

STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
**EIGHTH JUDICIAL DISTRICT**  
92 FRANKLIN STREET – Third Floor  
BUFFALO, NEW YORK 14202-3902  
(716) 845-2505  
FAX (716) 845-7500

**LAWRENCE K. MARKS**  
Chief Administrative Judge

**VITO C. CARUSO**  
Deputy Chief Administrative Judge  
Courts Outside New York City

**PAULA L. FEROLETO**  
District Administrative Judge

**ANDREW B. ISENBERG, ESQ.**  
District Executive

December 3, 2019

Mayor Paul Dyster  
City of Niagara Falls  
745 Main Street, P.O. Box 69  
Niagara Falls, NY 14302

Re: Agreement between UCS and the City of Niagara Falls for Court Cleaning and Minor Repairs  
(Contract No. C300461) - Annual Renewal Letter and Budget (Appendix B) for SFY 2019-20

Dear Mayor Dyster:

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the City of Niagara Falls, we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2019 and shall terminate on March 31, 2020. During this 2019-2020 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 2019-2020 period shall be \$280,349. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2019-2020 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 Niagara Falls and by the UCS.

Accordingly, the original of this letter should be signed by an authorized representative of City of Niagara Falls, 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.

Thank you.

Sincerely,

Andrew B. Isenberg  
District Executive

Accepted for: City of Niagara Falls

Accepted for: Unified Court System

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Maureen McAlary

Director, Division of Financial Management

Dated:

Dated:

Attachments

**ACKNOWLEDGMENT**

STATE OF NEW YORK    )  
                                  ) SS:  
COUNTY OF Niagara    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me 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 \_\_\_\_\_ of \_\_\_\_\_, the municipality described in and which executed the above instrument; and that she/he is duly authorized by the governing body of said municipality to sign her/his name thereto.

\_\_\_\_\_  
NOTARY PUBLIC

(Seal)

**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: 2019-20

Name of County or City: City of Niagara Falls, New York

Court Spaces to be Cleaned and  
Repaired Pursuant to this Budget

List Court Buildings: Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total	Court Related	
		Building Net Usable Square Feet	Net Usable Sq. Ft.	Aid Eligible Percentage
Municipal Building 1925 Main Street Niagara Falls, NY 14305	Owned	134,000	54,000	40%
Combined		134,000	54,000	40%

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	Carpet Cleaning Co.	Periodic	Municipal Bldg	\$2,523	40%	\$1,009
2	Window Cleaning Co	Periodic	Municipal Bldg	\$1,660	40%	\$664
3	Economy Laundry Serv	Periodic	Municipal Bldg	\$770	40%	\$308
4	Morgan Laundry	Periodic	Municipal Bldg	\$1,202	40%	\$481
5						
6						
<b>1(a) Subtotal:</b>						<b>\$2,462</b>

**1(b) Local Payroll**

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
7	Cleaners	\$32,229	\$24,579	\$213,030	100%	\$213,030
8						
9						
10						
11						
12						
<b>1(b) Subtotal:</b>						<b>\$213,030</b>

**1(c) Supplies and Equipment**

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request	
13 Cleaning Fluids-jfill	Municipal Bldg	1	\$3,500	40%	\$1,400	
14 Paper Products-150cs	Municipal Bldg	1	\$4,500	40%	\$1,800	
15 Plastic Bags-200 cs	Municipal Bldg	1	\$3,000	40%	\$1,200	
16 Tools for Cleaning	Municipal Bldg	1	\$2,000	40%	\$800	
17 Stainless Cleaner-3 cases	Municipal Bldg	1	\$300	40%	\$120	
18						
<b>1(c) Subtotal:</b>						<b>\$5,320</b>

**1(d) - Total Cleaning Costs (1a+1b+1c):** **\$220,812**

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19	Modern Disposal-once a wk	Municipal Bldg	1	\$1,250	40%	\$500
20						
21						
22						
23						
2(a) Total:						\$500

2(b) Trash Disposal

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

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) **\$500**

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	Duct Cleaning Company	Periodic	Municipal Bldg	\$1,000	40%	\$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	Budget Request
35							
36							
37							
38							
39							
40							
<b>3(b) Subtotal:</b>							<b>\$0</b>

**3(c) Filter Changing - Filters Only**

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41	Filters	Municipal Bldg	1	\$4,000	40%	\$1,600
42						
43						
44						
45						
46						
<b>3(c) Subtotal:</b>						<b>\$1,600</b>

**3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c):**      3(d)      **\$2,000**

**4 GRAND TOTAL - ALL "CLEANING COSTS":**      Grand Total Boxes 1d + 2c + 3d:      4      **\$223,312**

- 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	Budget Request
47	f	General Repairs	Municipal			\$10,000	\$10,000	100%	\$10,000
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
								Total (5):	\$10,000

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

Total (4+5) 6: **\$233,312**



**7 Building and Property Maintenance:**

**7(a) Service Contracts**

Use Codes A-G:

a - Pest Control

e - Security & Alarm Systems

b - Elevators

f - Property Maintenance

c - HVAC

g - Other (Identify)

d - Telephone Wiring

	Code	Contractor	Type Work Performed	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
58	B	DCB Elevator	Elevator Main	Municipal	\$15,000	40%	\$6,000
59	C	Danforth	HVAC Monitoring	Municipal	\$5,000	40%	\$2,000
60	E	Doyle	Security & Alarm	Municipal	\$5,000	40%	\$2,000
61	F	Rich's Overhead	Repairs to Overhead Door	Municipal	\$1,500	40%	\$600
62	F	Orkin	Exterminating	Municipal	\$1,000	40%	\$400
63	F	NF Extinguishers	Annual Inspections	Municipal	\$1,000	40%	\$400
64	H	Trane	HVAC Monitoring	Municipal	\$5,000	40%	\$2,000
65	H	Metro	HVAC Water Treatment	Municipal	\$5,000	40%	\$2,000
	F	Cummins Northeast	Generator Maintenance	Municipal	\$7,500	40%	\$3,000
66	H	Johnson Control	Johnson Controls	Municipal	\$5,000	40%	\$2,000
67	E	Stanley	Door Main & Security	Municipal	\$5,000	40%	\$2,000
68	C	Hartfor Steam Boiler	Boiler Inspection	Municipal	\$1,500	40%	\$600
<b>7(a) Subtotal:</b>							<b>\$23,000</b>

**7(b) Local Payroll**

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	1	Maintenance Worker 2 - MW2	\$40,777	\$32,886	\$73,663	100%	\$73,663
70	1	Maintenance Worker 3 - MW3	\$17,609	\$6,750	\$24,359	100%	\$24,359
71							
72							
73							
74							
75							
76							
<b>7(b) Subtotal:</b>							<b>\$98,022</b>

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Contruction/ Repair	Municipal	1	\$12,317	40%	\$4,927
78	Parking lot/landscape/lot	Municipal	1	\$10,000	40%	\$4,000
79	Tools & Equipment	Municipal	1	\$10,000	40%	\$4,000
80	Safety items	Municipal	1	\$1,000	40%	\$400
81	Light Bulbs	Municipal	1	\$1,000	40%	\$400
<b>7(c) Subtotal:</b>						<b>\$13,727</b>

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$134,749**

8 Total - Building and Property Maintenance Costs: 8 **\$134,749**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 **\$33,687**

10 Total Proposed Direct Costs (Item 6 + Item 9): 10 **\$266,999**

11 Overhead Costs (Item 10 x .05): 11 **\$13,350**

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 **\$280,349**

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:

Line No.	Explanation: