

# Dane County Contract Cover Sheet

Revised 06/2021

Res 358  
significant

BAF # 25076  
Acct: Breunig  
Mgr: Tessman  
Budget Y/N: N

Dept./Division	Human Services /EAWS		
Vendor Name	State of WI - Department of Administration	MUNIS #	3839
Brief Contract Title/Description	State of WI - DWD lease addendum for reduction of 624 square feet revised total of 9,415 square feet of rented space at Job Center. This addended lease renewal is for 3 years beginning 3/1/25 and ending 2/29/28 at a negotiated rental rate of \$14,898.86 per month or \$178,786.31 annually for the first year with a 1.5% increase each year thereafter.		
Contract Term	March1, 2025 - February 29, 2028		
Contract Amount	\$ 544,444.55		

Contract # Admin will assign	13619C
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input checked="" type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Spring Larson, Contract Coordination Assistant	Name	Kirsten Malm
Phone #	608-242-6391	Phone #	6082662049
Email	dcdhscontracts@countyofdane.com	Email	kirsten.malm@wisconsin.gov
Purchasing Officer			

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 checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		


MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)		
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	Res #	358
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2024

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Iheukumere, Astra	Digitally signed by Iheukumere, Astra Date: 2025.03.07 14:07:20 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 3.7.25

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 3/10/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Friday, March 14, 2025 10:29 AM  
**To:** Hicklin, Charles; Rogan, Megan; Cotillier, Joshua  
**Cc:** Oby, Joe  
**Subject:** Contract #13619C  
**Attachments:** 13619C.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 3/14/2025 1:29 PM	Approve: 3/14/2025 1:29 PM
	Rogan, Megan	Read: 3/14/2025 10:39 AM	Approve: 3/14/2025 10:39 AM
	Cotillier, Joshua		Approve: 3/14/2025 12:09 PM
	Oby, Joe		

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

Contract #13619C  
Department: Human Services  
Vendor: Wi Dept of Administration  
Contract Description: Renewal of DWD Lease at Job Center (Res 358)  
Contract Term: 3/1/25 – 2/29/28  
Contract Amount: \$544,444.55

*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

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

2024 RES-358

**APPROVAL OF LEASE AMENDMENT TO STATE OF WISCONSIN FOR SPACE AT  
JOB CENTER – DCDHS – EAWS DIVISION**

Dane County Department of Human Services and the State of Wisconsin, Department of Workforce Development (DWD) have had a mutually beneficial partnership, having co-located and operated a joint Job Center at 1801- 1821 Aberg Avenue since 1993. DWD and Dane County entered into a lease in 2019 for three years, through February 28, 2022 which included two 3-year renewal options. DWD is exercising its second and final renewal option for an additional 3 years through February 28, 2028.

With this renewal, DWD requests to exclude a 624 square foot conference room from the lease which results in a reduction in rental space of from 10,039 square feet to 9,415 square feet. Adjusted rent based on the new square footage and the annual increase of 1.5% as stated in the original terms of the lease is as follows:

Begin Date	End Date	Annual Rent	Monthly Rent
March 1, 2025	February 28, 2026	\$178,786.31	\$14,898.86
March 1, 2026	February 28, 2027	\$181,468.11	\$15,122.34
March 1, 2027	February 29, 2028	\$184,190.13	\$15,349.18

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

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors and the Dane County Executive hereby authorize the Lease Amendment to the State of Wisconsin on the terms and conditions outlined above, and

BE IT FINALLY RESOLVED, that the Dane County Executive is hereby authorized to execute the Lease Amendment on behalf of Dane County.

## FIRST LEASE AMENDMENT

This FIRST LEASE AMENDMENT is made and entered into on \_\_\_\_\_, by and between Dane County ("Lessor"), whose address is 5201 Fen Oak Drive, Room 208, Madison, WI, and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION ("Lessee").

WHEREAS Lessor and Lessee have entered, into a lease dated April 22, 2019, together with all amending instructions subsequent thereto (collectively, the "Lease"), which Lease covers approximately 10,039 square feet of office space (the "Premises") in Lessor's building, together with all appurtenances and access to common areas, located at 1801-1821 Aberg Avenue, in the City of Madison, Wisconsin, (the "Building"), and

WHEREAS, Lessor and Lessee thereto wish to amend said Lease,

NOW, THEREFORE, IT IS AGREED AS OF THE DATE ABOVE:

Said Lease is hereby amended as follows:

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Lessor and Lessee agree to amend the Lease effective on March 01, 2025 (the "Commencement Date") as follows:

1. **Premises.** Effective on the Commencement Date, the Premises shall decrease by 624 square feet for a revised total of 9,415 square feet, which is further described on the attached floor plan denoted as Exhibit A.
2. **Renewal Rentals.** Effective upon the full execution of this First Amendment, Lessee hereby exercises the second 3-year option to renew this Lease for the period from March 1, 2025, to February 29, 2028. The rental rate schedule for the second renewal term stated in Section 5 Renewal Rentals in the lease shall be deleted in its entirety and shall be replaced with the schedule shown below.

**Second Renewal Term Rental Rate Schedule**

<b>Begin Date</b>	<b>End Date</b>	<b>Annual Rent</b>	<b>Monthly Rent</b>
March 1, 2025	February 28, 2026	\$178,786.31	\$14,898.86
March 1, 2026	February 28, 2027	\$181,468.11	\$15,122.34
March 1, 2027	February 29, 2028	\$184,190.13	\$15,349.18

3. **Copies Valid.** This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.

All other provisions of the Lease, except as otherwise expressly provided herein, shall continue to be binding upon the parties thereto and shall inure to the benefit of said parties, their respective heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names as of the date of the last signature below.

LESSOR:

Dane County

By: \_\_\_\_\_

MELISSA AGARD  
COUNTY EXECUTIVE

Dated: \_\_\_\_\_

LESSEE:

State of Wisconsin, Department of Administration

By: \_\_\_\_\_

ANNE HANSON  
DEPUTY SECRETARY  
DEPARTMENT OF ADMINISTRATION

Dated: \_\_\_\_\_

File No. 445-543

# Exhibit A (Floor Plan)

