



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

Gerald W. Connolly
District Administrative Judge
Third Judicial District

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

CHRISTY Q. BASS
District Executive

December 8, 2021

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 2021-2022**

Dear Mr. McCoy:

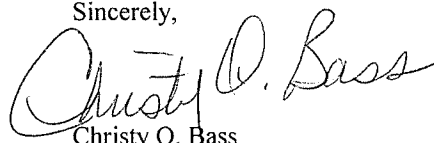
Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the County of Albany, we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2021 and shall terminate on March 31, 2022. During this 2021-22 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 2021-22 period shall be **\$690,500.00**. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2021-22 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
District Executive

Accepted For: the County of Albany

Accepted For: Unified Court System

Name: _____

Title: _____

Dated: _____

Attachments

Maureen McAlary, Director
Division of Financial Management

Dated: _____

ACKNOWLEDGMENT

STATE OF NEW YORK)
)SS:
COUNTY OF)

On the _____ day _____, 202 , 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, 2021 - March 31, 2022

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		Court Related	Aid Eligible
		Building Net Usable Square Feet	Net Usable Sq. Ft.		
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 2021

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	\$140,130	53%	\$74,269
2	Tri State Cascade Services	Window Cleaning	JC - CH - FC	\$24,000	100%	\$24,000
3	Unifirst	Floor Mats	JC	\$5,125	53%	\$2,716
4	Unifirst	Floor Mats & Mops	Court House	\$9,150	67%	\$6,131
5	Unifirst	Floor Mats	Family Court	\$4,750	79%	\$3,753
6	NYSID	Cleaning Services	Family Court	\$145,150	79%	\$114,669
1(a) Subtotal:						\$225,537

1(b) Local Payroll

		Total				
No. of Positions	Building	Annual Wages	Fringe Benefits	Personal Service Costs	Aid Eligible Percentage	Budget Request
7						
8						
9	Court House	\$230,575	\$171,750	\$402,325	67%	\$269,558
10						
11						
12						
1(b) Subtotal:						\$269,558

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13					
14	Housekeeping Supplies	1	\$6,250	67%	\$4,188
15					
16	Housekeeping Equipment	1	\$1,250	67%	\$838
17					
18					
1(c) Subtotal:					\$5,025

1(d) - Total Cleaning Costs (1a+1b+1c):

\$500,119

2 Trash Removal and Disposal
2(a) Trash Removal

Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19 County Waste Service	Court House	1	\$5,250	67%	\$3,518
20 County Waste Service	Judicial Services	1	\$4,950	53%	\$2,624
21 County Waste Service	Family Court	1	\$4,125	79%	\$3,259
22					
23					
2(a) Total:					\$9,400

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):					\$9,400

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		Aid Eligible Percentage	Budget Request
				Personal Service Costs			
35							
36	Court House	\$2,250	\$750	\$3,000	67%	\$2,010	
37							
38	Judicial Center	\$1,500	\$550	\$2,050	53%	\$1,087	
39							
40	Family Court	\$1,000	\$350	\$1,350	79%	\$1,067	
3(b) Subtotal:						\$4,163	

3(c) Filter Changing - Filters Only

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41					
42	Court House		\$100	67%	\$0
43	Judicial Center	12	\$100	53%	\$636
44	Family Court		\$100	79%	\$0
45					
46					
3(c) Subtotal:					\$636

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) **\$4,799**

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d: 4 **\$514,318**

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				\$18,000	100%	\$17,000
48									
49	b		CH				\$28,000	100%	\$28,000
50									
51									
52									
53									
54									
55									
56									
57									
Total (5):									\$45,000

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

Total (4+5) 6: **\$559,318**

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	Building	Contract		Aid Eligible Percentage	Budget Request
		Work Performed		Amounts for Budget Period			
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 Otis Elevator	Elevator Maintenance	Family Court	\$50,000	79%	\$39,500	
62	B Otis Elevator	Elevator Maintenance	Judicial Center	\$20,150	53%	\$10,680	
63	B Otis Elevator	Elevator Maintenance	Court House	\$17,550	67%	\$11,759	
64	C JC, BPI, Eastern Heating, PSS.	HVAC Maintenance	Family Court	\$35,875	79%	\$28,341	
65	C JC, Eckert, PSS, BPI,Eastern H.	HVAC Maintenance	Judicial Center	\$45,250	53%	\$23,983	
66	C Eastern Heating, BPI, JC, PSS.	HVAC Maintenance	Court House	\$40,450	67%	\$27,102	
67	E Worksheet will provide info.	Security Alarm Services	FC - CH - JC	\$37,500	100%	\$37,500	
68	G Worksheet will provide info.	Others	FC - CH - JC	\$22,250	100%	\$22,250	
7(a) Subtotal:						\$203,103	

7(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69						
70	3 Court House Staff	\$150,948	\$70,275	\$221,223	67%	\$148,219
71						
72	5 112 Bldg Building Staff	\$26,750	\$8,850	\$35,600	67%	\$23,852
73						
74						
75						
76						
7(b) Subtotal:						\$172,071

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Maintenance Supplies	Court House	1	\$12,650	67%	\$8,476
78	Maintenance Supplies	Judicial Center	1	\$9,750	53%	\$5,168
79	Maintenance Supplies	Family Court	1	\$5,550	79%	\$4,385
80	Small Tools	Court House	1	\$0	67%	\$0
81						
7(c) Subtotal:						\$18,028

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$393,202**

8 Total - Building and Property Maintenance Costs: **\$393,202** 8

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) **\$98,301** 9

10 Total Proposed Direct Costs (Item 6 + Item 9):

11 Overhead Costs (Item 10 x .05):

12 Total Proposed Contract Amount (Item 10 + Item 11):

10
11
12

\$657,619
\$32,881
\$690,500

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" (100%) for all three Departments = \$37,500
68	The "Budget Request" (100%) for all three Departments = \$22,250