



New York State
Unified Court System

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Office of the Administrative Judge • 6th Judicial District

Hon. James P. Murphy
Deputy Chief Administrative Judge
for Courts Outside New York City

Hon. Eugene D. Faughnan
Administrative Judge

Porter L. Kirkwood
District Executive

Amanda L. Whalen
Deputy District Executive

November 21, 2024

Hon. Rick Rossi, Mayor
City of Oneida
Municipal Building
109 North Main Street, P.O. Box 550
Oneida, New York 13421

RE: Agreement Between UCS and the City of Oneida for Court Cleaning and Minor Repairs (Contract No. 300546); Annual Renewal Letter and Budget (Appendix B) for SFY 2024-2025

Please be advised that pursuant to Section I of the existing contract agreement between the Unified Court System and the City of Oneida, we have established a Renewal Period in the five-year term of this agreement. Said Renewal Period will commence on **April 1, 2024** and will terminate on **March 31, 2025**. During this Renewal Period, all Terms and Conditions of the above-referenced agreement shall continue to apply, except as specified below.

The proposed budget amount for services to be rendered pursuant to this contract in the SFY shall be \$24,928. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the Renewal Period shall be 100% of this total amount. The attached, revised Appendix B, detailing the proposed budget for the Renewal Period, shall be incorporated into the original Contract Agreement and shall replace all prior Appendix B documents. The signatures below shall confirm acceptance of this Contract Renewal by the City of Oneida by the UCS.



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MEMORANDUM

DATE: November 21, 2024

TO: Hon. Rick Rossi, Mayor
City of Oneida
Municipal Building
109 North Main Street, P.O. Box 550
Oneida, New York 13421

FROM: Grace Doherty

SUBJECT: **FY 2024-2025 Annual Court Cleaning and Minor Repairs CONTRACT Renewal and BUDGET**

Based on the annual agreement for Court Cleaning and Minor Repairs between the **City of Oneida** and UCS (Contract No. C300546), please find the attached **CONTRACT RENEWAL** and **BUDGET** for FY 2024-2025. There are three (3) components that require your attention:

- 1) **Contract Renewal Letter**, please sign on designated signature line located on page 2 (must be notarized);
- 2) **Acknowledgment Form**, designated location for Notary Public on page 3; and
- 3) **Budget worksheet**, please sign on designated signature line located on page 7.

Please **return** the above signed **ORIGINAL** documents, as soon as possible. We will return an electronic copy of the Approved Contract for your records once it is fully executed.

The 2024-2025 budget, in the amount of \$24,928, represents the total reimbursement the City of Oneida is eligible to receive for court facility expenditures at 100% for Cleaning and Minor Repair costs and 25% for Building & Property Maintenance costs.

On behalf of Administrative Judge Eugene D. Faughnan, I thank you and your staff for your cooperation in developing the budget and completing the contract renewal. Please contact Grace Doherty, Facilities Coordinator, at 607-240-5322 or gdoherty@nycourts.gov with any questions. Thank you.

cc: Carla Fitzgerald, Oneida City, M&O Coordinator
Jeffrey Rowe, P.E., City Engineer
Lee Ann Wells, City Comptroller

Contract Renewal Letter for the City of Oneida, SFY 2024-2025
(Contract No. C300546)

Accordingly, the original of this letter should be signed by an authorized representative of the City of Oneida and the corresponding Acknowledgment Page *should be notarized*. **This Contract Renewal letter and related documents should be signed and notarized; originals returned to this office by January 15, 2025.** *We will return an electronic copy to you for your records. If you would prefer a hardcopy, please return two copies of this signed contract renewal and budget.*

Thank you.

Sincerely,



Porter L. Kirkwood
District Executive

Attachments

Accepted for: The City of Oneida

Accepted for: Unified Court System

KYLE LOVELL
City Manager

Dated _____

Maureen McAlary
Director, Division of Financial
Management

Dated _____

Contract Renewal Letter for the City of Oneida, SFY 2024-2025
(Contract No. C300546)

ACKNOWLEDGMENT

STATE OF NEW YORK)
) ss.:
CITY OF ONEIDA)

On the ____ day of December, 2024, personally came Kyle Lovell, to me known, who, being by me duly sworn, did depose and say that he/she resides in Oneida, that he/she is the City Manager (Title) of City of Oneida (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: **2024-2025**

Name of County or City: **City of Oneida**

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
Municipal Building, 109 N. Main St. Oneida, NY 13421 [MB]	owned	44,035	0	0%
Justice Center, 108 Main St. Oneida, NY 13421 [JC]	owned	17,039	8,346	49%
Combined [MB/JC]	owned	61,074	8,346	14%

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

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	Service master	Deep Clean Floors	JC	\$1,215	100%	\$1,251
2						
3						
4						
5						
6						
1(a) Subtotal:						\$1,251

1(b) Local Payroll

		Total			Aid Eligible Percentage	Budget Request
No. of Positions	Building	Annual Wages	Fringe Benefits	Personal Service Costs		
7	MB/JC	\$70,094	\$35,178	\$105,271	14%	\$14,738
8						
9						
10						
11						
12						
1(b) Subtotal:						\$14,738

1(c) Supplies and Equipment

		Quantity/Unit		Aid Eligible Percentage	Budget Request
Type of Material	Building	Aggregate Total	Costs		
Misc. Cleaning Supplies	MB/JC		\$2,377	14%	\$333
14					
15					
16					
17					
18					
1(c) Subtotal:					\$333

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

\$16,322

2 Trash Removal and Disposal
2(a) Trash Removal

Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19 N/A			\$0		
20					
21					
22					
23					
2(a) Total:					\$0

2(b) Trash Disposal

Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	Budget Request
24 Bliss Environmental	MB/JC	Lump Sum	\$3,048	14%	\$427
25					
26					
27					
28					
2(b) Total:					\$427
2(c) - Total Trash Removal & Disposal (2a+2b):					\$427

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 N/A			\$0		
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	Budget Request
35	1	MB/JC	\$0	\$0	14%	\$0
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	Budget Request
41	Filters	JC	Aggregate Total	49%	\$163
42					
43					
44					
45					
46					
3(c) Subtotal:					\$163

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

\$163

4 GRAND TOTAL - ALL "CLEANING COSTS":

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

\$16,911

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	Building	Describe Work	Total Costs	Aid Eligible Percentage	Budget Request
47	g	JC	Staff Work Orders (hang pics, move furniture, etc.)	\$500.00	100%	\$500
48	g	JC	Swinging Door in Courtroom	1,500	100%	\$1,500
49						
50						
51						
52						
53						
54						
55						
56						
57						
Total (5):						\$2,000

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

Total (4+5) 6: \$18,911

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		Aid Eligible Percentage	Budget Request
				Budget Period	Budget Period		
58	e Davis Ulmer	Sprinkler Inspection	JC	\$1,442		49%	\$707
59	c Honeywell	HVAC Maint. & Repair	JC	\$11,158		49%	\$5,467
60	e Davis Ulmer	Fire Alarm Maint/Inspect	JC	\$721		49%	\$353
61	e REM	Fire Alarm Monitoring	JC	\$346		49%	\$170
62	f Power Generation	Generator Maint.	JC	\$607		49%	\$297
64	f Davis Ulmer	Annual Preventative Maint	JC	\$607		49%	\$297
65	c Honeywell	Repairs	JC	\$3,000		49%	\$1,470
66							
67							
68							
7(a) Subtotal:							\$8,761

7(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	MB/JC	\$45,274	\$27,580	\$72,854	14%	\$10,200
70						
71						
72						
73						
74						
75						
76						
7(b) Subtotal:						\$10,200

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit		Costs	Aid Eligible Percentage	Budget Request
			Aggregate Total				
77	Maint Supplies	MB/JC			\$1,848	14%	\$259
78	Ice Melter	MB/JC			\$721	14%	\$101
80							
81							
82							
83							
7(c) Subtotal:							\$360

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d):

\$19,321

8 Total - Building and Property Maintenance Costs:

\$19,321

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

\$4,830

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

\$23,741

11 Overhead Costs (Item 10 x .05):

\$1,187

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

\$24,928

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:	
Date:	

County or City:	
Address:	
Phone:	

ENDNOTES:

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

Line No. Explanation:
