

Dane County Contract Cover Sheet

Res 310
BAF# 18124

Dept./Division	Human Services / CYF
Vendor Name	CYRENA PONDROM
Vendor MUNIS #	28855-1
Brief Contract Title/Description	Routing purposes only - Renewal of lease for JFF/ECI office located at 2225 Allied Drive, Madison 53703 Apt 1,2,3,4 Money is in the budget.
Contract Term	1-1-19 to 12-31-19
Total Contract Amount	\$35,100

Contract #	3553
Addendum	<input 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"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$35,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$35,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$35,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$35,000 (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/ N/A	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 checked="" type="checkbox"/> Resolution is required.		Res # 310
	<input type="checkbox"/> Addendum Form required.		Year
	<input checked="" type="checkbox"/> N/A		

Domestic Partner Does Domestic Partner Equal Benefits Requirement Apply? Yes No

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	11/21/18		
ck	Controller		11/21/18	
Coc	Purchasing	11/26/18	11/26/18	
—	Corporation Counsel	see below		
JA	Risk Management	11/21/18	11/21/18	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Spring Larson, Contract Coord. Assistant	Name	Nan Thornton
Phone #	608-242-6391	Phone #	608-240-8840
Email	Larson.spring@countyofdane.com	Email	Nan@faircrest.com
Address	1202 Northport Drive, Madison WI 53704, Rm 454	Address	Faircrest Management, Attn: Nan Thornton; 1741 Commercial Ave, Madison 53704


Human Services Only	a. Dane County Res. #		Approvals	Initials	Date
	b. Budget/Personnel Required		g. Accountant	kc	10/31/18
	c. Program Manager Name	Chance	h. Supervisor	ck	11-7-18
	d. Current Contract Amount		i. Corporation Counsel	JA	11-7-18
	e. Adjustment Amount		j. To Provider		
	f. Revised Contract Amount		k. From Provider		

Department Head Approval/Lynn Green, Director

Lynn Green

Certification: The attached contract is a:	
<input checked="" 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 type="checkbox"/>	Non-standard contract.

Contracts Exceeding \$100,000
Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	Comments	
Corporation Counsel	Signature	Date
		4/2/18
	Comments	

Memorandum

To: Joe Parisi
CC: Lynn Green, Ron Chance, Martha Stacker, Laura Hicklin, Sharene Smith, Amanda DePagter
From: David Marshall
Date: 10/31/2018
Re: Joining Forces for Families / Early Childhood Initiative – Allied Drive

The attached resolution is to contract with Pondrom Apartments (managed by Faircrest Management, LLC) for a Joining Forces for Families (JFF) / Early Childhood Initiative (ECI) lease for space at 2225 Allied Drive Apartments 1-4, in Madison, Wisconsin. The lease period runs from 01/01/19 to 12/31/18 at a cost of \$2,925 per month for a total of \$35,100 per year. The rental rate has increased for this lease extension – which is still below market rate. The lease includes an automatic renewal option for the second year (01/01/20 to 12/31/20) which would increase the rent 4%, which would be approximately \$3,042 a month/\$36,504 a year.

This office space includes garbage collection, water and sewer, with utilities other than electricity being covered by Pondrom Apartments. The space will be utilized by JFF staff and ECI. The rent is included in the CYF Operating budget line.

13553

Pondrom Apartments
Commercial Lease

APPROVED
CORPORATION COUNSEL
JUL 11 2018

This lease contract dated this 1st day of January, 2019 is entered into by Cyrena Pondrom D/B/A Pondrom Apartments, hereinafter referred to as "Landlord" and Dane County & Joining Forces for Families, hereinafter referred to as "Tenant".

PREMISES: 2225 Allied Drive (4 units) # 1, # 2, # 3, # 4, Madison, WI, 53703.

TERM: The lease shall commence on January 1, 2019 and ends on December 31, 2019. If tenant shall continue to occupy the premises after the end of the lease term without the Landlord's consent, rent shall be double.

RENT: Rent shall be \$ 2,925.00 per month, due on the first of each month, payable at 1741 Commercial Ave., Madison, WI 53704. If rent is over five days late, a late charge of \$75.00 and an additional \$5 per day thereafter is due and payable, along with the contract rent. NSF checks will result in an additional \$50 fee.

RENEWAL TERM: This lease shall renew for an additional One Year term. The rent for this renewal shall increase by 4%. Terminating this automatic renewal requires written notice to the Lessor no less than 60 days prior to the expiration of the original lease term.

SECURITY DEPOSIT: \$ -0-

UTILITIES: Tenant (electric, including hallway electric, gas, water & sewer) *LOOKING AT*

PARKING: Tenants and their staff or clients are allowed to park in the stalls and area as allocated by the management.

PETS: No pets shall be allowed on the premises.

NO SMOKING: Tenant understands that there shall be no smoking at any time in the building by the Tenant, their staff, clients, or other visitors.

ORDINANCES AND STATUTES: Tenant shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities pertaining to the use of the premises.

ASSIGNMENT AND SUBLETTING: Tenant may assign this agreement or sublet any portion of the premises without written consent of the owner, or owner's agent, but must provide the Lessor with a copy of the sublet agreement.

MAINTENANCE, REPAIRS AND ALTERATIONS: Tenant shall maintain the premises in a safe, sanitary manner and in as good general condition as at the beginning of the tenancy or as subsequently improved, normal wear excepted. Tenant shall not without written consent from landlord physically alter the premises or cause a contractor's lien to attach to the premises, commit waste to the premises or the property of which it is a part. Tenant shall be responsible for any damage caused by negligence of the tenant, customer or guest. Tenant is responsible for maintenance of window glass. Landlord shall keep in reasonable state of repair the structure of the building in which the premises are located, those portions of the premises under landlord's control, and all equipment necessary to supply services landlord has expressly agreed to furnish.

CONTROL OF COMMON AREAS: All parking areas, driveways, entrances, exits, sidewalks, ramps, landscaped areas, and any other areas provided by Landlord for the common use of the tenants of the Complex, shall be subject to the exclusive control and management of Landlord or their agents.

ENTRY AND INSPECTION: Tenant shall permit owner to enter the premises at any time with reasonable notice for any reasonable purpose.

INDEMNIFICATION: Owner shall not be liable for any damage or injury occurring on the premises, and tenant agrees to hold owner and their agents harmless from any claims, except where owner's negligence was the cause.

DEFAULT: If tenant fails to perform any requirement herein, landlord may terminate all rights of tenant hereinafter unless tenant cures default within five days of such notice. If tenant abandons premises and is in default, owner or their agents may dispose of any property on the premises without further notice. If tenant defaults, landlord shall undertake to re-rent premises, but tenant remains liable for all rent, utilities and rental expenses until premises is re-rented to a new tenant satisfactory to landlord.

INSURANCE: Tenant shall maintain a public liability insurance policy naming the Landlord and Faircrest Management LLC as additional insured.

TRASH REMOVAL: Tenant shall remove all refuse from premises at regular intervals following any municipal trash and recycling rules or ordinances. Tenant shall be allowed use of the dumpsters on property for reasonable amounts of refuse from Tenant's business only.

ATTORNEY'S FEES: In any legal action pertaining to enforcing this lease, the Landlord shall be entitled to all costs incurred in such action.

WAIVER: No failure by owner to enforce any provision hereof shall be deemed a waiver nor shall acceptance of any partial payment waive owner's right to full payment.

IMPROVEMENTS: Tenant accepts premises "as-is" upon commencement of their lease.

This lease was drafted by Faircrest Management, LLC., who represents the landlord.

This lease is binding upon and insures to heirs, assigns or successors.

In witness whereof, the parties have executed this lease on _____

By: [Signature]
Brian Bosben, Agent
Pondrom Apartments

Tenant/Title Joseph T Perisi
Telephone _____
Email _____

Tenant/Title Scott McDonnell
Telephone _____
Email _____