



New York State Unified Court System

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

MEMORANDUM

DATE: October 8, 2025

TO: Kyle Lovell, City Manager
City of Oneida
Municipal Building
109 North Main Street, P.O. Box 550
Oneida, New York 13421

FROM: Grace Doherty

SUBJECT: **FY 2025-2026 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 2025-2026. 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 2025-2026 budget, in the amount of \$24,693.00, 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 gdohertry@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



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Page 1 of 3

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Kyle Lovell, City Manager
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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 2025-2026

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, 2025** and will terminate on **March 31, 2026**. During this Renewal Period, all Terms and Conditions of the above-referenced agreement shall continue to apply, except as specified below.

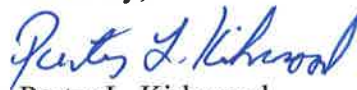
The proposed budget amount for services to be rendered pursuant to this contract in the SFY shall be \$24,693.00. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the Renewal Period shall be 100% of this total amount. The attached, revised 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.

Contract Renewal Letter for the City of Oneida, SFY 2025-2026
(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 November 1, 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 Manger

Dated _____

Maureen McAlary
Director, Division of Financial
Management

Dated _____

Contract Renewal Letter for the City of Oneida, SFY 2025-2026
(Contract No. C300546)

ACKNOWLEDGMENT

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

On the ____ day of _____, 20____, 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

(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

Name of County or City: City of Oneida

[illegible][illegible]

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	Carpet Clean	JC	\$1,700	100%	\$1,700
2				\$0		
3				\$0		
4				\$0		
5				\$0		
6				\$0		
1(a) Subtotal:						\$1,700

1(b) Local Payroll

No. of Positions		Building	Annual Wages	Fringe Benefits	Personal Service Costs	Aid Eligible Percentage	Budget Request
7	2	MB/JC	\$70,129	\$38,360	\$108,490	14%	\$15,189
8			\$0	\$0	\$0		
9					\$0		
10					\$0		
11					\$0		
12					\$0		
1(b) Subtotal:							\$15,189

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
Misc. Cleaning Supplies	MB/JC	Aggregate Total	\$1,600	14%	\$224
13			\$0		
14			\$0		
15			\$0		
16			\$0		
17			\$0		
18			\$0		
1(c) Subtotal:					\$224

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

\$17,113

2 Trash Removal and Disposal
2(a) Trash Removal

Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19 Bliss Environmental	MB/JC	244/mo	\$2,134	14%	\$299
20			\$0		
21			\$0		
22			\$0		
23			\$0		
2(a) Total:					\$299

2(b) Trash Disposal

Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	Budget Request
24 Bliss Environmental	MB/JC	Lump Sum	\$3,000	14%	\$420
25			\$0		
26			\$0		
27			\$0		
28			\$0		
2(b) Total:					\$420

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

\$719

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			\$0		
31			\$0		
32			\$0		
33			\$0		
34			\$0		
3(a) Subtotal:					\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

		Total			Personal Service Costs	Aid Eligible Percentage	Budget Request
No. of Positions	Building	Annual Wages	Fringe Benefits				
35	1	MB/JC	\$500	\$1,000	14%	\$140	
36				\$0			
37				\$0			
38				\$0			
39				\$0			
40				\$0			
3(b) Subtotal:						\$140	

3(c) Filter Changing - Filters Only

		Total			Personal Service Costs	Aid Eligible Percentage	Budget Request
Type of Material	Building	Quantity/Unit	Aggregate Total				
41	MB/JC		\$254	\$0	14%	\$36	
42			\$0				
43			\$0				
44			\$0				
45			\$0				
46			\$0				
3(c) Subtotal:						\$36	

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

\$176

4 GRAND TOTAL - ALL "CLEANING COSTS":

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

\$18,007

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			
58	f	Jeff Salerno	Electrical	JC	\$1,300		49%	\$637
59	e	REM	Fire Alarm Monitoring	JC	\$400		49%	\$196
60	C	Honeywell	Mechanical & Electrical	JC	\$6,500		49%	\$3,185
61	f	Davis Ulmer	Sprinkler Inspection	JC	\$1,300		49%	\$637
62	f	Davis Ulmer	Fire Alarm Inspection	JC	\$600		49%	\$294
64	f	Power Generation	Generator Maint & Repair	JC	\$1,300		49%	\$637
65	C	Honeywell	Preventive Maint	JC	\$6,000		49%	\$2,940
66					\$0			
67					\$0			
68							7(a) Subtotal:	\$8,526

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	2	MB/JC	\$48,288	\$30,642	\$78,930	14%	\$11,050
70			\$0	\$0	\$0		
71					\$0		
72					\$0		
73					\$0		
74					\$0		
75					\$0		
76					\$0		
						7(b) Subtotal:	\$11,050

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77				\$0	14%	\$0
78				\$0	14%	\$0
80	Maint Supplies	MB/JC	Aggregate Total	\$1,903	14%	\$266
81	Ice Melter	MB/JC	Aggregate Total	\$1,408	14%	\$197
82				\$0	14%	\$0
83				\$0		
7(c) Subtotal:						\$464

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

\$20,040

8 Total - Building and Property Maintenance Costs:

\$20,040

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

\$5,010

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

10 \$23,517

11 Overhead Costs (Item 10 x .05):

11 \$1,176

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

12 \$24,693

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:
