

Dane County Contract Cover Sheet

BAF# 20140

RES 294

Dept./Division	Human Services / PEI
Vendor Name	Rey Anthony Clarke and Lora Garrett
Vendor MUNIS #	16295
Brief Contract Title/Description	Lease addendum to 5810 Russett Road, Apt 1, 2 and 3 to lease month to month starting Jan 1 st 2021 for \$2,400/month. Utilities included except electricity and gas for the hot water heaters
Contract Term	January 1, 2021 (month to month option)
Total Contract Amount	\$2,400/month

Contract # <small>Admin will assign</small>	13576B
Addendum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input checked="" type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

Purchasing Authority	<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)	RFB/RFP #
	<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 type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Org Code	Obj Code	Amount	\$
Req #	Org Code	Obj Code	Amount	\$
Year	Org Code	Obj Code	Amount	\$

Resolution /Addendum Form	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.			
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.			
	<input checked="" type="checkbox"/> Resolution required and a copy is attached.			Res #
	<input type="checkbox"/> Addendum Form required.			Year 2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
mg	Received by DOA	12/1/20		
	Controller			approvals from all departments via email attached herein
	Purchasing			
N/A	Corporation Counsel			See "I" below
	Risk Management			
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Spring Larson, Contract Coord. Assistant	Name	Lora L Garrett
Phone #	(608) 242-6391	Phone #	
Email	larson.spring@countyofdane.com	Email	Cafecostaricawithseidel970@gmail.com
Address	1202 Northport Drive, RM Gr42A, Madison WI 53704	Address	2202 Aspen Road Madison WI 53711

Human Services Only	a. Dane County Res. #	N/A	Approvals	Initials	Date
	b. Budget/Personnel Required	No	g. Accountant	LB	11/18/20
	c. Program Manager Name	Chance	h. Supervisor	CW	11/18/2020
	d. Current Contract Amount	Month to month	i. Corporation Counsel		
	e. Adjustment Amount	\$	j. To Provider		
	f. Revised Contract Amount	\$	k. From Provider		

Certification: The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input checked="" type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Dept. Head / Authorized Designee	Signature	Date
	<i>Shawn Tessmann</i>	<i>11/20/2020</i>
	Printed Name	
	Shawn Tessmann, Director of Human Services	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	Comments	
Corporation Counsel	Signature	Date
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, December 1, 2020 3:31 PM
To: Hicklin, Charles; Clow, Carolyn; Lowndes, Daniel; Krohn, Margaret
Cc: Stavn, Stephanie
Subject: Contract #13576B
Attachments: 13576B.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles		
	Clow, Carolyn		
	Lowndes, Daniel	Read: 12/1/2020 3:45 PM	Approve: 12/1/2020 3:45 PM
	Krohn, Margaret		Approve: 12/2/2020 1:54 PM
	Stavn, Stephanie	Read: 12/1/2020 3:31 PM	

Contract #13576B

Department: Human Services

Vendor: Rey Anthony Clarke & Lora Garrett

Contract Description: Lease for JFF & ECI Offices at 5810 Russett Road, #1, 2 & 3 (RES 294)

Contract Term: Starts 1/1/21 and is month to month

Contract Amount: \$2,400/month

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

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

Goldade, Michelle

From: Gault, David
Sent: Thursday, December 3, 2020 9:19 AM
To: Goldade, Michelle
Subject: Approve: Contract #13576B

David R. Gault
Assistant Corporation Counsel for Dane County
Room 419, City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
(608) 266-4355

NOTICE: CONFIDENTIAL LEGAL COMMUNICATION: The contents of this communication may be subject to the attorney-client privilege and should not be released under an open records request or otherwise without first consulting with legal counsel.

Goldade, Michelle

From: Clow, Carolyn
Sent: Tuesday, December 1, 2020 6:01 PM
To: Goldade, Michelle
Subject: Approve: Contract #13576B

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2020 RES-294

**AUTHORIZING LEASE AT RUSSETT ROAD FOR JFF AND ECI
PROGRAMS DCDHS- PEI DIVISION**

Dane County Department of Human Services (DCDHS) Prevention and Early Intervention Division (PEI) provides localized services in communities identified as needing those services the most through programs such as Joining Forces for Families (JFF) and the Early Childhood Initiative (ECI). These programs lease office space in a building owned by Rey Anthony Clarke and Lora Garrett, located at 5810 Russett Road, Apartments #1, #2 and #3, Madison, Wisconsin. The current lease expires on December 31, 2020 and the programs desire to amend the lease in order to continue leasing this space on a month to month basis until another space, which is currently under construction, becomes available.

The landlord has agreed to continue leasing all three units at a monthly rental rate of \$2,400 per month. Utilities, except electricity and gas for the hot water heaters, will be paid by the landlord.

NOW, THEREFORE, BE IT RESOLVED that Dane County enter into an Addendum to Lease with Rey Anthony Clark and Lora Garrett on a month to month basis under the terms summarized above; and

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

ADDENDUM TO LEASE

THIS ADDENDUM TO LEASE, made and entered into by Rey Anthony Clarke and Lora Garrett (hereinafter referred to as "LESSOR") and County of Dane ("LESSEE"):

WHEREAS LESSOR and LESSEE have entered into a lease for property located at 5810 Russett Road, Madison, WI 53711 – Apartments 1,2 and 3, and

WHEREAS the lease will expire on December 31st, 2020, and LESSEE wishes to hold over the lease on a month to month basis instead of a one year term;

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 do agree to the following addendum to the lease:

1. Section 3 of the lease is amended to read: LEASE TERM. The term of this lease shall be month to month, commencing on January 1st, 2021.
2. The lease may be terminated by LESSEE with a written 30 day notice from the desired termination date. LESSEE will be released from the lease on the last day of the month in which the lease expires.

All remaining terms and conditions of the original lease remain the same.

IN WITNESS THEREOF LESSOR, by the 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:





Rey Anthony Clarke and Lora Garrett, Owners

FOR LESSEE:

Joseph T. Parisi, County Executive

Scott McDonell, County Clerk

TITLE	Russett Lease Addendum for County
FILE NAME	RUSSETT ROAD ADDENDUM TO LEASE 2021.pdf
DOCUMENT ID	f01e106d46fda2960be907560a07eef995a926b2
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

11 / 18 / 2020
01:36:47 UTC

Sent for signature to Rey Anthony Clarke (thonyclarke@gmail.com) from cafecostaricawithseidel970@gmail.com
IP: 47.12.117.206



VIEWED

11 / 18 / 2020
04:42:49 UTC

Viewed by Rey Anthony Clarke (thonyclarke@gmail.com)
IP: 47.12.117.206



SIGNED

11 / 18 / 2020
04:49:33 UTC

Signed by Rey Anthony Clarke (thonyclarke@gmail.com)
IP: 47.12.117.206



COMPLETED

11 / 18 / 2020
04:49:33 UTC

The document has been completed.