

Dane County Contract Cover Sheet

BAF# 20133

RES 288

Dept./Division	Human Services /
Vendor Name	Cyrena Pondrom D/B/A Pondrom Apartments
Vendor MUNIS #	28855
Brief Contract Title/Description	Lease for JFF office with Pondrom Apartments located at 2225 Allied Drive (4 units) effective 1/1/2021. Term is for one Year. Lease includes one-year renewal with 4% increase.
Contract Term	January 1, 2021 through December 31, 2021
Total Contract Amount	\$ 36,504

Contract # <small>Admin will assign</small>	14208
Addendum	<input type="checkbox"/> Yes <input checked="" 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 #	288
	<input type="checkbox"/> Addendum Form required.				Year	2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	12/14/20		
	Controller			approvals from all departments via email
	Purchasing			attached herein
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	Nan Thornton
Phone #	(608) 242-6391	Phone #	608-240-8840
Email	larsen.spring@countyofdane.com	Email	nan@faircrest.com
Address	1202 Northport Drive, RM Gr42A, Madison WI 53704	Address	1741 Commercial Ave Madison WI 53704-4747

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	\$ 36504	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>	12/14/2020
	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 15, 2020 4:26 PM
To: Hicklin, Charles; Clow, Carolyn; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie
Subject: Contract #14208
Attachments: 14208.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/16/2020 9:37 AM	Approve: 12/16/2020 9:37 AM
	Clow, Carolyn		
	Gault, David		
	Lowndes, Daniel		
	Stavn, Stephanie	Read: 12/16/2020 10:19 AM	

Contract #14208

Department: Human Services

Vendor: Cyrena Pondrom dba Pondrom Apartments

Contract Description: JFF Office Lease at 2225 Allied Drive, #1-4 (RES 288)

Contract Term: 1/1/21 – 12/31/21

Contract Amount: \$36,504

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

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

Goldade, Michelle

From: Gault, David
Sent: Tuesday, December 15, 2020 6:53 PM
To: Goldade, Michelle
Subject: Approve: Contract #14208

The tenant is not Dane County Joining Forces for Families, it is just Dane County. Just for future reference that's how leases should be drafted.

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 15, 2020 6:43 PM
To: Goldade, Michelle
Subject: Approve: Contract #14208

Goldade, Michelle

From: Lowndes, Daniel
Sent: Tuesday, December 15, 2020 5:06 PM
To: Goldade, Michelle
Subject: Approve: Contract #14208

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

2020 RES-288

**AUTHORIZING ALLIED LEASE FOR
JOINING FORCES FOR FAMILIES PROGRAM - DCDHS - PEI DIVISION**

Dane County Department of Human Services (DCDHS) - Prevention & Early Intervention (PEI) division provides more localized services in the communities identified as needing those services the most through the Joining Forces for Families (JFF) program. This program leases four office units in a building located at 2225 Allied Drive, #1, 2, 3 and 4, Madison, Wisconsin owned by Pondrom Apartments and managed by Faircrest Management, LLC. The current lease expires on December, 31, 2020 and DCDHS intends to continue leasing this space for another year, beginning January 1, 2021 through December 31, 2021.

The negotiated rental rate for the designated JFF space is \$3,042 per month (\$760.50 for each unit) or \$36,504 annually. Utilities except for electricity will be paid by the landlord. The lease includes an additional one year renewal term at a 4% increase. The space will be utilized by a Dane County community social worker and other JFF partners.

NOW, THEREFORE, BE IT RESOLVED that Dane County enter into a Lease with Pondrom Apartments and Faircrest Management, LLC 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.

