

# Contract Cover Sheet

Res 001

Note: Shaded areas are for County Executive review.

|  |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
|--|-------------------------------------|---|--------------------------|----------|----------|-----|--------------------------|--------------------------|-------|--------------------------|--------------------------|-------|-------------------------------------|--------------------------|-------|--------------------------|--------------------------|
| Department: HUMAN SERVICES   |                                     | Contract/Addendum #: 1920   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 1. This contract, grant or addendum: <input checked="" type="checkbox"/> AWARDS <input type="checkbox"/> ACCEPTS   |                                     | <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Addendum</td> </tr> <tr> <td>POS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lease</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> |                          | Contract | Addendum | POS | <input type="checkbox"/> | <input type="checkbox"/> | Grant | <input type="checkbox"/> | <input type="checkbox"/> | Lease | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Contract                            |   | Addendum                 |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| POS  | <input type="checkbox"/>            |   | <input type="checkbox"/> |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| Grant  | <input type="checkbox"/>            |   | <input type="checkbox"/> |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| Lease  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| Other  | <input type="checkbox"/>            | <input type="checkbox"/>  |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 2. This contract is discretionary <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 3. Term of Contract or Addendum: 1/1/14 - 12/31/14   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 4. Amount of Contract or Addendum: \$27,120.00   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 5. Purpose: NA - Not required when Human Services signs.   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 6. Vendor or Funding Source: Cyrena N. Pandrom - Investment Planning Corporation<br>Vendor #: 19333  |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 7. 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   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 8. Are funds included in the budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Please give account codes and related \$ amounts.<br>Code: CYEIPFAC COY4AA \$ _____ ; Code: _____ \$ _____   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 9. Is a resolution needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, has a resolution been prepared/submitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Please attach a copy of the Resolution |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 10. Does Domestic Partner Equal Benefits requirement apply? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |
| 11. Director's Approval:   |                                     |   |                          |          |          |     |                          |                          |       |                          |                          |       |                                     |                          |       |                          |                          |

| Human Services Only | a. Dane County Res. #           | Approvals              | Initials    | Date    |
|---------------------|---------------------------------|------------------------|-------------|---------|
|                     | b. HSD Res. ID# 33              | g. Accountant          | (PA)        | 4-16-14 |
|                     | c. Program Manager Name Huttner | h. Supervisor          | EO          | 4/17/14 |
|                     | d. Current Contract Amount      | i. To Provider         |             |         |
|                     | e. Adjustment Amount            | j. From Provider       |             |         |
|                     | f. Revised Contract Amount      | k. Corporation Counsel | (Signature) | 4/18/14 |

| Contract Review/Approvals    |                      |         |          | Vendor  |
|------------------------------|----------------------|---------|----------|---|
| Initials                     | Ftnt                 | Date In | Date Out | Vendor Name   |
| 19 Received                  |                      | 4-23-14 |          | Contact Person<br><br>Phone No.<br><br>E-mail Address |
| (Signature) Controller       |                      |         | 4/28/14  |   |
| NA Corporation Counsel       | See "k" above        |         |          |   |
| (Signature) Risk Management  |                      | 4/29/14 | 4/29/14  |   |
| RET ADA Coordinator          |                      | 4/29/14 | 4/29/14  |   |
| (Signature) Purchasing Agent |                      | 4/30/14 | 4/30/14  |   |
| NA County Executive          | Human Services signs |         |          |   |

**Footnotes:**

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

|   |   |
|---|---|
| <b>Return to:</b> Name/Title: Spring Larson, CCA<br>Phone: (608) 242-6391<br>E-mail Address: Larson.spring@countyofdane.com | Dept.: Human Services<br>Mail Address: 1202 Northport Drive |
|   |   |

**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 and which has not been changed since that review/development
- is a non-standard contract previously review 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: 4-21-14

Signed: *[Signature]*

Telephone Number 242-6469

Print Name: Lynn Green

**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: 4-21-14

Signature: *[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: Apr 18, 2014

Signature: *[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 by means of overstrikes (indicating deletions from the standard language) and underlining (showing additions to the standard language).

**LEASE**

THIS LEASE, made and entered into by and between Cyrena N. Pondrom (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, 2225 Allied Drive #1, #2, #3, and #4 Madison, WI 53711. Hereinafter this property is referred to as the "leased premises".

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 year, beginning on 01/01/14 running through 12/31/14.

Section 4. **RENTS.** As rent for the leased premises LESSEE shall pay to LESSOR, Investment Planning Corporation, 2918 Marketplace Drive, Suite 109, Fitchburg, WI 53719 or at such other place as LESSOR may designate in writing from time to time, a total sum of \$2,260 per month for a total of \$27,120 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 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 of the original term of this lease, or the expiration of the first renewal term.

Section 7. **UTILITIES AND CERTAIN SERVICES.** LESSOR shall be responsible for and furnish at its own expense all utilities except electricity and telephone, required for LESSEE's use of the premises. Lawn care and snow removal is the responsibility of the LESSOR.

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 agrees to keep and maintain the lease 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.

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'S ACCESS TO LEASED PREMISES. LESSOR, or its authorized representative, shall be allowed access to 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 said premises to prospective tenants or purchasers.

Section 13. INDEMNIFICATION. LESSOR shall indemnify and hold harmless LESSEE and its officials, officers, agents, and employees from any suits, claims, damages, and losses caused by the negligent acts, errors, or omissions of LESSOR.

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 addressed to a party's address 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 properly prepaid.

Notices to LESSEE shall be sent to Dane County Real Estate Officer, Rm. 425, City County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703 or such other official as LESSEE may from time to time designate in writing.

Notices to LESSOR shall be to Investment Planning Corporation, 2918 Marketplace Drive, Suite 109, Fitchburg, WI 53719, or such other agent as LESSOR may from time to time designate.

Section 15. RULES. LESSEE shall not perform any acts or carry on any practices which may injure the leased premises, apartment community 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 of 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 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 premises. LESSEE shall have five (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 as 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 property 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 premises and remove 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 premises at its own cost and expense. If the damage is so extensive as to render the premises untenable but capable of being repaired LESSOR shall give LESSEE a good faith estimate of the amount of time necessary to repair the premises to tenable condition. , LESSEE at its option may terminate the lease. If LESSEE does not terminate the lease, the 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 assigned premises shall be restored and again made tenantable.

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 space.

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 hereof 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 lease 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 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 OBLIGATIONS. Lessor will be responsible, at its own cost, 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 to it by LESSOR, or in case of noncompliance with the 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 to it by LESSOR, then and in any such event it shall be lawful for LESSOR, his agents, attorneys or assigns, at any time thereafter at the election of 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 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 or 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 parties hereto, their 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 parties.

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:

\_\_\_\_\_  
\_\_\_\_\_  
*Cyrena N. Pondrom*  
Cyrena N. Pondrom, Owner  
Date: *April 1, 2014*

FOR LESSEE:

\_\_\_\_\_  
\_\_\_\_\_  
Joseph T. Parisi, County Executive

\_\_\_\_\_  
Scott A. McDonell, County Clerk