

2025 RES-270

**APPROVAL OF JOB CENTER AND SOUTH MADISON OFFICE SPACE SHARING
LEASE ADDENDUM WITH FORWARD SERVICE CORPORATION
DCDHS – EAWS DIVISION**

7 Dane County Department of Human Services is in partnership with Forward Service
8 Corporation (FSC) for the provision of Wisconsin Works (W2) and FoodShare
9 Employment and Training services located at the Dane County Job Center and South
10 Madison Offices. FSC has been leasing office space from the county since 2013 and in
11 addition exercising its third option to renew the current lease, FSC desires to add
12 another office space to the South Madison Office.

14 The original lease provides 1 standard cubicle and 2 private offices along with use of
15 conference rooms at 2306 South Park Street to FSC. This Lease Addendum will add
16 one additional office space to the lease at a cost of \$231 per month per the original rent
17 schedule in addition to extending the lease to December 31, 2026.

19 With the 2% agreed upon annual increase and the additional office space, the revised
20 2026 annual payment shall increase to \$41,580.00 annually resulting in a monthly rental
21 payment of \$3,465.00 for the combined space at both locations. If FSC chooses to
22 exercise its final lease renewal option in 2027, the annual rental payment would increase
23 to \$42,480.00 or \$3,540.00 per month.

25 NOW, THEREFORE, BE IT RESOLVED that Dane County enter into a Lease
26 Addendum with Forward Service Corp under the terms summarized above; and

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