

STATE OF NEW YORK
UNIFIED COURT SYSTEM
FOURTH JUDICIAL DISTRICT
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NEW YORK 12866
(518) 285-5099
FAX # (518) 453-8988

A. GAIL PRUDENTI
Chief Administrative Judge

MICHAEL V. COCCOMA
Deputy Chief Administrative Judge
Courts Outside New York City

VITO C. CARUSO
District Administrative Judge
Fourth Judicial District

JOANNE B. HAELEN
District Executive

SHARON E. SHEFFER
Principal Administrative Assistant

August 15, 2012

The Honorable Scott Johnson
City of Saratoga Springs
City Hall, 474 Broadway
Saratoga Springs, New York 12866

Re: Agreement between UCS and the City of Saratoga Springs for Court Cleaning and Minor Repairs (Contract No. C300171) Annual Renewal Letter and Budget (Appendix B) for SFY 2012

Dear Mayor Johnson:

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the City of Saratoga Springs, we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2012 and shall terminate on March 31, 2013. During this 2012-2013 renewal period, all terms and conditions of the above-referenced Agreement shall continue to apply, except as specified below.

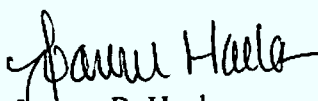
The proposed budget for services to be rendered pursuant to this contract in the 2012-2013 period shall be \$76,126.00. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2012-2013 period shall be 100% of that amount. The attached revised 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 City of Saratoga Springs and by the UCS.

Accordingly, the original of this letter should be signed by an authorized representative of the City of Saratoga Springs, and the corresponding acknowledgment page should be notarized. Two sets of the signed original letter together with the related documents should be returned to this office.

Please contact James Clark, Jr. in this office with any questions regarding any of the above.

Thank you.

Sincerely,



Joanne B. Haelen
District Executive

JBH:jc

Attachment

cc: Susan Lewis, Chief Clerk
Anthony Scirocco, Commissioner of Public Works

Accepted for: City of Saratoga Springs

Accepted for: Unified Court System

Name:
Title:

Maureen McAlary
Director, Division of Financial Management

Dated:

Dated:

ACKNOWLEDGMENT

STATE OF New York)
) ss.:
COUNTY OF)

On the day of , 201__ , personally came , to
me known, who, being by me duly sworn, did depose and say that he/she resides in ,
that he/she is the (Title) of (Municipality),
the municipality described in and which executed the above instrument; and that he/she is authorized
to execute the above instrument on behalf of said municipality.

NOTARY PUBLIC

Unified Court System

xls-format

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)

For Period of April 1, 2012 through March 31, 2013

Name of County or City : **City of Saratoga Springs: C300171**

List of Court Buildings (Including County Clerk Space):

Court Spaces to be Cleaned and Repaired pursuant to this Budget

Name and Address of Each Building	Owned or Leased	Total Net Usable Square Ft.	Court Related Net Usable Sq. Ft.	NN Percentage
City Hall, 474 Broadway	Owned	53,000	5,400	10%
Combined		53,000	5,400	10%

Note: Divide Court Sq. Ft by Total Sq. Ft 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	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
1	Clean A Blind	clean blinds	City Hall	\$400	100%	\$400
2	Tri-State Carpet Rental	Carpet Cleaning	City Hall	\$1,500	100%	\$1,500
3	Coyne	mats/mops	City Hall	\$2,000	10%	\$200
4						
5						
6						
1(a) Subtotal :						\$2,100

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
7	1 Court room cleaner	\$43,350	\$23,845	\$67,195	20%	\$13,439
8						
9						
10						
11						
12						
1(b) Subtotal :						\$13,439

1(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
13	General Cleaning Supplies	City Hall		\$10,300	10%	\$1,030
14						
15						
16						
17						
18						
19						
20						
21						
22						
					1(c) Subtotal :	\$1,030
					1(d) - Grand Total Cleaning Costs (1a+1b+1c) :	\$16,569

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
23	Waste Management	City Hall		\$12,200	10%	\$1,220
24						
25						
26						
27						
					2(a) Total :	\$1,220

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
28						
29						
30						
31						
32						
	2(b) Total :					\$0
	<u>2(c) - Grand Total Trash Removal & Disposal (2a+2b) :</u>					2(c) \$1,220

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	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
33						
34						
35						
36						
37						
38						
	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	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
39						
40						
41						
42						
43						
44						
3(b) Subtotal :						\$0

3(c) Filter Changing - Filters Only

Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
45					
46					
47					
48					
49					
50					
3(c) Subtotal :					\$0

3(d) - Total - HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c):

3(d)

\$0

4 Totals for all "Cleaning Costs" :

Grand Total Boxes 1d + 2c + 3d :

4

\$17,789

5 Proposed "Tenant" Work

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

<u>Work to be Performed</u>								
Code	Describe Work	Building	Wages	Fringes	Supplies	Total Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
51	g AC Unit Female				\$256	\$256	100%	\$256
52	Security Lockerroom							
53	f Expand & refinish				\$37,000	\$37,000	100%	\$37,000
54	Judge's bench/clerk							
55	station							
56	b paint crtroom ceiling				\$6,000	\$6,000	100%	\$6,000
57	a replace crtroom				\$4,000	\$5,000	100%	\$4,000
58	carpet							
59								
60								
61								
							Total for 5 :	\$47,256
6	Total - Expenses which are 100% reimbursable (4+5) :						6	\$65,045
								(see instructions)

7 Building Maintenance
 7(a) Service Contracts

use following codes :
 a - Pest Control
 b - Elevators
 c - HVAC
 d - Telephone Wiring
 e - Security & Alarm Systems
 f - Other (Identify)

	Code	Contractor	Type Work Performed	Building	Contract Amounts for Budget Period	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
62	b	Schindler	elevator mntnce	City Hall	\$5,400	10%	\$540
63	f	Simplex Grinnell	fire suppression	City Hall	\$3,600	10%	\$360
64	a	Ehrilch/Rent to Kill	exterminator	City Hall	\$500	10%	\$50
65	e	Mahoney Notifiers	security	City Hall	\$1,550	10%	\$155
66	a	Orkin Pest Control	pigeon control	City Hall	\$4,000	10%	\$400
67	e	B-Lann	fire extinguishers	City Hall	\$500	10%	\$50
68	c	B&B Plumb& Heat	Boiler maintenance	City Hall	\$5,000	10%	\$500
69	f	misc vendors	various	City Hall	\$2,000	10%	\$200
70							
7(a) Subtotal :							\$2,255

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Annual Fringes	Total Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
71							
72	1	C. Hall Electrician	\$55,738	\$16,721	\$72,459	10%	\$7,246
73	1	C. Hall maintence staff	\$40,702	\$12,211	\$52,913	10%	\$5,291
74							
75							
76							
7(b) Subtotal :							\$12,537

7(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
77	Various Mntnce supplies	City Hall		\$7,500	10%	\$750
78	as needed					
79						
80						
81						
7(c) Subtotal :						\$750

7(d) Total - Building Maintenance Costs (Total Boxes 7a, 7b, 7c):

7(d)

\$15,542

8 Landscaping and Grounds Maintenance

8(a) Service Contracts

	Contractor	Work Performed	Building	Contract Amounts for Budget Period	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
82						
83						
84						
85						
86						
87						
8(a) Subtotal :						\$0

8(b) Local Payroll

	No. of Positions	Building	Annual Wages	Annual Fringes	Total Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request
88	4	flower crew	\$6,400	\$1,600	\$8,000	10%	\$800
89							
90							
91							
92							
93							
8(b) Subtotal :							\$800

8(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	2012-2013 Budget Request	
94	flowers/shrubs	City Hall		\$1,200	10%	\$120	
95	salt/sand	City Hall		\$800	10%	\$80	
96	parts & supplies	City Hall		\$1,000	10%	\$100	
97							
98							
8(c) Subtotal :							\$300

8(d) Total - Landscaping and Grounds Maintenance Costs (Total Boxes 8a, 8b, 8c) : 8(d) **\$1,100**

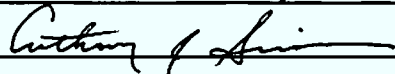
9 Total - Buildings, Landscaping and Grounds Maintenance and Repairs Costs (7d+8d) : 9 **\$16,642**

10 **Total Costs Reimbursable @ 25% = (Box 9 x 25%) :** 10 **\$4,161**

11	Total Proposed Direct Costs (Item 6 + Item 10) :	11	\$69,206
12	Overhead Costs (Item 11 x .10):	12	\$6,921
13	Total Proposed Contract Amount (Item 11 + Item 12) :	13	\$76,126

14 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:	Anthony J. Scirocco
Signature :	
Date :	
Title :	Commissioner of Public Works

County or City :	Saratoga Springs
Phone :	(518) 587-3550, ext. 2544
Address :	5 Lake Avenue
	Saratoga Springs, NY 12866

ENDNOTES:

Use budget line numbers to reference remarks or explanations.

Line No. Explanatory Text

Line No.	Explanatory Text