



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

**LAWRENCE K. MARKS**  
Chief Administrative Judge

**Vito C. Caruso**  
Deputy Chief Administrative Judge  
Courts Outside New York City

**Gerald W. Connolly**  
District Administrative Judge  
Third Judicial District

**CHRISTY Q. BASS**  
Acting District Executive

November 5, 2020

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 2020-2021**

Dear Mr. 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, 2020 and shall terminate on March 31, 2021. During this 2020-21 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 2020-21 period shall be **\$709,061.00**. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2020-21 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  
Acting District Executive

Accepted For: the County of Albany

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Attachments

Accepted For: Unified Court System

\_\_\_\_\_  
Maureen McAlary, Director  
Division of Financial Management

Dated: \_\_\_\_\_

## **ACKNOWLEDGMENT**

STATE OF NEW YORK     )  
                                      )SS:  
COUNTY OF                 )

On the \_\_\_\_ day \_\_\_\_\_, 2020, 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, 2020 - March 31, 2021

Name of County or City: Albany county

Court Spaces to be Cleaned and  
Repaired Pursuant to this Budget

List Court Buildings:

Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total Building Net Usable Square Feet	Court Related	
			Net Usable Sq. Ft.	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
Family Court, 32 Clinton Ave., Albany NY 12207	Occupied Building Space	Summer 2020

**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	\$144,535	53%	\$76,604
2	Tri State Fascade Services	Window Cleaning	JC - CH - FC	\$13,550	100%	\$13,550
	Second Chance	Janitorial Services	CH	\$40,000	100%	\$40,000
3	Unifirst	Floor Mats	JC	\$4,750	53%	\$2,518
4	Unifirst	Floor Mats & Mops	Court House	\$8,650	67%	\$5,796
5	Unifirst	Floor Mats	Family Court	\$3,250	79%	\$2,568
6	NYSID	Cleaning Services	Family Court	\$149,174	79%	\$117,847
1(a) Subtotal:						<b>\$258,882</b>

**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	\$231,990	\$172,736	\$404,726	67%	\$271,166
10							
11							
12							
1(b) Subtotal:							\$271,166

**1(c) Supplies and Equipment**

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13						
14	Housekeeping Supplies	Court House	1	\$10,725	67%	\$7,186
15						
16	Housekeeping Equipment	Court House	1	\$5,000	67%	\$3,350
17						
18						
					1(c) Subtotal:	\$10,536

1(d) - Total Cleaning Costs (1a+1b+1c): **\$540,584**

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	\$6,975	67%	\$4,673
21	County Waste Service	Judicial Services	1	\$6,250	53%	\$3,313
22	County Waste Service	Family Court	1	\$5,025	79%	\$3,970
23						
2(a) Total:						<b>\$11,956</b>

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:						<b>\$0</b>

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) **\$11,956**

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	\$2,250	\$750	\$3,000	67%	\$2,010
37							
38	1	Judicial Center	\$1,500	\$550	\$2,050	53%	\$1,087
39							
40	1	Family Court	\$1,000	\$350	\$1,350	79%	\$1,067
3(b) Subtotal:							<b>\$4,163</b>

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41						
42	Sock Filters	Court House	4	\$100	67%	\$268
43	Sock Filters	Judicial Center	6	\$100	53%	\$318
44	Sock Filters	Family Court	4	\$100	79%	\$316
45						
46						
					3(c) Subtotal:	\$902

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) **\$5,065**

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d: 4 **\$557,604**



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	F		JC, CH, FC			\$25,000	\$25,000	100%	\$25,000
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
Total (5):									\$25,000

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

Total (4+5) 6: **\$582,604**

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	\$600	67%	\$402
59	A	Alleymor	Pest Control	Family Court	\$600	79%	\$474
60	A	Alleymor	Pest Control	Judicial Center	\$600	53%	\$318
61	B	Otis Elevator	Elevator Maintenance	Family Court	\$50,000	79%	\$39,500
62	B	Otis Elevator	Elevator Maintenance	Judicial Center	\$30,275	53%	\$16,046
63	B	Otis Elevator	Elevator Maintenance	Court House	\$17,550	67%	\$11,759
64	C	JC, BPI, Eastern Heating, PSS.	HVAC Maintenance	Family Court	\$50,250	79%	\$39,698
65	C	JC, Eckert, PSS, BPI, Eastern H.	HVAC Maintenance	Judicial Center	\$45,150	53%	\$23,930
66	C	Eastern Heating, BPI, JC, PSS.	HVAC Maintenance	Court House	\$35,450	67%	\$23,752
67	E	Worksheet will provide info.	Security Alarm Services	FC - CH - JC	\$35,225	100%	\$35,225
68	G	Worksheet will provide info.	Others	FC - CH - JC	\$22,250	100%	\$22,250
7(a) Subtotal:							<b>\$213,352</b>

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69							
70	3	Court House Staff	\$145,143	\$41,038	\$186,181	67%	\$124,741
71							
72	9	112 Bldg Building Staff	\$12,750	\$6,550	\$19,300	67%	\$12,931
73							
74							
75							
76							
7(b) Subtotal:							<b>\$137,672</b>

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Maintenance Supplies	Court House	1	\$15,575	67%	\$10,435
78	Maintenanccce Supplies	Judicial Center	1	\$12,755	53%	\$6,760
79	Maintenance Supplies	Family Court	1	\$3,225	79%	\$2,548
80	Small Tools	Court House	1		67%	\$0
81						
7(c) Subtotal:						<b>\$19,743</b>

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$370,767**

8 Total - Building and Property Maintenance Costs: 8 **\$370,767**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 **\$92,692**

10 Total Proposed Direct Costs (Item 6 + Item 9): 10 **\$675,296**

11 Overhead Costs (Item 10 x .05): 11 **\$33,765**

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 **\$709,061**

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:	
Title:	
Signature:	

County or City:	
Address:	

Date:

Phone:

**ENDNOTES:**

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

Line No. Explanation:

67	The "Budget Request" for all three Departments = S35,225.00
68	The "Budget Request" for all three Departments = S22,250.00