

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 First Addendum to Agreement with WWBIC for the Financial Education Center extends the space agreement from 11/1/19 to 10/31/20 at a 3% increase. |
| Contract Term | Nov. 1, 2019 - Oct. 31, 2020 |
| Total Contract Amount | \$ 244.00 per month (\$2,928.00 annually) |

| | |
|---|---|
| Contract # <small>Admin will assign</small> | 13819A |
| Addendum | <input checked="" 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 | \$ |

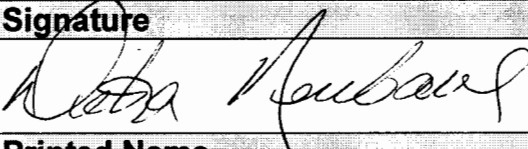
| | | | | |
|-------------------|---|--------------|------|--|
| Resolution | A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet. | | | |
| | <input type="checkbox"/> Contract does not exceed \$100,000 (\$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 |
| MG | Received by DOA | 11/11/19 | | |
| AL | Controller | | 11/13/19 | |
| OC | Purchasing | 11/14/19 | 11/14/19 | |
| | Corporation Counsel | 11/14/19 | 11/14/19 | |
| DL | Risk Management | 11/13/19 | 11/19/19 | |
| | 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 | |

2019 RES-308

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.

FIRST ADDENDUM TO OFFICE SPACE SHARING AGREEMENT

THIS ADDENDUM , made and entered into by and between Wisconsin Women’s Business Initiative Corporation (“WWBIC”) and UW-Extension Financial Education Center (hereinafter referred to as “FEC”) and:

WITNESSETH

WHEREAS WWBIC and FEC have entered into a an agreement for a portion of shared office space located at 2300 S. Park Street,, Madison, in Dane County, Wisconsin; and

WHEREAS the agreement will expire on October 31, 2019, and FEC wishes to exercise its first option to renew for one additional year per Section 9 of the agreement;

THEREFORE, in consideration of the above conditions and the mutual covenants set forth hereafter and in the agreement, the receipt and sufficiency of which is hereby acknowledged by each party for itself, FEC and WWBIC do agree to the following addendum to the agreement:


1. FEC shall have use of the office space for the period November 1, 2019 to October 31, 2020.
2. The rent inclusive of all utilities shall be \$244.00 per month or \$2,928.00 annually per the payment schedule.

All remaining terms and conditions of the original agreement remain in full force and effect.

IN WITNESS THEREOF, FEC, by its authorized agents, and WWBIC by its authorized agent, have set their hands and seals as of the day and date by which both parties have caused this Addendum to be executed.

FOR LESSOR:

Wisconsin Women’s Business Initiative Corporation



Wendy K. Baumann, President

10/30/19

Date

FOR SUB -LESSEE:

UW-Extension Financial Education Center
by County of Dane

Joseph T. Parisi, County Executive

Date

Scott McDonell, County Clerk

Date