

## Dane County Contract Cover Sheet

RES 188

<b>Dept./Division</b>	Human Services / PEI	<b>Contract #</b> <small>Admin will assign</small>	14116
<b>Vendor Name</b>	Sunshine Place Inc	<b>Addendum</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vendor MUNIS #</b>	14323	<b>Type of Contract</b>	
<b>Brief Contract Title/Description</b>	Lease for JFF office with Sunshine Place located at 1632 W Main Street Sun Prairie effective 10/1/2020. Term is for one year. Lease includes two one-year renewal options with same terms and conditions.	<input type="checkbox"/>	Dane County Contract
<b>Contract Term</b>	October 1, 2020 through September 30, 2021	<input type="checkbox"/>	Grant
<b>Total Contract Amount</b>	\$ 6765.00	<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

<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.	Org Code	Obj Code	Amount
Req # 2020	Org Code 72353	Obj Code 20511	Amount \$ 6765
Year 620	Org Code	Obj Code	Amount \$

<b>Resolution /Addendum Form</b>	<b>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.</b>		
	<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.		<b>Res #</b> 188
	<input type="checkbox"/> Addendum Form required.		<b>Year</b> 2020


Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	9/2/20		
	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	
<b>Name</b>	Spring Larson, Contract Coord. Assistant	<b>Name</b>	Ann Maastricht
<b>Phone #</b>	(608) 242-6391	<b>Phone #</b>	608-320-9117
<b>Email</b>	larson.spring@countyofdane.com	<b>Email</b>	Ann@sunshineplace.org
<b>Address</b>	1202 Northport Drive, RM Gr42A, Madison WI 53704	<b>Address</b>	18 Rickel Road, Sun Prairie, WI 53590lsb2

<b>Human Services Only</b>	a. Dane County Res. #	N/A	<b>Approvals</b>	Initials	Date
	b. Budget/Personnel Required	no	g. Accountant	LB	8/25/20
	c. Program Manager Name	Chance	h. Supervisor	CW	8/25/2020
	d. Current Contract Amount	\$6765	i. Corporation Counsel	DH	8/26/20
	e. Adjustment Amount	\$	j. To Provider		
	f. Revised Contract Amount	\$	k. From Provider		

<b>Certification:</b> 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

<b>Dept. Head / Authorized Designee</b>	<b>Signature</b>	<b>Date</b>
		8/26/2020
	<b>Printed Name</b>	
	Shawn Tessmann, Director of Human Services	

### Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	<b>Signature</b>	<b>Date</b>
	<b>Comments</b>	
<b>Corporation Counsel</b>	<b>Signature</b>	<b>Date</b>
	Dyann Hafner, electronically signed	8/26/2020
	<b>Comments</b>	

## Goldade, Michelle

---

**From:** Goldade, Michelle  
**Sent:** Thursday, September 3, 2020 2:18 PM  
**To:** Hicklin, Charles; Clow, Carolyn; Pabellon, Carlos; Lowndes, Daniel  
**Cc:** Stavn, Stephanie  
**Subject:** Contract #14116  
**Attachments:** 14116.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 9/3/2020 2:29 PM	Approve: 9/3/2020 2:29 PM
	Clow, Carolyn		Approve: 9/3/2020 3:41 PM
	Pabellon, Carlos	Read: 9/3/2020 2:34 PM	
	Lowndes, Daniel	Read: 9/3/2020 2:22 PM	Approve: 9/3/2020 2:22 PM
	Stavn, Stephanie	Read: 9/3/2020 2:43 PM	

Contract #14116  
Department: Human Services  
Vendor: Sunshine Place  
Contract Description: Lease for Sun Prairie JFF office at 1632 W Main St, Sun Prairie (Res 188)  
Contract Term: 10/1/20 – 9/30/21  
Contract Amount: \$6,765.00

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

Thanks much,  
Michelle

*Michelle Goldade*  
Administrative Manager  
Dane County Department of Administration  
Room 362, 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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23

**2020 RES-188**

**AUTHORIZING SUN PRAIRIE LEASE FOR  
JOINING FORCES FOR FAMILIES PROGRAM - DCDHS – PEI DIVISION**

Dane County Department of Human Services (DCDHS) has been renting approximately 825 square feet of office space located at 1632 W. Main St., #150, Sun Prairie from Sunshine Place, Inc. since 2017 as part of the Joining Forces of Families program. This Sun Prairie office provides a location for Dane County Community social workers and other partners to meet with families located in the surrounding area.

The current lease with Sunshine Place, Inc. expires on September 30, 2020. DCDHS desires to continue leasing this space and to enter into a new lease beginning October 1, 2020 and expiring September 30, 2021 at a monthly rental rate of \$563.75 for a total of \$6,765.00 per year including utilities except telephone. The lease contains the option to renew the lease for two additional one year terms at an increase of 2.5% per renewal and subject to the existing lease terms and conditions.

**NOW, THEREFORE, BE IT RESOLVED** that Dane County enter into a Lease with Sunshine Place, Inc., under the terms summarized above; and

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

**LEASE**

THIS LEASE, made and entered into by and between Sunshine Place, Inc. (hereinafter referred to as "LESSOR"), and County of Dane (hereinafter referred to as "LESSEE"):

**WITNESSETH**

Section 1. **LEASED PREMISES.** LESSOR, for and in consideration of the rents to be paid by LESSEE and the conditions, provisions, reservations, and stipulations hereinafter set forth, does hereby lease unto LESSEE approximately 825 square feet of office space more particularly designated and known as the Joining Forces for Families Office, 1632 W. Main St., #150, Sun Prairie, WI 53590. Hereinafter this property is referred to as the "leased premises".

Section 2. **EXCLUSIVE USE OF LEASED PREMISES.** During the term of this Lease LESSEE shall be entitled to the exclusive use of the leased premises for the purpose of operating and conducting the business of a community office site for the Dane County Human Services Department or any other lawful use with the consent of LESSOR, which consent shall not be unreasonably withheld.

Section 3. **LEASE TERM.** The term of this lease shall be for a period of one year, beginning on 10/1/2020 running through 9/30/2021.

Section 4. **RENTS.** As rent for the leased premises LESSEE shall pay to LESSOR, Sunshine Place, 18 Rickel Road, Sun Prairie, WI 53590 or at such other place as LESSOR may designate in writing from time to time, a total sum of \$563.75 per month for a total of \$6,765.00 per rental year.

Section 5. **RENTAL ADJUSTMENTS.** There are no rental adjustments for the one-year term of this lease.

Section 6. **RENEWAL OPTION.** LESSEE shall have the option to renew this lease upon the for two (2) additional one (1) year terms at a 2.5% increase in base rent per year under the terms and conditions set forth in this lease. Notification of LESSEE's intention to exercise its option to renew shall be delivered in writing to LESSOR at least 60 days before the expiration of the original term of this lease, or the expiration of the first renewal term. Upon renewal, the rent schedule is as follows:

10/1/2021 to 9/30/2022: \$577.84/month or \$6,934.08/year  
10/1/2022 to 9/30/2023: \$592.29/month or \$7,107.48/year

Section 7. **UTILITIES AND CERTAIN SERVICES.** LESSOR shall be responsible for and furnish at its own expense all utilities except telephones, required for LESSEE's use of the premises. Lawn care and snow removal is the responsibility of the LESSOR. LESSEE will have access to and use of the restrooms and meeting space (on a schedulable basis) in the ECI office and Sunshine Place. Ample parking for staff and clients is available in the leased premises lots.

Section 8. **ALTERATIONS PROHIBITED.** LESSEE shall make no changes, alterations, additions or improvements to the leased premises or parts whereof without the prior written consent of LESSOR.

Section 9. **NO SUBLET, ASSIGNMENT, RENEWAL.** There shall be no sublet, or assignment of this lease unless in writing, consented to by LESSOR.

Section 10. REPAIRS. LESSEE agrees to keep and maintain the leased premises in good repair and condition except for damage by fire not occurring by fault of LESSEE. LESSOR shall make all necessary structural repairs or replacements, including but not limited to, repairs to the roof, foundation, parking lot and major mechanical systems.

Section 11. REMOVAL OF FIXTURES. LESSEE may upon termination or expiration of this lease remove any trade fixtures installed by LESSEE on condition that LESSEE shall repair at its cost any damage caused by such removal.

Section 12. LESSOR'S ACCESS TO LEASED PREMISES. LESSOR, or its authorized representative, shall be allowed access to the leased premises at reasonable times during business hours of LESSEE for the purposes of examining the same, performing LESSOR's obligations under this lease, maintaining and improving the building of which the leased premises are a part, responding to an emergency, preventing waste and exhibiting the said premises to prospective tenants or purchasers.

Section 13. NO MUTUAL INDEMNIFICATION. 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 of joint liability, each party shall be responsible for their 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.

Section 14. NOTICES. If at any time it shall become necessary or desirable for LESSOR to give or serve any notice, demand or communication upon LESSEE or for LESSEE to serve or give the same upon LESSOR, such notice or demand or communication shall be in writing and shall be served personally, or shall be served or given by certified mail addressed to a party's address as set forth below. If mailed as aforesaid, such notice, demand or communication shall be deemed to have been served or delivered when deposited in the United States mail, addressed aforesaid, with postage properly prepaid.

Notices to LESSEE shall be sent to Dane County Real Estate Coordinator, Dane County Land & Water Resources Department, 5201 Fen Oak Drive, Room 208, Madison, WI 53718 or such other official as LESSEE may from time to time designate in writing.

Notices to LESSOR shall be to the Sunshine Place, Executive Director, 18 Rickel Road, Sun Prairie, WI 53590, or such other agent as LESSOR may from time to time designate.

Section 15. RULES. LESSEE shall not perform any acts or carry on any practices which may injure the leased premises, apartment community or be a nuisance or menace to neighboring property or neighboring tenants within the building. LESSEE shall comply with all laws, statutes, ordinances, rules and regulations of any agency of government having authority or jurisdiction over the demised premises.

Section 16. **LESSEE TO OBSERVE LESSOR'S RULES AND REGULATIONS.** LESSEE shall observe and comply with LESSOR's rules and regulations pertaining to the leased premises and adjacent common areas. LESSEE agrees such rules and regulations may be rescinded, amended, or added to by LESSOR for the proper use, welfare, and enjoyment of all tenants and patrons of the building provided that any such rescission, amendment or addition (i) shall apply to all tenants equally and (ii) shall not unreasonably interfere with LESSEE's planned use of the premises. LESSEE shall have five (5) days advance written notice of any such rescissions, amendments or additions, and in the event LESSEE shall object thereto in writing, such rescissions, amendments or additions shall not become effective as against LESSEE until LESSEE and LESSOR have negotiated and reached agreement therein. If LESSEE is unable to accept LESSOR's revised, rescinded, or amended Rules and Regulations after fourteen (14) days, LESSEE shall have the right to terminate its lease with a thirty (30) day notice. Any violation of existing or property amended rules and regulations which continues or is not remedied within fourteen (14) days after receipt of notice thereof from LESSOR shall constitute a material default in the lease entitling LESSOR to re-enter the premises and remove LESSEE and to use any other remedies available to LESSOR.

Section 17. **UNTENABLE PREMISES.** If the space assigned to LESSEE is partially damaged by fire or other casualty, but not rendered untenable, LESSOR shall repair the premises at its own cost and expense. If the damage is so extensive as to render the premises untenable but capable of being repaired LESSOR shall give LESSEE a good faith estimate of the amount of time necessary to repair the premises to tenable condition. , LESSEE at its option may terminate the lease. If LESSEE does not terminate the lease, the premises shall be repaired by LESSOR at its own cost and expense and the rents payable by LESSEE shall be paid up to the time of such damage and thereafter cease until such time as the assigned premises shall be restored and again made tenantable.

Section 18. **INSURANCE REQUIRED.** LESSEE shall insure or otherwise protect itself against losses by fire, theft, or other cause to any personal property of LESSEE, its agents, employees or officers, which is in the space.

Section 19. **LESSEE'S OBLIGATIONS.** During the term of this lease LESSEE agrees to pay the rents at the times and in the manner set forth herein. At the expiration hereof or earlier termination of the lease for any cause, LESSEE agrees to deliver up the leased premises to LESSOR peacefully and quietly in the condition called for by the terms of this lease normal wear and tear excepted. LESSEE further agrees that it will not cause any waste to be committed upon the leases premises; that it will use the same for the above-named purposes only; that it will observe special care and caution to preserve the lease premises from damage or injury by fire or otherwise; that it will conduct its business or activities on the leased premises so as to keep the premiums of any insurance on any policy covering the leased premises at the lowest reasonable rate consistent with LESSEE's use of the premises: that it will observe and comply with at its own cost and expense, such rules and regulations as may be required by the fire insurance company or companies that may insure the leased premises; and that it will observe and comply with at its own cost and expense, all ordinances or laws, rules and regulations of the County of Dane and the State of Wisconsin, and any agency thereof in connection with conducting its business or activities thereon.

Section 20. **LESSOR'S OBLIGATIONS.** Lessor will be responsible, at its own cost, for maintaining in good order all mechanical systems, including heating, water, sewer, other plumbing,, and all structural repairs.

Section 21. **DEFAULT OF LESSEE.** It is mutually understood and agreed that in case default be made in the payment of the rents above stipulated, provided that if LESSEE fails to cure such default within fifteen (15) days after notice thereof is given to it by LESSOR, or in case of noncompliance with the other conditions, covenants, terms and agreements herein contained, or any of them, to be kept and performed by LESSEE provided LESSEE fails to cure such non-compliance within ten (10) days after notice thereof is given to it by LESSOR, then and in any such event it shall be lawful for LESSOR, his agents, attorneys or assigns, at any time thereafter at the election of LESSOR, in addition to any and all other remedies provided by law or this lease, to declare said term ended and again to possess and enjoy the leased premises as before this lease.

Section 22. **LESSOR'S COVENANT OF PEACEFUL ENJOYMENT.** LESSOR covenants and agrees with LESSEE that upon LESSEE paying the rents reserved herein and performing the covenants and agreements herein contained on its part, LESSEE shall at all times during said term peaceably and quietly have, hold and enjoy the leased premises.

Section 23. **SUBORDINATION.** LESSEE agrees to subordinate its interest in and to the leased premises to any first mortgage lien placed on the premises by LESSOR during the term of the lease or any extension thereof and to execute any subordination agreement requested by such mortgagee of LESSOR.

Section 24. **NONDISCRIMINATION.** In the performance of the services under this lease, LESSOR and LESSEE agree not to discriminate because of race, religion, marital status, age, color, sex, disability, national origin or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs or student status. LESSOR and LESSEE further agree not to discriminate against any contractor, subcontractor or person who offers to contract or subcontract for services under this lease because of race, religion, color, age, disability, sex or national origin.

Section 25. **EQUAL OPPORTUNITY EMPLOYER AND LANDLORD.** LESSOR and LESSEE shall in all solicitations for employment or tenancy placed on either's behalf, state that LESSOR or LESSEE is an "Equal Opportunity Employer" and complies with the Federal Fair Housing Act of 1968.

Section 26. **NO WAIVER.** No failure or delay on the part of either party to enforce any of the terms, covenants, conditions or agreements hereof shall operate as a waiver thereof nor affect the right of the party to enforce the same upon a subsequent default or breach.

Section 27. **REMEDIES CUMULATIVE.** The rights and remedies herein granted are cumulative and are in addition to any given by any statute, rule of law, or otherwise, and the use of one remedy shall not be taken to exclude or waive the right to use another.

Section 28. **PARTIAL INVALIDITY.** The terms and provisions of this lease shall be deemed separable, and if any term or provision of this lease or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this lease, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law.

Section 29. **CAPTIONS.** The captions or paragraphs appearing in this lease are inserted only as a matter of convenience and in no way define or limit the scope or intent of such paragraphs or this lease, nor in any way affect this lease.



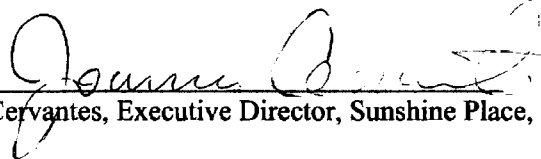
Section 30. SUCCESSORS AND ASSIGNS. This lease shall bind and insure to the benefit of the parties hereto, their heirs, representatives, successors, and assigns except as otherwise herein specifically provided.

Section 31. ENTIRE AGREEMENT. This lease sets forth all the covenants, promises, agreements, conditions and understandings between LESSOR and LESSEE concerning the leased premises, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than those herein set forth. No subsequent amendment, change, or addition to or of this lease shall be binding upon LESSOR or LESSEE unless the same is reduced to writing and signed by the parties.

Section 32. CONSTRUCTION. This lease will be interpreted according to the laws of Wisconsin and any action will be venued in Dane County. The lease will not be construed against the drafter.

IN WITNESS WHEREOF, LESSOR and LESSEE, by their respective authorized agents, have set their hands and seals as of the day and date first set forth above.

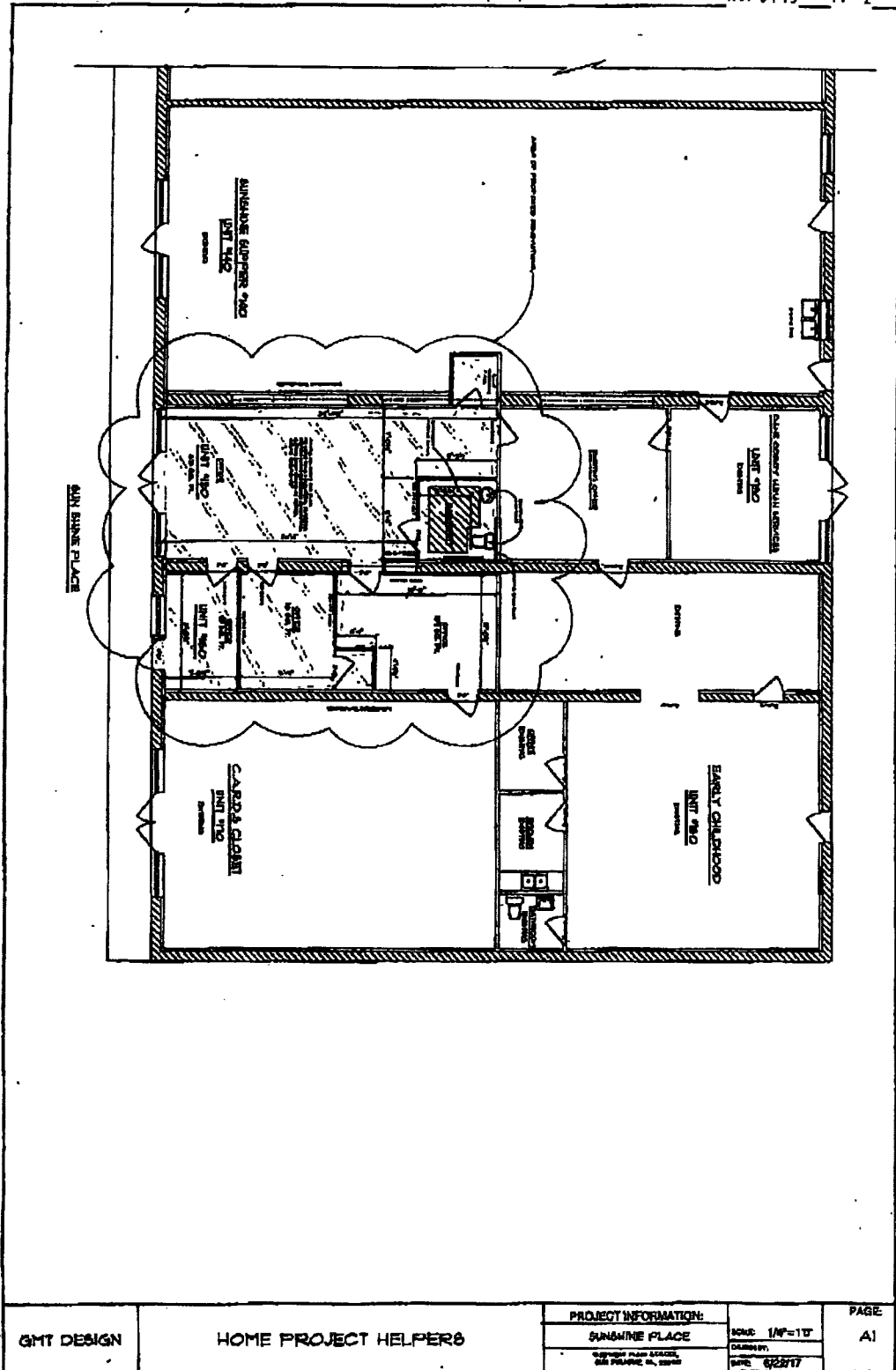
FOR LESSOR:

  
\_\_\_\_\_  
Joanne Cervantes, Executive Director, Sunshine Place, Inc.

FOR LESSEE:

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

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



GMT DESIGN	HOME PROJECT HELPERS	PROJECT INFORMATION:		PAGE A1
		SUNSHINE PLACE	SCALE: 1/4"=1'-0"	
		DATE: 02/27/17		