



**New York State
Unified Court System**

Office of the Administrative Judge • 3rd Judicial District

Hon. James P. Murphy
Deputy Chief Administrative Judge
for Courts Outside New York City

Hon. Gerald W. Connolly
Administrative Judge

Amelia Lepore Sessions
District Executive

Matt Schaefer
Deputy District Executive

April 16, 2025

The Honorable Daniel McCoy
County of Albany
112 State Street – Room 900
Albany, New York 12207

Re: Agreement between UCS and the County of Albany for Court
Cleaning and Minor Repairs (Contract No. C300501) Annual Renewal
Letter and Budget (Appendix B) for SFY 2024-25

Dear County Executive McCoy:

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and County of Albany we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2024 and shall terminate on March 31, 2025. During this 2024-2025 renewal period, all terms and conditions of the above-referenced Agreement shall continue to apply, except as specified below.

The proposed budget for services to be rendered pursuant to this contract in the 2024-2025 period shall be \$823,326.00. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2024-2025 period shall be 100% of that amount. The attached revised Appendix B, detailing the proposed budget for the renewal period, shall be incorporated into the Agreement and shall replace all prior Appendix B's. The signatures below shall confirm acceptance of this renewal by the County of Albany and by the UCS.

Unified Court System
Court Cleaning and Minor Repairs Proposed Budget Form
(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

State Fiscal Year: 2024-2025 (April 1, 2024 - March 31, 2025)

Name of County or City: Albany County, C300501

List Court Buildings:		Court Spaces to be Cleaned and Repaired Pursuant to this Budget		
Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total	Court Related	
		Building Net Usable Square Feet	Net Usable Sq. Ft.	Aid Eligible Percentage
County Court, 16 Eagle Street, Albany NY 12207	Owned	104,432	70,565	68%
Judicial Center, 6 Lodge Street, Albany NY 12207	Owned	76,066	40,315	53%
Family Court, 32 Clinton Ave, Albany NY 12207	Owned	83,595	66,040	79%
Combined		264,093	176,920	67%

Note: Divide Court SF by Total SF for percent

Anticipated Changes in Location or Space Utilization:

Name and Address of Affected Building(s)	Nature of Changes	Target Date

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
1	NYSID	Janitorial Services	Judicial Center	\$175,976	53%	\$93,267
2	NYSID	Janitorial Services	Family Courthouse	\$195,442	79%	\$154,399
3	NYSID	Additional Cleaning	OCA	\$50,000	100%	\$50,000
4	Unifirst	Floor Mats & Mops	Courthouse	\$8,250	68%	\$5,610
5	Unifirst	Floor Mats	Judicial Center	\$4,125	53%	\$2,186
6	Unifirst	Floor Mats	Family Courthouse	\$3,750	79%	\$2,963
1(a) Subtotal:						\$308,425

1(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
7							
8							
9	6	All	\$272,725	\$190,908	\$463,633	67%	\$310,634
10							
11							
12							
1(b) Subtotal:							\$310,634

1(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13						
14	Housekeeping Supplies	Courthouse	1	\$6,950	68%	\$4,726
15						
16	Small Equipment	Courthouse	1	\$350	68%	\$238
17						
18						
					1(c) Subtotal:	\$4,964

1(d) - Total Cleaning Costs (1a+1b+1c): \$624,023

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19						
20	County Waste Service	Courthouse	1	\$6,750	68%	\$4,590
21	County Waste Service	Judicial Center	1	\$6,500	53%	\$3,445
22	County Waste Service	Family Courthouse	1	\$5,250	79%	\$4,148
23						
2(a) Total:						\$12,183

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
24						
25	N/A					
26						
27						
28						
2(b) Total:						\$0

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) **\$12,183**

3 HVAC Cleaning Costs

3(a) Duct Work Cleaning and Filter Changing By Service Contract

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
29						
30		Duct Work/Filter Change	Judicial Center	\$0	53%	\$0
31		Duct Work/Filter Change	Courthouse	\$0	68%	\$0
32		Duct Work/Filter Change	Family Courthouse	\$0	79%	\$0
33						
34						
3(a) Subtotal:						\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
35							
36	1	Courthouse	\$3,200	\$2,112	\$5,312	68%	\$3,612
37							
38	1	Judicial Center	\$2,150	\$1,419	\$3,569	53%	\$1,892
39							
40	1	Family Courthouse	\$750	\$495	\$1,245	79%	\$984
						3(b) Subtotal:	\$6,487

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41						
42	Sock Filters	Courthouse	12	\$840	68%	\$6,854
43	Sock Filters	Judicial Center	6	\$420	53%	\$1,336
44	Sock Filters	Family Courthouse	6	\$420	79%	\$1,991
45						
46						
					3(c) Subtotal:	\$10,181

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) **\$16,668**

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d: 4 **\$652,874**

5 Proposed "Tenant" Work

Use the following codes: a - Flooring and Carpeting
b - Painting
c - Interior Ceilings
d - Bathrooms
e - Fixtures
f - Minor Renovation
g - Other (Identify)

Work to be Performed:

	Code	Describe Work	Building	Wages	Fringe	Supplies	Total Costs	Aid Eligible Percentage	Budget Request
47	a/b/e/f/g	Continuous Facility Improvements and Updates	All				\$32,000	100%	\$32,000
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
Total (5):									\$32,000

6 TOTAL - 100% REIMBURSIBLE EXPENSES:
(Cleaning Costs & Tenant Work)

Total (4+5) 6: **\$684,874**

7 Building and Property Maintenance:

7(a) Service Contracts

Use Codes A-G:

a - Pest Control
b - Elevators
c - HVAC
d - Telephone Wiring

e - Security & Alarm Systems
f - Property Maintenance
g - Other (Identify)

	Code	Contractor	Type Work Performed	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
58	A	Alleymor	Pest Control	Courthouse	\$1,000	68%	\$680
59	A	Alleymor	Pest Control	Family Courthouse	\$750	79%	\$593
60	A	Alleymor	Pest Control	Judicial Center	\$750	53%	\$398
61	B	Kone Elevator	Elevator Maintenance	Family Courthouse	\$12,225	79%	\$9,658
62	B	Kone Elevator	Elevator Maintenance	Judicial Center	\$21,250	53%	\$11,263
63	B	Kone Elevator	Elevator Maintenance	Courthouse	\$35,250	68%	\$23,970
64	C	BPI Mechanical, Gotham	HVAC Maintenance	Family Courthouse	\$12,125	79%	\$9,579
65	C	J Control & Eckert Mechanical	HVAC Maintenance	Judicial Center	\$25,575	53%	\$13,555
66	C	Eckert Mechanical	HVAC Maintenance	Courthouse	\$21,150	68%	\$14,382
67	E	Worksheet will provide info.	Security Alarm Services	FC - CH - JC	\$37,750	100%	\$37,750
68	G	Worksheet will provide info.	Others	FC - CH - JC	\$34,250	100%	\$34,250
7(a) Subtotal:							\$156,076

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69							
70	4	All	\$203,284	\$142,299	\$345,583	67%	\$231,540
71							
72							
73							
74							
75							
76							
7(b) Subtotal:							\$231,540

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Maintenance Supplies & Equipment	Courthouse	1	\$12,500	68%	\$8,500
78	Maintenance Supplies & Equipment	Judicial Center	1	\$150	53%	\$80
79	Maintenance Supplies & Equipment	Family Courthouse	1	\$1,000	79%	\$790
80				\$0	0%	
81						
7(c) Subtotal:						\$9,370

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$396,986**

8 Total - Building and Property Maintenance Costs: 8 **\$396,986**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 **\$99,246**

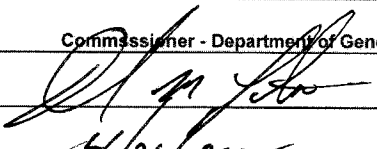
10 Total Proposed Direct Costs (Item 6 + Item 9): 10 **\$784,120**

11 Overhead Costs (Item 10 x .05): 11 **\$39,206**

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 **\$823,326**

13 Local Government Certification:

I hereby certify that the cost estimates contained herein were developed using the best available information and that the proposed budget amounts are just, true and correct to the best of my knowledge.

Name: Daviv M. Latina
 Title: Commissioner - Department of General Services
 Signature: 
 Date: 4/28/2021

County or City: Albany County
 Address: 112 State Street - Room 1300
 Albany, New York 12207
 Phone: (518) 339-5108

ENDNOTES:

Use budget line numbers for reference and include remarks or explanations below.

Line No. Explanation:
