a total sum of \$1,925.46 per month for a total of \$23,105.55 per rental year.

Section 5. RENTAL ADJUSTMENTS. There are no rental adjustments for the one year term of this lease.

Section 6. RENEWAL OPTION. LESSEE shall have the option to renew this lease upon the same terms for two (2) additional one (1) year terms at a 2.5% increase in base rent per year under the terms and conditions set forth in this lease. Notification of LESSEE's intention to exercise its option to renew shall be delivered in writing to LESSOR at least 60 days before the expiration date of the original term of this lease or the expiration date of the first renewal term. Upon renewal, the rent schedule is as follows:

1/1/2022 to 12/31/2022: \$1,973.60/month or \$23,683.19/year

1/1/2023 to 12/31/2023: \$2,022.94/month or \$24,275.27/year

Section 7. UTILITIES AND CERTAIN SERVICES. LESSOR shall be responsible for and furnish at its own expense all utilities except telephone and internet required for LESSEE's use of the Leased Premises. Lawn care and snow removal is the responsibility of the LESSOR. LESSEE will have access to and use of the restrooms and meeting space (on a schedulable basis) in the Sunshine Place. Ample parking for staff and clients is available in the leased premises lots.

Section 8. ALTERATIONS PROHIBITED. LESSEE shall make no changes, alterations, additions or improvements to the Leased Premises or parts whereof without the prior written consent of LESSOR.

Section 9. NO SUBLET, ASSIGNMENT, RENEWAL. There shall be no sublet or assignment of this lease unless in writing, consented to by LESSOR.

Section 10. REPAIRS. LESSEE shall keep and maintain the Leased Premises in good repair and condition except for damage by fire not occurring by fault of LESSEE. LESSOR shall make all necessary structural repairs or replacements, including but not limited to, repairs to the roof, foundation, parking lot and major mechanical systems.

Section 11. REMOVAL OF FIXTURES. LESSEE may, upon termination or expiration of this lease, remove any trade fixtures installed by LESSEE on condition that LESSEE shall repair at its cost any damage caused by such removal.

Section 12. LESSOR'S ACCESS TO LEASED PREMISES. LESSOR, or its authorized representative, shall be allowed access for the Leased Premises at reasonable times during business hours of LESSEE for the purposes of examining the same, performing LESSOR's obligations under this lease, maintaining and improving the building of which the Leased Premises are a part, responding to an emergency, preventing waste and exhibiting the Leased Premises to prospective tenants or purchasers.

Section 13. NO MUTUAL INDEMNIFICATION. LESSOR and LESSEE shall be responsible for the consequences of its own acts, errors or omissions and those of its employees, boards, commissions, agencies, officers and representatives and shall be responsible for any losses, claims and liabilities which are attributable to such acts, errors or omissions including providing its own defense. In situations of joint liability, LESSOR and LESSEE shall be responsible for consequences of its own acts, errors or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the LESSOR and LESSEE to impose liability beyond that imposed by state statutes.

Section 14. NOTICES. If at any time it shall become necessary or desirable for LESSOR to give or serve any notice, demand or communication upon LESSEE or for LESSEE to serve or give the same upon LESSOR, such notice or demand or communication shall be in writing and shall be served personally, or shall be served or given by certified mail to the addresses as set forth below. If mailed as aforesaid, such notice, demand or communication shall be deemed to have been served or delivered when deposited in the United States mail, addressed aforesaid with postage property prepaid.

To LESSOR: Sunshine Place
18 Rickel Road
Sun Prairie, WI 53590

To LESSEE: Dane County Land & Water Resources Attn: Real Estate
Coordinator
5201 Fen Oak Drive, Room 208
Madison, WI 53718

Section 15. RULES. LESSEE shall not perform any acts or carry on any practices which may injure the Leased Premises or be a nuisance or menace to neighboring property or neighboring tenants within the building. LESSEE shall comply with all laws, statutes, ordinances, rules and regulations of any agency or government having authority or jurisdiction over the demised premises.

Section 16. LESSEE TO OBSERVE LESSOR'S RULES AND REGULATIONS. LESSEE shall observe and comply with the LESSOR's rules and regulations pertaining to the Leased Premises and adjacent common areas. LESSEE agrees such rules and regulations may be rescinded, amended or added to by LESSOR for the proper use, welfare and enjoyment of all tenants and patrons of the building provided that any such rescission, amendment or addition (i) shall apply to all tenants equally and (ii) shall not unreasonably interfere with LESSEE's planned use of the Lease Premises. LESSEE shall have (5) days advance written notice of any such rescissions, amendments or additions and in the event LESSEE shall object thereto in writing, such rescissions, amendments or additions shall not become effective against LESSEE until LESSEE and LESSOR have negotiated and reached agreement therein. If LESSEE is unable to accept LESSOR's revised, rescinded or amended Rules and Regulations after fourteen (14) days, LESSEE shall have the right to terminate its lease with a thirty (30) day notice. Any violation of existing or amended rules and regulations which continues or is not remedied within fourteen (14) days after receipt of notice thereof from LESSOR shall constitute a material default in the lease entitling LESSOR to re-enter the Leased Premises and move LESSEE and to use any other remedies available to LESSOR.

Section 17. UNTENABLE PREMISES. If the space assigned to LESSEE is partially damaged by fire or other casualty, but not rendered untenable, LESSOR shall repair the Leased Premises at its own cost and expense. If the damage is so extensive as to render the Leased Premises untenable but capable of being repaired, LESSOR shall give LESSEE a good faith estimate of the amount of time necessary to repair the Leased Premises to tenable condition and LESSEE at its option may terminate the lease. If LESSEE does not terminate the lease, the Leased Premises shall be repaired by LESSOR at its own cost and expense and the rents payable by LESSEE shall be paid up to the time of such damage and thereafter cease until such time as the Leased Premises shall be restored and again made tenable.

Section 18. INSURANCE REQUIRED. LESSEE shall insure or otherwise protect itself against losses by fire, theft or other cause to any personal property of LESSEE, its agents, employees or officers, which is in the Leased Premises.

Section 19. LESSEE'S OBLIGATIONS. During the term of this lease, LESSEE agrees to pay the rents at the times and in the manner set forth herein. At the expiration thereof or earlier termination of the lease for any cause, LESSEE agrees to deliver up the Leased Premises to LESSOR peacefully and quietly in the condition called for by the terms of this lease, normal wear and tear excepted. LESSEE further agrees that it will not cause any waste to be committed upon the Leased Premises; that it will use the same for the above named purposes only; that it will observe special care and caution to preserve the Leased Premises from damage or injury by fire or otherwise; that it will conduct its business or activities on the Leased Premises so as to keep the premiums of any insurance on any policy covering the Leased Premises at the lowest reasonable rate consistent with LESSEE's use of the Leased Premises; that it will observe and comply with, at its own cost and expense, such rules and regulations as may be required by the fire insurance company or companies that may insure the Leased Premises; and that it will observe and comply with, at its own cost and expense, all ordinances or laws, rules and regulations of the County of Dane and the State of Wisconsin, and any agency thereof in connection with conducting its business or activities thereon.

Section 20. LESSOR'S OBLIGATION. LESSOR shall be responsible, at its own cost and expense, for maintaining in good order, all mechanical systems including heating, water, sewer, other plumbing and all structural repairs.

Section 21. DEFAULT OF LESSEE. It is mutually understood and agreed that in case default be made in the payment of the rents above stipulated, provided that if LESSEE fails to cure such default within fifteen (15) days after notice thereof is given by LESSOR, or in case of noncompliance with any other conditions, covenants, terms and agreements herein contained, or any of them, to be kept and performed by LESSEE provided LESSEE fails to cure such non-compliance within ten (10) days after notice thereof is given by LESSOR, then and in any such event it shall be lawful for LESSOR, its agents; attorneys or assigns, at any time thereafter at the election of the LESSOR, in addition to any and all other remedies provided by law or this lease, to declare said term ended and again to possess and enjoy the Leased Premises as before this lease.

Section 22. LESSOR'S COVENANT OF PEACEFUL ENJOYMENT. LESSOR covenants and agrees with LESSEE that upon LESSEE paying the rents reserved herein and performing the covenants and agreements herein contained on its part, LESSEE shall at all times during said term peaceably and quietly have, hold and enjoy the Leased Premises.

Section 23. SUBORDINATION. LESSEE agrees to subordinate its interest in and to the Leased Premises to any first mortgage lien placed on the Leased Premises by LESSOR during the term of the lease or any extension thereof and to execute any subordination agreement requested by such mortgagee of LESSOR.

Section 24. NONDISCRIMINATION. In the performance of the services under this lease, LESSOR and LESSEE agree not to discriminate because of race, religion, marital status, age, color, sex, disability, national origin or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs or student status.

LESSOR and LESSEE further agree not to discriminate against any contractor, subcontractor or person who offers to contract or subcontract for services under this lease because of race, religion, color, age, disability, sex or national origin.

Section 25. EQUAL OPPORTUNITY EMPLOYER AND LANDLORD. LESSOR and LESSEE shall in all solicitations for employment or tenancy placed on either's behalf, state that LESSOR or LESSEE is an "Equal Opportunity Employer" and complies with the Federal Fair Housing act of 1968.

Section 26. NO WAIVER. No failure or delay on the part of either party to enforce any of the terms, covenants, conditions or agreements hereof shall operate as a waiver thereof nor affect the right of the party to enforce the same upon a subsequent default or breach.

Section 27. REMEDIES CUMULATIVE. The rights and remedies herein granted are cumulative and are in addition to any given by any statute, rule of law, or otherwise, and the use of one remedy shall not be taken to exclude or waive the right to use another.

Section 28. PARTIAL INVALIDITY. The terms and provisions of this lease shall be deemed separable and if any term or provision of this lease or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this lease, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law.

Section 29. CAPTIONS. The captions or paragraphs appearing in this lease are inserted only as a matter of convenience and in no way define or limit the scope or intent of such paragraphs of this lease, nor in any way affect this lease.

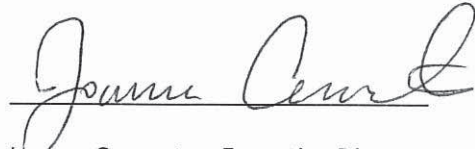
Section 30. SUCCESSORS AND ASSIGNS. This lease shall bind and insure to the benefit of the LESSOR and LESSEE hereto, its heirs, representatives, successors and assigns except as otherwise herein specifically provided.

Section 31. ENTIRE AGREEMENT. This lease sets forth all the covenants, promises, agreements, conditions and understandings between LESSOR and LESSEE concerning the Leased Premises, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than those herein set forth. No subsequent amendment, change or addition to or of this lease shall be binding upon LESSOR or LESSEE unless the same is reduced to writing and signed by the LESSOR and LESSEE.

Section 32. CONSTRUCTION. This lease will be interpreted according to the laws of Wisconsin and any action will be venued In Dane County. The lease will not be construed against the drafter.

IN WITNESS WHEREOF, LESSOR AND LESSEE, by their respective authorized agents, have set their hands and seals as of the day and date first set forth above.

FOR LESSOR:

A handwritten signature in cursive script, appearing to read "Joanna Cervantes", written over a horizontal line.

Joanna Cervantes, Executive Director

FOR LESSEE:

Joseph T. Parisi, County Executive

Scott McDonell, County Clerk