

# Dane County Contract Cover Sheet

Revised 06/2021

RES 372  
SIGNIFICANT

BAF # 22026  
Acct: DRS  
Mgr: MORTON  
Budget Y/N: N

<b>Dept./Division</b>	Human Services /EAWS		
<b>Vendor Name</b>	Wisconsin Department of Administration	<b>MUNIS #</b>	3839
<b>Brief Contract Title/Description</b>	Dane County Department of Human Services and the State of Wisconsin, Department of Workforce Development (DWD) entered into a lease in 2019 for three years, through February 28, 2022 and includes two 3-year renewal options. DWD is exercising its first option to renew for an additional 3 years through February 28, 2025.		
<b>Contract Term</b>	3/1/2022 - 2/28/2025		
<b>Contract Amount</b>	\$ 555,169.61		

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

Department Contact Information		Vendor Contact Information	
<b>Name</b>	Spring Larson, Contract Coordination Assistant	<b>Name</b>	Bruce Felland, Real Estate Transaction Manager
<b>Phone #</b>	608-242-6391	<b>Phone #</b>	608-261-7420
<b>Email</b>	dcdhscontracts@countyofdane.com	<b>Email</b>	bruce.felland@wisconsin.gov
<b>Purchasing Officer</b>			

<b>Purchasing Authority</b>	<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)	<b>RFB/RFP #</b>
	<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:
		Org:	Obj:	Proj:
	Year	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.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	<b>Res #</b>	372
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		<b>Year</b>
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

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
<b>Dept. Head / Authorized Designee</b>
<i>Shawn Tessman</i>

APPROVAL – Contracts Exceeding \$100,000	
<b>Director of Administration</b>	<b>Corporation Counsel</b>
<i>Greg Brockmeyer</i>	DH 2/24/22

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
<b>DOA:</b>	<b>Date In:</b> 2/25/22	<b>Date Out:</b> _____
<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management		

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Tuesday, March 1, 2022 2:19 PM  
**To:** Hicklin, Charles; Rogan, Megan; Lowndes, Daniel  
**Cc:** Oby, Joe  
**Subject:** Contract #13619B  
**Attachments:** 13619B.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 3/1/2022 2:35 PM	Approve: 3/1/2022 2:36 PM
	Rogan, Megan	Read: 3/1/2022 2:39 PM	Approve: 3/1/2022 2:39 PM
	Lowndes, Daniel		Approve: 3/2/2022 8:22 AM
	Oby, Joe		

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

Contract #13619B  
Department: Human Services  
Vendor: Wi Dept of Administration  
Contract Description: Renewal of DWD Lease at Job Center (Res 372)  
Contract Term: 3/1/22 – 2/28/25  
Contract Amount: \$555,169.61

### *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 in accordance with COVID 19 response guidelines.

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**2021 RES-372**

**APPROVAL OF SECOND LEASE ADDENDUM 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 collocated 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 and includes two 3-year renewal options. DWD is exercising its first option to renew for an additional 3 years through February 28, 2025.

In 2020, DWD requested a reduction in rented space resulting in a lease addendum that decreased its space from 17,067 square feet to 11,813 square feet. Due to changing needs and the remodel at the Job Center, DWD is requesting another reduction in rental space from 11,813 square feet to 10,039 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
3/1/2022	2/28/2023	\$182,308.24	\$15,192.35
3/1/2023	2/29/2024	\$185,042.86	\$15,420.24
3/1/2024	2/28/2025	\$187,818.51	\$15,651.54

20  
21 All other remaining terms of the original lease remain in full force and effect.  
22

23 NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors and  
24 the Dane County Executive hereby authorize the Lease Addendum to the State of  
25 Wisconsin on the terms and conditions outlined above, and  
26

27 BE IT FINALLY RESOLVED, that the Dane County Clerk and County Executive are  
28 hereby authorized to execute the Lease Addendum on behalf of Dane County.



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Joel Brennan, Secretary  
Naomi De Mers, Division Administrator

January 28, 2022

13619B

Dane County  
Attn: Sharene Smith, R.E. Coordinator  
5201 Fen Oak Drive  
Madison, WI 53718

**Re: Lease Number 445-543 – Letter of Addendum**

Dear Sharene:

This letter will serve as a Letter of Addendum to the Lease dated April 22, 2019 by and between Dane County as Lessor, and the State of Wisconsin, Department of Administration, as Lessee, which said Lease covers approximately 11,813 square feet of office space (the “Premises”) in Lessor’s building (the “Building”) located at 1801-1821 Aberg Avenue in the City of Madison, Wisconsin; and

Whereas the Lessor and Lessee thereto wish to modify said Lease,

NOW THEREFORE, IT IS AGREED THIS 28th day of January 2022, in consideration of the mutual covenants contained herein, Lessor and Lessee agree to modify the Lease effective March 1, 2022 as follows:

1. Lessor and Lessee have agreed to reduce the square footage under lease, from 11,813 to 10,039.
2. The annual rents for the renewal terms if exercised, shall be in accordance with the following schedules.

**First Renewal Term Rental Rate Schedule**

Begin Date	End Date	Gross Rent	Monthly Rent
March 1, 2022	February 28, 2023	\$182,308.24	\$15,192.35
March 1, 2023	February 29, 2024	\$185,042.86	\$15,420.24
March 1, 2024	February 28, 2025	\$187,818.51	\$15,651.54

3. With this Addendum the First Renewal Term is exercised.

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, their personal representatives, successors and assigns.

**If Exercised, Second Renewal Term Rental Rate Schedule**

Begin Date	End Date	Gross Rent	Monthly Rent
March 1, 2025	February 28, 2026	\$190,635.78	\$15,886.32
March 1, 2026	February 28, 2027	\$193,495.32	\$16,124.61
March 1, 2027	February 29, 2028	\$196,397.75	\$16,366.48

Please sign and return one copy of this letter to my attention as acknowledgment of the foregoing. If you have any questions, please contact me by phone at (608) 931-6642 cell or by e-mail at Bruce.Felland@wisconsin.gov.

Sincerely,



Bruce Felland  
Real Estate Transaction Manager  
Lease Administration  
Bureau of Real Estate Management

Lessor: Dane County

The foregoing is acknowledged and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

Print Name & Title: \_\_\_\_\_

cc: Sean Quinn  
File No. 445-543

Attachment—Lessor/Tenant Contact List