



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 5, 2014

The Honorable Joanne D. Yepsen
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. C300286) Annual Renewal Letter and Budget (Appendix B) for SFY 2014-15

Dear Mayor Yepsen:

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, 2014 and shall terminate on March 31, 2015. During this 2014-2015 renewal period, all terms and conditions of the above-referenced Agreement shall continue to apply, except as specified below.

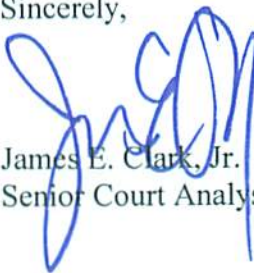
The proposed budget for services to be rendered pursuant to this contract in the 2014-2015 period shall be \$33,442.00. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2014-2015 period shall be 100% of that amount. The attached revised 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 me with questions regarding any of the above.

Thank you.

Sincerely,



James E. Clark, Jr.
Senior Court Analyst

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
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, 2014 thru March 31, 2015

Name of County or City: City of Saratoga Springs: Contract C300286

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.	Aid Eligible Percentage
City Hall	Owned	53,000	5,400	10%
474 Broadway				
Saratoga Springs, NY 12866				
Combined		53,000	5,400	10%

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
additional courtroom and associated office space	to accommodate an additional full-time Judge	01/30/15
City Hall 474 Broadway		

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	FY2014-15 Budget Request
1	Clean A Blind	clean blinds	City Hall	\$400	100%	\$400
2	Tri-State Carpet Rental	Carpet Cleaning	City Hall	\$3,000	100%	\$3,000
3	Coyne	mats/mops	City Hall	\$2,500	10%	\$250
4						
5						
6						
1(a) Subtotal:						\$3,650

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	FY2014-15 Budget Request	
7	2	City Hall	\$45,000	\$4,600	\$99,200	20%	\$19,840
8							
9							
10							
11							
12							
1(b) Subtotal:						\$19,840	

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request	
13	General Cleaning supplies	City Hall	1	\$18,000	10%	\$1,800
14						
15						
16						
17						
18						
1(c) Subtotal:					\$1,800	

1(d) - Total Cleaning Costs (1a+1b+1c): **25,290**

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
19	Waste Management	City Hall	1	\$18,000	10%	\$1,800
20						
21						
22						
23						
2(a) Total:						\$1,800

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
24	N/A	1				
25						
26						
27						
28						
2(b) Total:						\$0

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c)

\$1,800

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	FY2014-15 Budget Request
29	N/A					
30						
31						
32						
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	FY2014-15 Budget Request
35	N/A						
36							
37							
38							
39							
40							
3(b) Subtotal:							\$0

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
41	N/A					
42						
43						
44						
45						
46						
3(c) Subtotal:						\$0

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

\$0

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d: 4

\$27,090

- 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	FY2014-15 Budget Request
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
								Total (5):	\$0

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

Total (4+5) 6: **\$27,090**

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	FY2014-15 Budget Request
58	b	Schindler	elevator mntnce	City Hall	\$8,000	10%	\$800
59	f	Simplex Grinnell	fire suppression	City Hall	\$4,200	10%	\$420
60	a	Ehrlich/Rent to Kill	exterminator	City Hall	\$800	10%	\$80
61	e	Mahoney Notifiers	security	City Hall	\$2,800	10%	\$280
62	a	Orkin Pest Control	pigeon control	City Hall	\$4,800	10%	\$480
63	e	B-Lann	fire extinguishers	City Hall	\$800	10%	\$80
64	c	B&B Plumb& Heat	Boiler maintenance	City Hall	\$5,800	10%	\$580
65	f	misc vendors	various	City Hall	\$5,000	10%	\$500
66							
67							
68							
7(a) Subtotal:							\$3,220

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	FY2014-15 Budget Request
69	1	City Hall	\$57,410	\$17,223	\$74,633	10%	\$7,463
70	1	City Hall	\$41,923	\$12,577	\$54,500	10%	\$5,450
71	4	City Hall	\$1,650	\$413	\$8,250	10%	\$825
72							
73							
74							
75							
76							
7(b) Subtotal:							\$13,738

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
77	Various Mntnce supplies	City Hall	1	\$13,000	10%	\$1,300
78	as needed					
79	flowers/shrubs	City Hall	1	\$1,800	10%	\$180
80	salt/sand	City Hall	1	\$1,000	10%	\$100
81	parts & supplies	City Hall	1	\$5,000	10%	\$500
7(c) Subtotal:						\$2,080

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$19,038**

8 Total - Building and Property Maintenance Costs: 8 **\$19,038**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 **\$4,760**

10 Total Proposed Direct Costs (Item 6 + Item 9): 10 **\$31,850**

11 Overhead Costs (Item 10 x .05): 11 **\$1,592**

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 **\$33,442**

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: **Anthony J. Scirocco**

Title: **Commissioner of Public Works**

Signature: _____

Date: _____

County or City: **City Hall**

Address: **474 Broadway**

Saratoga Springs, NY 12866

Phone: **(518) 587-3550, ext. 2544**

ENDNOTES:

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

Line No. Explanation:

Line No.	Explanation:



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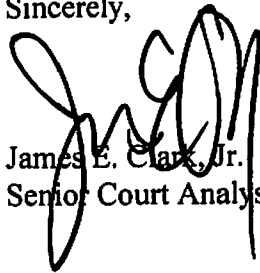
CH686 Contract Renewal Letter for City of Saratoga Springs for SFY 2014-2015
(Contract No. C300286)
Page 2

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Please contact me with questions regarding any of the above.

Thank you.

Sincerely,



James E. Clark, Jr.
Senior Court Analyst

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
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, 2014 thru March 31, 2015

Name of County or City: City of Saratoga Springs: Contract C300286

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Combined		53,000	5,400	10%

Note: Divide Court SF by Total SF for percent

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3	Coyne	mats/mops	City Hall	\$2,500	10%	\$250
4						
5						
6						
1(a) Subtotal:						\$3,650

1(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	FY2014-15 Budget Request
7	2	City Hall	\$45,000	\$4,600	\$99,200	20%	\$19,840
8							
9							
10							
11							
12							
1(b) Subtotal:							\$19,840

1(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
13	General Cleaning supplies	City Hall	1	\$18,000	10%	\$1,800
14						
15						
16						
17						
18						
1(c) Subtotal:						\$1,800

1(d) - Total Cleaning Costs (1a+1b+1c): **\$25,290**

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	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
19	Waste Management	City Hall	1	\$18,000	10%	\$1,800
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2(a) Total:						\$1,800

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	Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
24	N/A	1				
25						
26						
27						
28						
2(b) Total:						\$0

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) \$1,800

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	FY2014-15 Budget Request
29	N/A					
30						
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33						
34						
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	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	FY2014-15 Budget Request
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36							
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3(b) Subtotal:							\$0

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	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2014-15 Budget Request
41	N/A					
42						
43						
44						
45						
46						
3(c) Subtotal:						\$0

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) **\$0**

4 GRAND TOTAL - ALL "CLEANING COSTS": **Grand Total Boxes 1d + 2c + 3d:** 4 **\$27,090**

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72							
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74							
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81	parts & supplies	City Hall	1	\$5,000	10%	\$500
7(c) Subtotal:						\$2,080

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$19,038**

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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: **Anthony J. Scirocco**

Title: **Commissioner of Public Works**

Signature: _____

Date: _____

County or City: **City Hall**

Address: **474 Broadway**

Saratoga Springs, NY 12866

Phone: **(518) 587-3550, ext. 2544**

ENDNOTES:

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

Line No. Explanation:
