



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

LAWRENCE K. MARKS
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 28, 2015

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 2015-16

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, 2015 and shall terminate on March 31, 2016. During this 2015-2016 renewal period, all terms and conditions of the above-referenced Agreement shall continue to apply, except as specified below.

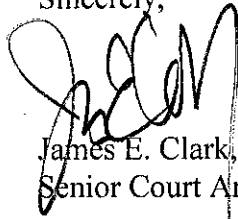
The proposed budget for services to be rendered pursuant to this contract in the 2015-2016 period shall be **\$28,932.00**. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2015-2016 period shall be 100% of that amount. The attached revised 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: Joanne D. Yepsen
Title: Mayor

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, 2015 thru March 31, 2016

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	Net Usable Sq. Ft.	Court Related Aid Eligible Percentage	Court Spaces to be Cleaned and Repaired Pursuant to this Budget
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 & associated office space with Chambers	to accommodate an additional full-time Judge	01/30/16
City Hall 474 Broadway	Estimate 1,100 to 1,600 additional Net Usable Sq. Ft. could increase eligible aid by 2% or 3%	

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	FY2015-16 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 Textile	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	FY2015-16 Budget Request
1	City Hall	\$45,500	\$27,755	\$73,255	20%	\$14,651
8						
9						
10						
11						
12						
1(b) Subtotal:						\$14,651

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY2015-16 Budget Request
General Cleaning supplies	City Hall	1	\$12,000	10%	\$1,200
14					
15					
16					
17					
18					
1(c) Subtotal:					\$1,200

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

19,501

2 Trash Removal and Disposal

2(a) Trash Removal

FY2015-16

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19	Waste Management	City Hall	1	\$17,000	10%	\$1,700
20						
21						
22						
23						
2(a) Total:						\$1,700

2(b) Trash Disposal

FY2015-16

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

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

\$1,700

3 HVAC Cleaning Costs

3(a) Duct Work Cleaning and Filter Changing By Service Contract

FY2015-16

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
29	Energy Management Tech	HVAC work	City Hall	\$4,000	10%	\$400
30						
31						
32						
33						
34						
3(a) Subtotal:						\$400

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	FY2015-16
						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	FY2015-16
					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)**

\$400

4 GRAND TOTAL - ALL "CLEANING COSTS":

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

\$21,601

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:

FY2015-16

	Code	Describe Work	Building	Wages	Fringe	Supplies	Total Costs	Aid Eligible Percentage	Budget Request
47	g	AC Units					\$600	100%	\$600
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
Total (5):									\$600

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

Total (4+5) 6:

\$22,201

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)

		Type			Contract		FY2015-16		
Code	Contractor	Work Performed	Building	Amounts for Budget Period	Aid Eligible Percentage	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	\$1,000	10%	\$100			
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:							\$3,240		

7(b) Local Payroll

		FY2015-16			FY2015-16	
No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	1 City Hall	\$69,525	\$24,332	\$93,857	10%	\$9,386
70	1 City Hall	\$41,923	\$25,160	\$67,083	10%	\$6,708
71						
72						
73						
74						
75						
76						
7(b) Subtotal:						\$16,094

7(c) Supplies and Equipment

FY2015-16

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77 Various Mntnce supplies as needed	City Hall	1	\$13,000	10%	\$1,300
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):

\$21,414

8 Total - Building and Property Maintenance Costs:

\$21,414

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%)

\$5,354

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

\$27,555

11 Overhead Costs (Item 10 x .05):

\$1,378

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

\$28,932

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
Phone:	Saratoga Springs, NY 12866 (518) 587-3550, ext. 2544

