

Dane County Contract Addendum Cover Sheet

Revised 03/2025

Res 270

BAF # 26011
Acct: L Breunig
Mgr: S Tessmann
Budget Y/N:

Dept./Division	Human Services /EAWS	Vendor Name	Forward Service Corporation
Brief Addendum Title/Description	2026 lease for SMO and Job Center \$3,465/monthly or \$41,580 yearly	Vendor MUNIS #	10887
Addendum Term		Amount (\$)	1/1/2026 - 12/31/2026
			\$ 41,580.00

Department Contact Information		Vendor Contact Information	
Contact	Contract Coordination Assistant	Contact	Michelle Szabrowicz, CEO
Phone #	608-242-6200	Phone #	
Email	dcdhscontracts@danecounty.gov	Email	mszabrowicz@fsc-corp.org
Purchasing Officer			

Purchase Order – Maintenance or New PO				
<input type="checkbox"/>	PO Maintenance Needed	Org:	Obj:	Proj:
	PO#	Org:	Obj:	Proj:
No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted	Org:	Obj:	Proj:
	Req#	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.				

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
A resolution is required when the total contracted amount first exceeds \$100,000. Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000	Addendum #	Term	Amount	Resolution	
	Original	1/1/2023 - 12/31/2023	\$ 36,624.00	<input type="checkbox"/> None	Res# 2020 RES 243
	A	1/1/2024 - 12/31/2024	\$ 37,296.00	<input checked="" type="checkbox"/> None	Res#
	B	1/1/2025 - 12/31/2025	\$ 37,968.00	<input checked="" type="checkbox"/> None	Res#
	C	1/1/2026 - 12/31/2026	\$ 41,580.00	<input type="checkbox"/> None	Res# 2025 RES-270
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 153,468.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input checked="" type="checkbox"/> No Pre-Approval

APPROVAL	APPROVAL – Contracts Exceeding \$100,000	
Dept. Head / Authorized Designee	Director of Administration	Corporation Counsel
		

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 12/22/25	Date Out: _____	<input type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, December 22, 2025 12:03 PM
To: Hicklin, Charles; Rogan, Megan; Pabellon, Carlos
Cc: Oby, Joe
Subject: Contract #14900C
Attachments: 14900C.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/22/2025 1:52 PM	Approve: 12/22/2025 1:52 PM
	Rogan, Megan	Read: 12/22/2025 12:12 PM	Approve: 12/22/2025 12:13 PM
	Pabellon, Carlos		Approve: 12/22/2025 1:34 PM
	Oby, Joe		

Carlos – Joshua is out of the office until 12/29 so I'm asking that you sign off on this one for Risk Management as well.

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

Contract #14900C

Department: Human Services

Vendor: Forward Service Corporation

Contract Description: Third Renewal of Space Sharing Lease Agreement for the Job Center & South Madison Office (Res 270)

Contract Term: 1/1/26 – 12/31/26

Contract Amount: \$41,580.00

Thanks much,
Michelle

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 am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

2025 RES-270

**APPROVAL OF JOB CENTER AND SOUTH MADISON OFFICE SPACE SHARING
LEASE ADDENDUM WITH FORWARD SERVICE CORPORATION
DCDHS – EAWS DIVISION**

7 Dane County Department of Human Services is in partnership with Forward Service
8 Corporation (FSC) for the provision of Wisconsin Works (W2) and FoodShare
9 Employment and Training services located at the Dane County Job Center and South
10 Madison Offices. FSC has been leasing office space from the county since 2013 and in
11 addition exercising its third option to renew the current lease, FSC desires to add
12 another office space to the South Madison Office.

14 The original lease provides 1 standard cubicle and 2 private offices along with use of
15 conference rooms at 2306 South Park Street to FSC. This Lease Addendum will add
16 one additional office space to the lease at a cost of \$231 per month per the original rent
17 schedule in addition to extending the lease to December 31, 2026.

19 With the 2% agreed upon annual increase and the additional office space, the revised
20 2026 annual payment shall increase to \$41,580.00 annually resulting in a monthly rental
21 payment of \$3,465.00 for the combined space at both locations. If FSC chooses to
22 exercise its final lease renewal option in 2027, the annual rental payment would increase
23 to \$42,480.00 or \$3,540.00 per month.

25 NOW, THEREFORE, BE IT RESOLVED that Dane County enter into a Lease
26 Addendum with Forward Service Corp under the terms summarized above; and

28 BE IT FURTHER RESOLVED that the Dane County Executive and County Clerk are
29 hereby authorized to execute the described Lease Addendum on behalf of Dane County.

ADDENDUM TO LEASE #3

THIS ADDENDUM TO LEASE, made and entered into by and between the County of Dane (hereinafter referred to as "LESSOR") and Forward Service Corporation (hereinafter referred to as "LESSEE").

W I T N E S S E T H

WHEREAS, LESSOR and LESSEE have entered into a Lease for twenty-six (26) standard cubicle workspaces and five (5) standard sized private offices at 1819 Aberg Avenue, Madison, Wisconsin along with one (1) standard cubicle workspace and two (2) standard sized private offices, along with the exclusive use of conference room #108 and shared use of conference room #107 at 2306 Park Street, Madison, Wisconsin;

WHEREAS, the Lease expires on December 31, 2025, and LESSEE wishes to exercise its third option to renew per the Renewal Option of the Lease, for an additional period of one (1) year;

WHEREAS, the LESSEE desires to occupy one (1) additional office space at 2306 Park Street at \$231.00 per workspace;

WHEREAS, the annual lease payment shall be increased by 2% over the immediately preceding lease year at the beginning of the renewal option per the Renewal Term of the Lease;

THEREFORE, in consideration of the above conditions and the mutual covenants set forth hereafter and in the Lease, the receipt and sufficiency of which is hereby acknowledged by each party for itself, LESSOR and LESSEE agree to the following:

1. Section 3 of the Lease shall be amended to state:

TERM. The term of this Lease shall be renewed for one (1) year, commencing on January 1, 2026 and running through December 31, 2026.

2. Section 4 of the Lease shall be amended to state:

RENTS. As rent for the Leased Premises, LESSEE shall pay to LESSOR at 1202 Northport Drive, Madison, Wisconsin, 53704 or at such other place as LESSOR may designate in writing from time to time, the amount of \$231.00 per workspace or office per month for the leased premises. LESSEE shall receive a monthly in-kind contribution of 20 workspaces or offices. The monthly rental payment including the additional workspace shall be \$3,465.00 or \$41,580.00 annually.

All other terms, conditions and obligations of the Lease remain in full force and effect.

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

For LESSOR:

Melissa Agard
County Executive

Date

For LESSEE:

Michelle Szabrowicz
Michelle Szabrowicz (Dec 4, 2025 1:53:15 CST)
Chief Executive Officer

12/04/2025

Date

LeaseAddendum3_FSC_2026 (002)

Final Audit Report

2025-12-04

Created:	2025-12-04
By:	Victoria Donahue (vdonahue@fsc-corp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeYPExz7VUmc6k_HJ3YzfJy_4FNN_b00s

"LeaseAddendum3_FSC_2026 (002)" History

-  Document created by Victoria Donahue (vdonahue@fsc-corp.org)
2025-12-04 - 9:14:18 PM GMT
-  Document emailed to Michelle Szabrowicz (mszabrowicz@fsc-corp.org) for signature
2025-12-04 - 9:14:21 PM GMT
-  Email viewed by Michelle Szabrowicz (mszabrowicz@fsc-corp.org)
2025-12-04 - 9:56:59 PM GMT
-  Document e-signed by Michelle Szabrowicz (mszabrowicz@fsc-corp.org)
Signature Date: 2025-12-04 - 9:57:15 PM GMT - Time Source: server
-  Agreement completed.
2025-12-04 - 9:57:15 PM GMT



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