UNIFIED COURT SYSTEM
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NEW YORK 13901
Phone: (607) 240-5350
Fax: (607) 722-1629

Hon. ANN PFAU
Chief Administrative Judge

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

ROBERT C. MULVEY
District Administrative Judge
Sixth Judicial District

KAREN A. AMBROZIK
District Executive

MARCIA R. DiROSE
Principal Administrative Assistant

March 2, 2010

Jacqueline Kippola, Risk Manager
Tompkins County
125 East Court Street
Ithaca, New York 14850

RE: Agreement Between UCS and Tompkins County for Court Cleaning and Minor Repairs (Contract No. 300213); Annual Renewal Letter and Budget (Appendix B) for SFY 2009-2010

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and Tompkins County, we have established a renewal period in the five-year term of this agreement. Said renewal period commenced on April 1, 2009 and will terminate on March 31, 2010. During this 2009-2010 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 2009-2010 period shall be $103,450. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2009-2010 period shall be 100% of the total 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 signature below shall confirm acceptance of this renewal by Tompkins County and by the UCS.

Accordingly, the original of this letter should be signed by an authorized representative of Tompkins County and the corresponding Acknowledgment Page should be notarized.

Thank you.

Sincerely,

Karen A. Ambrozik
District Executive

Attachments

Accepted for: Tompkins County

Name: Jacqueline Kippola
Title: Risk Manager

4/2/10
Dated:

Accepted for: Unified Court System

Maureen McAlary
Deputy Director, Division of Financial Management

4/13/10
Dated:

ACKNOWLEDGMENT

STATE OF NEW YORK)
) ss.:
COUNTY OF TOMPKINS)

On the 2ND day of APR, 2008 10, personally came Jacqueline Kipola, to me known, who, being by me duly sworn, did depose and say that he/she resides in ITHACA, that he/she is the RISK MGR (Title) of COUNTY (Municipality), OF TOMPKIN 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.

Erin C Murphy
Notary Public

Erin C. Murphy
Notary Public, State of New York
Qualified in Tompkins County
No. 01MU5074218
Commission Expires March 10, 2011

xls-format (rev 8/13/09)

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: 2009-2010

Name of County or City : TOMPKINS COUNTY

List of Court Buildings (Including County Clerk Space):

Name and Address of Each Building	Owned or Leased	Total Net Usable Square Feet	Court Spaces to be Cleaned and Repaired pursuant to this Budget Court Related Net Usable Sq. Ft.	NN Percentage
Tompkins County Main Courthouse [MCH]	Owned	38,774	16,606	43%
320 N. Tioga Street, Ithaca, NY 14850				
Tompkins County Old Courthouse [OCH]	Owned	10,273	2,844	28%
121 East Court Street, Ithaca NY 14850				
Combined		49,047	19,450	40%

Note: Divide Court Sq. Ft by Total Sq. Ft for percent

Changes in Location or Space Utilization :

Name and Address of Affected Building(s)	Nature of Changes	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	Budget Request
1						0
2						0
3				0		0
4				0		0
5				0		0
6						
					1(a) Subtotal :	$0

1(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Portion Attributable to Courts NN Percentage	Budget Request
7	5	MCH	60,000	24,600	84,600	43%	36,378
8	0.5	OCH	17,848	7,318	25,165	28%	7,046
9			0	0	0		0
10			0	0	0		0
11			0	0	0		0
12							
						1(b) Subtotal :	$43,424

1(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	Budget Request
13	Misc. supplies & equipment	MCH	Lump Sum	3,710	43%	1,595
14	Misc. supplies & equipment	OCH	Lump Sum	1,918	28%	537
15				0		0
16				0		0
17				0		0
18				0		0
19				0		0
20				0		0
21				0		0
22				0		0
23				0		0
24						
					1(c) Subtotal :	$2,132

1(d) - Grand Total Cleaning Costs (1a+1b+1c) : 1(d) $45,556

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	Budget Request
25	Casella Waste Services	MCH	Lump Sum	1,436	43%	617
26	Casella Waste Services	OCH	Lump Sum	480	28%	134
27				0		0
28				0		0
29				0		0
30						
					2(a) Total :	$751

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	Budget Request
31	Facilities	MCH	Lump Sum	118	43%	51
32	Facilities	OCH	Lump Sum	52	28%	14
33				0		0
34				0		0
35				0		0
36						
					2(b) Total :	$65

2(c) - Grand Total Trash Removal & Disposal (2a+2b) : 2(c) $816

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	Budget Request
37	N/A			0		0
38				0		0
39				0		0
40				0		0
41				0		0
42						
					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	Budget Request
43	N/A		0	0	0		0
44			0	0	0		0
45			0	0	0		0
46			0	0	0		0
47			0	0	0		0
48							
						3(b) Subtotal :	$0

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	Budget Request
49	HVAC filters	MCH	Lump Sum	500	43%	215
50	HVAC filters	OCH	Lump Sum	200	28%	56
51				0		0
52				0		0
53				0		0
54						
					3(c) Subtotal :	$271

3(d) - Total - HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) $271

4 Totals for all "Cleaning Costs" : Grand Total Boxes 1d + 2c + 3d : 4 $46,643

5 "Tenant" Work

use following codes :

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

Tompkins County

Work to be Performed

	Code	Building	Describe Work	Total Cost	Portion Attributable to Courts NN Percentage	Budget Request
55	f	MCH	Minor Repairs	5,000	100%	5,000
56	f	MCH	Swipe system and door lock at chambers	5,200	100%	5,200
57	f	MCH	Holding cell bench	500	100%	500
58						0
59						0
60						0
61						0
62						
					Total for 5 :	$10,700

6 Total - Expenses which are 100% reimbursable (4+5) : 6 $57,343
(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	Budget Request
63	a	Pat Cozzarin	pest control	MCH	82	43%	35
64	a	Pat Cozzarin	pest control	OCH	278	28%	78
65	b	ThyssenKrupp	elevator maintenance	MCH	1,552	43%	667
66	b	ThyssenKrupp	elevator maintenance	OCH	1,179	28%	330
67	c	Johnson Control	HVAC maint.	MCH	8,000	43%	3,440
68	c	Johnson Control	HVAC maint.	OCH	8,000	28%	2,240
69	c	LMC	Unit heater install-vest.	MCH	3,500	43%	1,505
70	f	Gary Wood	life safety inspections	MCH	152	43%	66
71	f	Gary Wood	life safety inspections	OCH	151	28%	42
72	f	G & H	fire exting. Inspections	MCH	514	43%	221
73	f	G & H	fire exting. Inspections	OCH	226	28%	63
74	e	Simplex	fire alarm inspections	MCH	1,730	43%	744
75	e	Simplex	fire alarm inspections	OCH	417	28%	117
76	f	LaBella	engineering evaluation	OCH	10,000	28%	2,800
77	f	LaBella	structural monitoring	OCH	38,000	28%	10,640
78	f		Step repair project	MCH	167,000	43%	71,810
79	f	LaBella	step repair engineering	MCH	11,000	43%	4,730
80	f		Door closers entry doors	MCH	3,500	43%	1,505
81							
						7(a) Subtotal :	$101,033

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Cost	Portion Attributable to Courts NN Percentage	Budget Request
82	9	MCH	34,161	13,323	47,484	43%	20,418
83	9	OCH	8,204	3,199	11,403	28%	3,193
84			0	0	0		0
85			0	0	0		0
86							
						7(b) Subtotal :	$23,611

7(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	Budget Request
87	Misc. Supplies & Equipment	MCH	Lump Sum	35,604	43%	15,310
88	Misc. Supplies & Equipment	OCH	Lump Sum	11,911	28%	3,335
89				0		0
90				0		0
91				0		0
92						
					7(c) Subtotal :	$18,645

7(d) Total - Building Maintenance Costs (Total Boxes 7a, 7b, 7c): 7(d) **$143,289**

8 Landscaping and Grounds Maintenance

8(a) Service Contracts

	Contractor	Work Performed	Building	Contract Amounts for Budget Period	Portion Attributable to Courts NN Percentage	Budget Request
93	ACE Masonry	Side walk repair	MCH	4,000	43%	1,720
94	H.W. Streeter	parking paving and marking	MCH	3,600	43%	1,548
95				0		0
96				0		0
97				0		0
98						
					8(a) Subtotal :	$3,268

8(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Cost	Portion Attributable to Courts NN Percentage	Budget Request
99	N/A		0	0	0		0
100			0	0	0		0
101			0	0	0		0
102			0	0	0		0
103			0	0	0		0
104							
						8(b) Subtotal :	$0

8(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Costs	Portion Attributable to Courts NN Percentage	Budget Request
105	Misc. Supplies & Equipment	MCH	Lump Sum	500	43%	215
106	Misc. Supplies & Equipment	OCH	Lump Sum	121	28%	34
107				0		0
108				0		0
109				0		0
110						
					8(c) Subtotal :	$249

	8(d) Total - Landscaping and Grounds Maintenance Costs (Total Boxes 8a, 8b, 8c) :	8(d)	$3,517
9	Total - Buildings, Landscaping and Grounds Maintenance and Repairs Costs (7d+8d) :	9	$146,806
10	Total Cost Reimbursable @25% = (Box 9 x 25%)	10	$36,702

11 Total Direct Costs (Item 6 + Item 10) :	11	***$94,045***
12 Overhead Costs (Item 11 x .10):	12	***$9,405***
13 Total Budget Amount (Item 11+Item 12):	13	***$103,450***

14 Local Government Certification :

I hereby certify that the costs contained herein were developed using the best available information and that the claim amounts are just, true and correct to the best of my knowledge.

Name:	JACQUELINE KIPPOLA	**County or City :**	TOMPKINS
Signature :	Jacqueline Kippola	**Phone :**	607-274-5505
Date :	4/2/10	**Address :**	125 EAST COURT ST
Title :	RISK MANAGER COUNTY OF TOMPKINS		ITHACA, NY 14850

ENDNOTES:

Use budget line numbers to reference remarks or explanations.

Line No.	Explanatory Text

Form updated 5-13-08