

# CONTRACT COVERSHEET

*NOTE: Shaded areas are for County Executive review.*

<b>DEPARTMENT</b> Public Works, Highway & Transportation	<b>CONTRACT/ADDENDUM #:</b> 11528A																				
1. This contract, grant or addendum: <input checked="" type="checkbox"/> AWARDS <input type="checkbox"/> ACCEPTS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Contract</td> <td style="width: 40%; border-bottom: 1px solid black;">Addendum</td> </tr> <tr> <td style="text-align: center;">↓</td> <td style="text-align: center;">↓</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">If Addendum, please include original contract number</td> </tr> <tr> <td><input type="checkbox"/> POS</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Co Lesse</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Co Lessor</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Intergovernmental</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Purchase of Property</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Property Sale</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td><input type="checkbox"/></td> </tr> </table>	Contract	Addendum	↓	↓	If Addendum, please include original contract number		<input type="checkbox"/> POS	<input type="checkbox"/>	<input type="checkbox"/> Co Lesse	<input checked="" type="checkbox"/>	<input type="checkbox"/> Co Lessor	<input type="checkbox"/>	<input type="checkbox"/> Intergovernmental	<input type="checkbox"/>	<input type="checkbox"/> Purchase of Property	<input type="checkbox"/>	<input type="checkbox"/> Property Sale	<input type="checkbox"/>	<input type="checkbox"/> Other:	<input type="checkbox"/>
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<input type="checkbox"/> Other:	<input type="checkbox"/>																				
2. This contract is discretionary <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																					
3. Term of Contract or Addendum: From: <u>5/31/15</u> To: <u>11/30/15</u>																					
4. Amount of Contract or Addendum <b>\$56,850</b>																					
5. Purpose: Extend the lease for Sun Prairie facility at 641 Main Street for six months from 6/1/15 to 11/30/15. The lease payment will continue at \$9,475 per month.																					
6. Vendor or Funding Source: <b>641 Main St</b>																					
7. MUNIS Vendor Code: <b>19894</b>																					
8. Bid/RFP Number:																					
9. If grant: Funds Positions? <input type="checkbox"/> YES <input type="checkbox"/> NO    Will require on-going or matching funds? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
10. Are funds included in the budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																					
11. Account No. & Amount, Org. & Obj. <u>HWFLTFAC-20511</u> Amount \$ <u>56,850</u> Account No. & Amount, Org. & Obj. _____    Amount \$ _____ Account No. & Amount, Org. & Obj. _____    Amount \$ _____																					
12. Is a resolution needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    If "YES," please attach a copy of the Resolution. If Resolution has already been approved by the County Board, Resolution No. & date of adoption _____																					
13. Does Domestic Partner equal benefits requirement apply? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
14. Director's Approval <i>[Signature]</i>																					

### CONTRACT REVIEW/APPROVALS

### VENDOR

Initials	Ftnt	Date In	Date Out
<i>MG</i> Received	_____	<u>9-18-14</u>	_____
<i>AW</i> Controller	_____	_____	<u>9/22/14</u>
<i>MM</i> Corporation Counsel	_____	<u>9/22/14</u>	<u>9/22/14</u>
<i>RA</i> Risk Management	_____	<u>9/22/14</u>	<u>9/22/14</u>
<i>RES</i> ADA Coordinator	_____	<u>9/22/14</u>	<u>9/22/14</u>
<i>RP</i> Purchasing Agent	_____	<u>9/23/14</u>	<u>9/23/14</u>
_____ County Executive	_____	_____	_____

<b>Vendor Name &amp; Address</b> 641 Main, Inc 641 Main St Sun Prairie, WI
Contact Person Nick Hanley
Phone No.
E-mail Address

**Footnotes:**


1. \_\_\_\_\_
2. \_\_\_\_\_

<b>Return To:</b> Name/Title: <u>Jim Matzinger</u> Dept.: <u>Public Works, Highway &amp; Transportation</u> Phone: <u>608-266-4040</u> Mail Address: <u>2302 Fish Hatchery Rd</u> E-mail: <u>matzinger@countyofdane.com</u> <u>Madison Wi 53713</u>
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**CERTIFICATION**

The attached contract: *(Check as many as apply)*

- conforms to Dane County's standard Purchase of Services Agreement form in all respects
- conforms to Dane County's standard Purchase of Services Agreement form with modifications and is accompanied by a revision copy<sup>1</sup>
- is a non-standard contract which has been reviewed or developed by corporation counsel which has not been changed since that review/development
- is a non-standard contract previously reviewed or developed by corporation counsel which has been changed since that review/development; it is accompanied by a revision copy<sup>1</sup>
- is a non-standard contract not previously reviewed by corporation counsel; it is accompanied by a revision copy
- contains non-standard/indemnification language which has been reviewed or developed by risk management and which has not been changed since that review/development
- contains non-standard insurance/indemnification language which has been changed since review/development or which has not been previously seen by risk management; it is accompanied by a revision copy
- contains non-standard affirmative action/equal opportunity language which has been reviewed or developed by contract compliance and which has not been changed since that review/development
- contains non-standard affirmative action/equal opportunity language which has been changed since the earlier review/development by contract compliance or which has not been previously seen by contract compliance; it is accompanied by a revision copy<sup>1</sup>

Date: 9/18/14 Signed:   
 Telephone Number: 266-4039 Print Name: Gerald Mandli

**MAJOR CONTRACTS REVIEW (DCO Sect. 25.20)** This review applies only to contracts which both exceed \$100,000 in disbursements or receipts and which require county board review and approval.

**EXECUTIVE SUMMARY** *(Attach additional pages, if needed).*

1. **Department Head**  Contract is in the best interest of the County.  
 Describe any deviations from the standard contracting process and any changes to the standard Purchase of Services Form Agreement.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

2. **Director of Administration**  Contract is in the best interest of the County.  
 Comments:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

3. **Corporation Counsel**  Contract is in the best interest of the County.  
 Comments:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<sup>1</sup>A revision copy is a copy of the contract which shows the changes from the standard contract or previously revised/developed contract my means of overstrikes (indicating deletions from the standard language) and underlining (showing additions to the standard language).



**DANE COUNTY HIGHWAY AND  
TRANSPORTATION DEPARTMENT**

**OFFICE  
MEMO**

<b>DATE:</b>	September 18, 2014
<b>TO:</b>	Joseph Parisi, County Executive
<b>FROM:</b>	Jim Matzinger, Business Manager
<b>SUBJECT:</b>	Addendum to Lease-641 Main St, Sun Prairie

**Description:** Extend the lease for Sun Prairie facility at 641 Main Street for six months from 6/1/15 to 11/30/15. The lease payment will continue at \$9,475 per month.

**Term:** 6/1/15 – 11/30/15

**Budget Amount:** \$56,850

**Source of funding:** N/A

**AMENDMENT TO LEASE**

THIS AMENDMENT TO LEASE is made and entered into by and between 641 Main, Inc. (the "Landlord") and Dane County, Wisconsin ("the Tenant").

**WITNESSETH**

WHEREAS, on June 1, 2013 Landlord and Tenant entered into a lease ("the Lease") for the use of selected portions of the property located at 641 W. Main Street, Sun Prairie, Wisconsin (the "Premises") as described in Paragraph 1 of the Lease; and

WHEREAS the Lease will expire at midnight on May 31, 2015. Landlord and Tenant wish to extend the Lease for a period of six months and include an option for the Tenant to extend the Lease for an additional period of six months; and

WHEREAS, the parties also wish to revise the conditions under which a termination of the Lease may occur;

NOW THEREFORE, in consideration of the mutual covenants set forth hereafter and in the Lease, the receipt and sufficiency of which are hereby acknowledged by each party for itself, Landlord and Tenant do agree to the following amendments to the Lease:

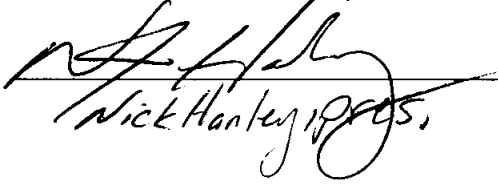
1. The term of the Lease shall be amended as follows: The expiration date in paragraph 2 of "midnight on May 31, 2015" shall be changed to "midnight on November 30, 2015".
2. The Lease shall be amended to include an option for the Tenant to extend for an additional period of six months, through May 31, 2016, upon providing 120 days' written notice to Landlord.
3. In paragraph 2 of the Lease, the phrase "Notwithstanding anything to the contrary herein, Landlord may, in its sole discretion, upon at least 120 days prior written notice, terminate this Lease anytime on or after June 1, 2013" shall be replaced with the phrase "Beginning December 1, 2015, either party may terminate the Lease upon 120 days' written notice to the other party".

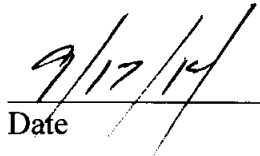
All other terms and conditions in the Lease not changed by this Amendment shall remain unchanged and in full force and effect, including the rental payment levels and the Successor Clause of paragraph 12(a).

**SIGNATURES APPEAR ON NEXT PAGE.**

IN WITNESS THEREOF, Landlord, by its authorized agent, and Tenant have set their hands and seals as of the day and date by which both parties have caused this Amendment to Lease to be executed.

LANDLORD: 641 Main, Inc.

  
\_\_\_\_\_  
Nick Haney, PPS

  
\_\_\_\_\_  
Date

TENANT: Dane County

\_\_\_\_\_  
Joe Parisi, County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott McDonell, County Clerk

\_\_\_\_\_  
Date