

Dane County Contract Cover Sheet

Revised 06/2021

BAF # 24082
 Acct: Breunig
 Mgr: Tessman
 Budget Y/N: N

Res 373

Dept./Division	Human Services /EAWS		
Vendor Name	Horizons Youth Services LC	MUNIS #	34457
Brief Contract Title/Description	Horizons Youth Services LC will be moving into the Job Center in April - taking the place of ParadigmWorks whose lease has expired.		
Contract Term	April 1, 2024 - February 28, 2026		
Contract Amount	\$ 9,949.80		

Contract # Admin will assign	15377
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input checked="" type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Spring Larson, Contract Coordination Assistant	Name	Brian Landry
Phone #	608-242-6391	Phone #	540-421-8007
Email	dcdhscontracts@countyofdane.com	Email	landryb@horizonsva.com
Purchasing Officer			

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 checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		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.

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	Res #	373
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		Year
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
lheukumere, Astra	Digitally signed by lheukumere, Astra Date: 2024.03.04 15:17:43 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 3.4.24

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 3/4/24	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, March 7, 2024 11:02 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15377
Attachments: 15377.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 3/7/2024 11:34 AM	Approve: 3/7/2024 11:34 AM
	Rogan, Megan	Read: 3/7/2024 12:06 PM	Approve: 3/7/2024 12:07 PM
	Gault, David	Read: 3/7/2024 1:28 PM	Approve: 3/7/2024 1:29 PM
	Stavn, Stephanie	Read: 3/7/2024 2:53 PM	
	Oby, Joe		

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

Contract #15377
Department: Human Services
Vendor: Horizon Youth Services
Contract Description: Lease for space at the Job Center (Res 373)
Contract Term: 4/1/24 – 2/28/26
Contract Amount: \$9,949.80

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

2023 RES-373

**AUTHORIZING A LEASE TO HORIZONS YOUTH SERVICES LC AT JOB CENTER –
DCDHS – EAWS DIVISION**

The Dane County Department of Human Services (DCDHS), Economic Assistance and Work Services Division has leased out space at the Job Center building at Aberg Avenue since 1993 to organizations providing employment education and services. Horizons Youth Services LC (HYS) desires to lease 2 cubicles at the Job Center, replacing services that were provided by ParadigmWorks Group, Inc., which has let its lease expire.

(HYS) is an operator of Job Corps centers for the U.S. Department of Labor, providing educational and job training programs to youth. In addition to job training, HYS focuses on teaching life skills to nurture a sense of responsibility for young people to be able to actively engage in their communities.

DCDHS and HYS have agreed to enter into a lease for two (2) 6.5' x 9' cubicles with a term of 23 months, beginning April 1, 2024 and ending February 28, 2026. The total rent for the term shall be \$9,949.80 to be paid in twenty-three (23) installments of \$432.60. The tenant shall have the option to renew the lease for three (3) additional one (1) year terms with a 3% increase in rental rate at the beginning of each renewal term.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors and the Dane County Executive hereby authorize the above-described Lease for office space at the Job Center to Horizons Youth Services, LC and

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

LEASE

THIS LEASE, by and between the County of Dane (hereinafter referred to as "LESSOR") and Horizons Youth Services LC (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 demise, lease and let unto LESSEE a certain part of the premises at 1819 Aberg Avenue in the City of Madison, Wisconsin, more fully described as follows:

Cubicles numbered E-138 and E-139 as shown on the attached floor plan, Exhibit A, in a single story building located at 1819 Aberg Avenue, Madison, Wisconsin 53704 (hereinafter "leased premises").

LESSEE shall further be entitled to the non-exclusive use, with other Lessees of the premises, as follows: to break rooms, restrooms, other common area space and to all Job Center parking stalls designated for employee parking in the 3rd and 4th rows from the building on the property at 1819 Aberg Avenue, Madison, Wisconsin.

Section 2. EXCLUSIVE USE OF LEASED PREMISES. During the term of the lease LESSEE shall be entitled to the use of the leased premises for the purpose of operating and conducting the business of providing services to job seekers under the auspices of the Dane County Job Center or any other lawful use with the consent of LESSOR, such consent not to be unreasonably withheld.

Section 3. TERM. The term of this lease shall be for one (1) year and eleven (11) months, commencing on the first day (1st) of April, 2024 and ending on the twenty-eighth day (28th) of February 2026, unless terminated sooner as provided herein.

Section 4. RENTS. As rent for the leased premises LESSEE shall pay to LESSOR at Department of Human Services, 1202 Northport Drive, Madison, Wisconsin, 53704 or at such other place as LESSOR may designate in writing from time to time, a total sum of \$9,949.80 for the stated term.

The annual rent shall be paid in equal monthly installments of \$432.60 beginning on April 1, 2024.

Section 5. RENTAL ADJUSTMENTS. The rental rate shall not be adjusted during the two (2) year term of this lease.

Section 6. RENEWAL OPTION. LESSEE shall have the option to renew this lease upon the same terms set forth in this lease for three (3) additional one-year (1) terms at a three percent (3%) 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 date of the first renewal term.

If the renewal options are exercised, the annual rent will be increased 3% effective March 1, 2026 and March 1, 2027 and March 1, 2028 according to the following rent schedule:

March 1, 2026 to February 28, 2027: \$445.57 per month or \$5,346.96 per year
March 1, 2027 to February 28, 2028: \$458.94 per month or \$5,507.28 per year
March 1, 2028 to February 28, 2029: \$472.71 per month or \$5,672.52 per year

Section 7. UTILITIES AND CERTAIN SERVICES. LESSOR shall be responsible for and furnish at its own expense all electricity, gas, water and sewer services and snow removal required for LESSEE's use of the leased premises. LESSEE shall be responsible for its own phone and internet services.

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

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

Section 10. CONDITION OF PREMISES. LESSEE has examined the premises and accepts them in their present condition, and will at all times keep the premises in a neat, clean, safe and sanitary condition.

Section 11. REPAIRS. LESSEE agrees to keep and maintain the leased premises in good repair and condition except for ordinary wear and tear and damage by fire or other unavoidable casualty not occurring by fault of LESSEE. Unless a repair is made necessary by the negligence or improper use of the premises by LESSEE, LESSOR shall make all necessary structural repairs or replacements, including but not limited to, repairs to the roof, walls, foundation, parking lot, and the plumbing, heating, electrical and other mechanical systems.

Section 12. REMOVAL OF FIXTURES. LESSEE may at any time during the term of this lease or upon termination or expiration of this lease, provided LESSEE is not in default, remove any trade fixtures installed by LESSEE on condition that LESSEE shall repair at its cost any damage caused by such removal.

Section 13. LESSOR'S ACCESS TO LEASED PREMISES. LESSOR 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 or maintaining the building of which the leased premises are a part, and exhibiting the said premises to a subsequent lessee.

Section 14. SHARED OFFICE SPACE AND CONFIDENTIALITY. Where LESSEE has leased work space in the same general area with other tenants or with LESSOR, LESSEE will respect the confidentiality of other tenants' and LESSOR's work product and files. Under no circumstances will LESSOR's computer, telephone, facsimile equipment or systems be shared or used at any time by LESSEE. Likewise, LESSOR will respect the confidentiality of LESSEE's work product and files and under no circumstances will LESSEE's computer, telephone, facsimile equipment or systems be shared or used at any time by LESSOR or any other tenant. All occupants will confine work product to identified work stations and will not take work files into commonly used areas.

Section 15. LIABILITY, INDEMNIFICATION, INSURANCE. LESSEE shall indemnify and hold harmless LESSOR and its officials, officers, agents and employees from any suits, claims, damages, and losses caused by the negligent acts, errors, or omissions of LESSEE.

Section 16. 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 by certified mail addressed to the addresses 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 as aforesaid, with postage properly prepaid. Notices to LESSOR shall be sent to Department of Human Services, Economic Assistance and Work Services Division, 1202 Northport Drive, Madison, WI, 53704, or such other official as LESSOR may from time to time designate in writing. Notices to LESSEE shall be sent to Brian Landry, Horizons Youth Services, 3318 N. Valley Pike, Rockingham, VA 22802.

Section 17. RULES. LESSEE shall not perform any acts or carry on any practices which may injure the leased premises or be a nuisance or menace to neighboring property or occupants. LESSEE shall comply with all laws, statutes, ordinances, rules and regulations of any governmental agency having authority or jurisdiction over the demised premises. Violation of any provision of this section shall constitute grounds for termination of this lease by LESSOR on thirty (30) days advance written notice containing the reasons for the termination. In the event of termination, rent already paid shall be prorated.

Section 18. 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 the 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. Any violation of such rules and regulations which continues or is not remedied within thirty (30) days after receipt of notice thereof from LESSOR shall constitute a default entitling LESSOR to re-enter the premises and remove LESSEE and to use any other remedies available to LESSOR.

Section 19. UNFITTABLE PREMISES. If the space assigned to LESSEE is partially damaged by fire or other casualty, but not rendered unfittable, LESSOR shall repair the premises at its own cost and expense. If the damage is so extensive as to render the premises unfittable but capable of being repaired in sixty (60) days, the same 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 fittable. In the event the premises are completely destroyed by fire or other casualty or so damaged that they will remain unfittable for more than sixty (60) days, at the option of LESSEE either: (1) if the premises are repaired or reconstructed by LESSOR the rents shall be paid up to the time of such damage and destruction and thereafter cease until the premises shall be fully restored; or, (2) if within one hundred eighty (180) days after the time of the damage or destruction the premises have not been repaired or reconstructed for LESSEE's use, or other reasonable facilities provided, LESSEE may give LESSOR written notice of its intention to cancel this agreement in its entirety as of the date of such damage or destruction. The term "premises" as used herein means the building structure only and bears or implies no reference to contents.

Section 20. INSURANCE REQUIRED. LESSEE shall insure or otherwise protect itself against losses by fire, theft, or other cause to any personal property of LESSEE, its directors, guests, business invitees, agents, employees or officers which is located on the leased premises.

Section 21. LESSEE'S OBLIGATIONS. LESSEE agrees to pay the rents at the times and in the manner aforesaid during the term of this lease, and at the expiration thereof, or earlier termination of the lease for any cause, 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 leased premises; that it will use the same for the above-named purpose only; 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 a reasonable rate considering 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 of the City of Madison and the State of Wisconsin, in connection with conducting its business or activities thereon. Building structure, operations and maintenance responsibilities of the LESSOR are not diminished or otherwise effected by LESSEE's obligations listed in this section.

Section 22. DEFAULT BY EITHER PARTY. Should either party be in default under any provision of this lease, the non-defaulting party, prior to exercising any option arising upon such default, shall give the defaulting party a written notice of such default, and the defaulting party shall have thirty days to remedy the default. This period may be extended by a written agreement of the parties.

Section 23. 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 hold and enjoy the leased premises.

Section 24. 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, subject to its attorney's approval as to form only, to execute any subordination agreement requested by such mortgagee of LESSOR.

Section 25. TERMINATION BY LESSOR. Notwithstanding any language herein to the contrary, LESSOR may terminate this lease, and all of its obligations thereunder in the event the Dane County Board of Supervisors, at any time during the term of this lease, authorizes the closing of this field office or fails to appropriate sufficient funds to LESSOR to continue to support its obligations under this lease. Any such termination shall require a minimum one hundred twenty (120) days written notice to LESSEE.

Section 26. EARLY TERMINATION BY LESSEE. LESSEE is in the business of workforce development, supported chiefly with funds from units of the federal government. LESSEE's continued work and the continued need for the demised premises depends on continued funding. Because funding provided by the LESSEE's customers is out of the control of LESSEE and may be changed, decreased, interrupted, or abbreviated on very short notice, all parties agree that the LESSEE shall be released from the terms and conditions of this lease in the event of a change, decrease, interruption or abbreviation of its funding that materially alters the LESSEE's need, or ability to pay, for the premises. In the event there is such a change, decrease, interruption, or abbreviation, LESSEE may cancel the remaining term of any renewal option of this lease by providing to the Lessor 30 days written notice of its intention so to do and by providing evidence of the change, decrease, interruption, or abbreviation. In no event shall the initial term be terminated.

Notwithstanding any other term or terms of this lease, the cancellation under this paragraph shall not be deemed a default and shall be without payment or penalty.

Section 27. NONDISCRIMINATION. During the term of this lease LESSEE agrees not to discriminate on the basis of race, religion, color, sex, handicap, age, sexual preference, marital status, physical appearance, or national origin against any person, whether a recipient of services (actual or potential), an employee or an applicant for employment, a tenant or an applicant for tenancy. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, any other form of compensation or level of service(s). LESSEE agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases and exceptions shall be permitted only to the extent allowable in state or federal law.

Section 28. AFFIRMATIVE ACTION. LESSEE is subject to this paragraph only if LESSEE has ten or more employees and receives \$10,000 or more in annual aggregate contracts and leases with LESSOR. LESSEE shall file an Affirmative Action Plan with the Dane County Contract Compliance Officer in accord with Chapter 19 of the Dane County Code of Ordinances. Such plan must be filed within fifteen (15) days of the effective date of this Lease and failure to do so by said date shall constitute grounds for immediate termination of this Lease by LESSOR. LESSEE shall also, during the term of this Lease, provide copies of all announcements of employment opportunities to LESSOR's Contract Compliance office, and shall report annually the number of persons, by race, sex and handicap status, who apply for employment and, similarly classified, the number hired and the number rejected.

Section 28. EQUAL OPPORTUNITY EMPLOYER. In all solicitations for employment placed on LESSEE's behalf during the term of this Lease, LESSEE shall include a statement to the effect that LESSEE is an "Equal Opportunity Employer".

Section 30. RECORDS. LESSEE agrees to furnish all information and reports required by LESSOR's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords., and the provisions of this Lease.

Section 31. ACCESS FOR PHYSICALLY DISABLED. LESSOR shall maintain access to the premises for the physically disabled as specified in Section 101.13 of the Wisconsin Statutes (1991-92) and acts amendatory thereto.

Section 32. SIGNS NOT PERMITTED. Except in designated areas, LESSEE shall post no signs nor erect any signs of any kind upon the premises without the prior written consent of LESSOR.

Section 33. 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 avoid or affect the right of the party to enforce the same upon a subsequent default or breach.

Section 34. 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 35. 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 36. CAPTIONS. The captions of 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 37. 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 38. THIRD PARTIES. This lease is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this lease shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

Section 39. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein and this lease supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this lease shall not be amended in any fashion except in writing, executed by both parties.

Section 40. COUNTERPARTS. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

Section 41. COPIES VALID: This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to any service of notices under this Agreement.

END OF CONDITIONS.

IN WITNESS WHEREOF, LESSOR and LESSEE, by their respective authorized agents, have set their hands and seals to this Agreement which shall be effective as of the day and date by which both parties have executed this Agreement.

FOR LESSEE:

Horizons Youth Services LC

BY: Brian Landry Date: 2-27-24
Brian Landry, Sr. Vice-President

FOR LESSOR:

County of Dane

BY: _____ Date: _____
Joseph T. Parisi, County Executive

By: _____ Date: _____
Scott McDonell, County Clerk

EXHIBIT A

