

# CONTRACT COVERSHEET

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

<b>DEPARTMENT</b> Extension	<b>CONTRACT/ADDENDUM #</b> 12505																								
1. This contract, grant or addendum: <input type="checkbox"/> AWARDS <input checked="" type="checkbox"/> ACCEPTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%; text-align: left;">Contract</th> <th style="width: 40%; text-align: center;">If Addendum, please include original contract number</th> <th style="width: 30%; text-align: right;">Addendum</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">POS</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Co Lessee</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Co Lessor</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Intergovernmental</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Purchase of Property</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Property Sale</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Other:</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Contract	If Addendum, please include original contract number	Addendum	<input type="checkbox"/>	POS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Co Lessee	<input 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>5/1/15</u> To: <u>10/31/18</u>																									
4. Amount of Contract or Addendum <b>Varies</b>																									
5. Purpose: Lease shared office space with WI Womens Business Initiatives at 2300 S Park St, Madison, WI 53713																									
6. Vendor or Funding Source: <b>WI Womens Business Initiatives Corp</b>																									
7. MUNIS Vendor Code: <b>8904</b>																									
8. Bid/RFP Number:																									
9. If grant: Funds Positions? <input type="checkbox"/> YES <input checked="" 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO																									
11. Account No. & Amount, Org. & Obj. <u>EXTENSN 21030</u> Amount \$ <u>VARIES</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 <u>2015 RES-137</u>																									
13. Does Domestic Partner equal benefits requirement apply? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																									
14. Director's Approval <i>[Signature]</i>																									

### CONTRACT REVIEW/APPROVALS

### VENDOR

Initials	Ftnt	Date In	Date Out
<i>[Signature]</i> Received	_____	<u>8-3-15</u>	_____
<i>[Signature]</i> Controller	_____	_____	<u>8/11/15</u>
<i>[Signature]</i> Corporation Counsel	_____	<u>8/5/15</u>	<u>8/6/15</u>
<i>[Signature]</i> Risk Management	_____	<u>8/6/15</u>	<u>8/6/15</u>
<i>[Signature]</i> ADA Coordinator	_____	<u>8/6/15</u>	<u>8/6/15</u>
<i>[Signature]</i> Purchasing Agent	_____	<u>8/7/15</u>	<u>8/7/15</u>
_____ County Executive	_____	_____	_____

<b>Vendor Name &amp; Address</b> WI Womens Business Init Corp 2300 S Park St Ste 103 Madison WI 53713
Contact Person Julann Jatczak
Phone No. 608-257-5450
E-mail Address julann.jatczak@wwbic.com

**Footnotes:**

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

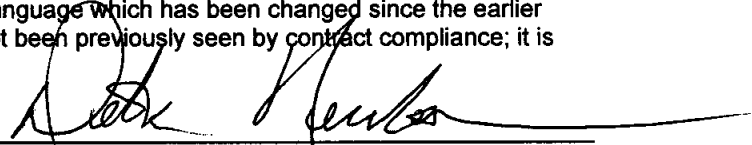
<b>Return To:</b> Name/Title: <u>Emily Capicik, Admin Svcs Supervisor</u> Dept.: <u>Extension</u> Phone: <u>608-224-3707</u> Mail Address: <u>5201 Fen Oak Dr Ste 138</u> E-mail: <u>capicik@countyofdane.com</u> <u>Madison WI 53718</u>
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**CERTIFICATION**

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: 8/3/15

Signed: 

Telephone Number: 608-224-3722

Print Name: Debra Neubauer

**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).

**Agreement for Shared Office Space  
May 1, 2015 – October 31, 2018**



**Education • Lending • Coaching  
Entrepreneurship  
Financial Impact**

**Greater Milwaukee**  
1533 N. RiverCenter Drive  
Milwaukee, WI 53212  
Phone: 414.263.5450

**South Central**  
2300 S. Park Street, Suite 103  
Madison, WI 53713  
Phone: 608.257.5450

**Southeast**  
600 52nd Street, Suite 130  
Kenosha, WI 53140  
Phone: 262.925.2850

245 Main Street, Suite 102  
Racine, WI 53403  
Phone 262.898.5000

info@wwbic.com  
**wwbic.com**

The Wisconsin Women's Business Initiative Corporation (WWBIC) will provide office space for the UW-Extension Financial Education Center (FEC) at its 2300 S. Park Street, Madison location. The following represents the agreement between WWBIC and FEC for the use of the office space for the period May 1, 2015 to October 31, 2018.

1. WWBIC provides two workstations for FEC's use in Suite 101. The shared areas include storage, in-suite meeting space and access to WWBIC's common areas, kitchen area and copy machine. FEC is responsible for keeping their work areas clean and in good condition.
2. WWBIC allows FEC to maintain its own phones and data lines within the space. All maintenance and repairs will be FEC's responsibility.
3. FEC has access to WWBIC's office equipment for occasional use. If significant usage is required, a separate reimbursement structure may be negotiated.
4. FEC will pay WWBIC rent in advance on the first day of the month. The rent is payable to WWBIC at 1533 N. RiverCenter Drive, Milwaukee, WI 53212, Attn: Accounting. The rent is inclusive of all utilities and is per the schedule below:
 

May 1, 2015 - Oct 31, 2015	\$211.00 per month
Nov 1, 2015 – Oct 31, 2016	\$217.00 per month
Nov 1, 2016 – Oct 31, 2017	\$224.00 per month
Nov 1, 2017 – Oct 31, 2018	\$230.00 per month
5. This space agreement is based upon receipt of landlord approval which was provided to WWBIC on May 1, 2015.
6. FEC agrees to the general tenant guidelines for The Village on Park property as determined by the landlord.
7. FEC will maintain commercial general liability in amount not less than \$1,000,000. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents,

boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement

8. FEC agrees to pay WWBIC an upfront refundable deposit of \$250.00 to cover damages beyond normal wear and tear. This will be returned after the agreement's termination if the space and furniture are returned in the same condition (except for normal wear and tear).
9. This agreement can be extended beyond October 31, 2018 after review by both WWBIC and FEC.
10. Either party can terminate this agreement with 90 days written notice.

Signed:

FOR SUB-LESSEE – UW-Extension Financial Education Center

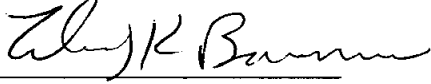
\_\_\_\_\_  
Joseph T. Parisi, Dane County Executive

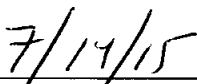
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

FOR SUB-LESSOR – WWBIC

  
\_\_\_\_\_  
Wendy K. Baumann, President

  
\_\_\_\_\_  
Date