STATE OF NEW YORK
UNIFIED COURT SYSTEM
THIRD JUDICIAL DISTRICT
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033
(518) 285-8300
FAX (518) 285-6169

TAMIKO AMAKER
Chief Administrative Judge

Norman St. George
Deputy Chief Administrative Judge
Courts Outside New York City

Gerald W. Connolly
District Administrative Judge
Third Judicial District

CHRISTY Q. BASS
District Executive

December 23, 2022

Hon. Daniel McCoy, County Executive
County of Albany
112 State Street - Room 900
Albany, New York 12207

Re: **Agreement between Unified Court System and the County of Albany for Court Cleaning and Minor Repairs (Contract Number C300387) Annual Renewal Letter and Budget (Appendix B) for SFY 2022-2023**

Dear Hon. McCoy:

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the 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, 2022 and shall terminate on March 31, 2023. During this 2022-23 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 2022-23 period shall be **$742,815.00**. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2022-23 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.

Accordingly, the original of this letter should be signed by an authorized representative of the County of Albany, and the corresponding acknowledgment page should be notarized. The signed original letter together with the related documents should be returned to this office.

Thank you.

Sincerely,

Christy Q. Bass

Christy Q. Bass
District Executive

Accepted For: the County of Albany

Name: _____

Title: _____

Dated: _____

Accepted For: Unified Court System

_____
Maureen McAlary, Director
Division of Financial Management

Dated: _____

Attachments

ACKNOWLEDGMENT

STATE OF NEW YORK)
)SS:
COUNTY OF)

On the _____ day _____, 2023, personally came_____

to me known, who, being by me duly sworn, did depose and say that s/he resided in

_____, that she/he is the_____

of _____, the municipality described in and which executed the above instrument; and that s/he is authorized to execute the above instrument on behalf of said municipality.

_____

NOTARY PUBLIC

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: April 1, 2022 - March 31, 2023

Name of County or City: Albany County

List Court Buildings:

Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total Building Net Usable Square Feet	Court Spaces to be Cleaned and Repaired Pursuant to this Budget Court Related Net Usable Sq. Ft.	Court Related Aid Eligible Percentage
County Court, 16 Eagle Street, Albany NY 12207	Owned	104,432	70,565	67%
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	$150,000	53%	$79,500
2	NYSID	Janitorial Services	Family Court	$155,500	79%	$122,845
3	NYSID	Covid-19 Cleaning	OCA	$45,250	100%	$45,250
4	Unifirst	Floor Mats & Mops	Court House	$7,800	67%	$5,226
5	Unifirst	Floor Mats	Judicial	$5,500	53%	$2,915
6	Unifirst	Floor Mats	Family Court	$2,980	79%	$2,354
					1(a) Subtotal:	$258,090

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	Court House	$221,895	$187,325	$409,220	67%	$274,177
10							
11							
12							
						1(b) Subtotal:	$274,177

1(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13						
14	Housekeeping Supplies	Court House	1	$10,250	67%	$6,868
15						
16	Housekeeping Equipment	Court House	1	$1,000	67%	$670
17						
18						
					1(c) Subtotal:	$7,538

1(d) - Total Cleaning Costs (1a+1b+1c): $539,805

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	Court House	1	$6,750	67%	$4,523
21	County Waste Service	Judicial Services	1	$6,150	53%	$3,260
22	County Waste Service	Family Court	1	$5,500	79%	$4,345
23						
					2(a) Total:	$12,127

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
24						
25						
26	None					
27						
28						
					2(b) Total:	$0

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) $12,127

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	$0	53%	$0
31	None	Duct Work/Filter Change	Court House	$0	67%	$0
32		Duct Work/Filter Change	Family Court	$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	Court House	$4,770	$1,813	$6,583	67%	$4,411
37							
38	1	Judicial Center	$1,500	$550	$2,050	53%	$1,087
39							
40	1	Family Court	$1,000	$475	$1,475	79%	$1,165
						3(b) Subtotal:	$6,662

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41						
42	Sock Filters	Court House	6	$100	67%	$402
43	Sock Filters	Judicial Center	12	$100	53%	$636
44	Sock Filters	Family Court	6	$100	79%	$474
45						
46						
					3(c) Subtotal:	$1,512

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) **$8,174**

4 GRAND TOTAL - ALL "CLEANING COSTS": Grand Total Boxes 1d + 2c + 3d: 4 **$560,106**

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									
48									
49	F		Courthouse				$50,000	100%	$50,000
50									
51									
52									
53									
54									
55									
56									
57									
								Total (5):	$50,000

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

Total (4+5) 6: $610,106

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	Court House	$1,000	67%	$670
59	A	Alleymor	Pest Control	Family Court	$1,000	79%	$790
60	A	Alleymor	Pest Control	Judicial Center	$1,000	53%	$530
61	B	Kone Elevator	Elevator Maintenance	Family Court	$28,405	79%	$22,440
62	B	Kone Elevator	Elevator Maintenance	Judicial Center	$20,150	53%	$10,680
63	B	Kone Elevator	Elevator Maintenance	Court House	$23,460	67%	$15,718
64	C	BPI Mechanical, Gotham	HVAC Maintenance	Family Court	$23,460	79%	$18,533
65	C	J Control & Eckert Mechanical	HVAC Maintenance	Judicial Center	$50,750	53%	$26,898
66	C	Eckert Mechanical	HVAC Maintenance	Court House	$35,725	67%	$23,936
67	E	Worksheet will provide info.	Security Alarm Services	FC - CH - JC	$45,250	100%	$45,250
68	G	Worksheet will provide info.	Others	FC - CH - JC	$29,275	100%	$29,275
						7(a) Subtotal:	$194,719

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69							
70	4	Court House Staff	$187,927	$86,755	$274,682	67%	$184,037
71							
72							
73							
74							
75							
76							
						7(b) Subtotal:	$184,037

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Maintenance Supplies	Court House	1	$9,150	67%	$6,131
78	Maintenancce Supplies	Judicial Center	1	$6,550	53%	$3,472
79	Maintenance Supplies	Family Court	1	$1,250	79%	$988
80	Small Tools	Court House	0	$0	67%	$0
81						
					7(c) Subtotal:	$10,590

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): $389,346

8 Total - Building and Property Maintenance Costs: 8 $389,346

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 $97,336

10 Total Proposed Direct Costs (Item 6 + Item 9): 10 *$707,443*

11 Overhead Costs (Item 10 x .05): 11 *$35,372*

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 *$742,815*

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:		County or City:	
Title:		Address:	
Signature:			

Date:

Phone:

ENDNOTES:

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

Line No.	Explanation: