

Unified Court System Court Cleaning and Minor Repairs Recapitulation and Claim Form

State Fiscal Year: 2025-2026

Name of County or City : City of Oneida

List of Court Buildings (Including County Clerk Space):

List Court Buildings: Name and Address of Each Building	Owned or Leased	Total Building Net Usable Square Feet	Net Usable Sq. Ft.	Court Spaces to be Cleaned and Repaired Pursuant to this Budget Court Related Aid Eligible Percentage
Municipal Bldg., 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	Total Cost	Aid Eligible Percentage	Total Court Cost
1	Service Master	Floor Cleaning	JC	1,715	100%	1,715
2						0
3						0
4						0
5						0
6						
1(a) Subtotal :						\$1,715

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Total Court Cost
7	MB/JC	71,252	41,406	112,659	14%	15,772
8				0		0
9				0		0
10				0		0
11				0		0
12						
1(b) Subtotal :						\$15,772

1(c) Supplies and Equipment

	Type of Material	Building	Quantity / Unit	Total Cost	Aid Eligible Percentage	Total Court Cost
13	Spray Cleaner	MB/JC	1	419	14%	59
14	Bags	MB/JC	1	474	14%	66
15	Soap & Towels	MB/JC	1	997	14%	140
16	Floor Cleaner	MB/JC	1	274	14%	38
17						0
18						
1(c) Subtotal :						\$303

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

\$17,790

2 Trash Removal and Disposal

2(a) Trash Removal

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

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Total Cost	Aid Eligible Percentage	Total Court Cost
24	Bliss Environmental	MB/JC	12	2,964	14%	415
25						0
26						0
27						0
28						
2(b) Total :						\$415

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

\$415

3 HVAC Cleaning Costs

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

	Contractor	Type of Service	Building	Total Cost	Aid Eligible Percentage	Total Court Cost
29	N/A					0
30						0
31						0
32						0
33						
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	Total Court Cost
34	N/A				0		0
35					0		0
36					0		0
37					0		0
38					0		0
39					0		0
3(b) Subtotal :							\$0

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity / Unit	Total Cost	Aid Eligible Percentage	Total Court Cost
40	N/A					0
41						0
42						0
43						0
44						0
45						0
3(c) Subtotal :						\$0

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

\$0

4 GRAND TOTAL - ALL "CLEANING COSTS":

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

\$18,205

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)

Work to be Performed

	Code	Building	Describe Work	Total Cost	Aid Eligible Percentage	Total Court Cost
46	G	JC	Air Deflector for Judge	104	100%	104
47						0
48						0
49						0
50						0
51						0
52						0
53						0
54						0
55						0
56						0
57						0
				Total (5):		\$104

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

Total (4+5) 6: **\$18,309**

7 Building and Property Maintenance: Use Codes A-G:

- 7(a) Service Contracts
- 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	Total Cost	Aid Eligible Percentage	Total Court Cost
58	Davis Ulmer	Wet System Inspection	JC	1,928	49%	945
59	Power Generator	Generator PM	JC	648	49%	317
60						0
61	Davis Ulmer	Sprinkler Inspection	JC	2,252	49%	1,103
62	Honeywell	Mechanical & Electrical HV	JC	12,271	49%	6,013
63	TR Enterprises	Annual Backflow Test	JC	75	49%	37
64	REM Fire Systems	Annual Fiew Alarm	JC	336	49%	165
65	Adboo Security	Alarm Service Fees	jc	320	49%	157
66	BR Johnson	Service Call for Handicap	JC	430	49%	211
67						0
68						0
69						0
70						0
71						0
72						0
73						0
74						0
75						0
76						0
					7(a) Subtotal :	\$8,948

7(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringes	Total Cost	Aid Eligible Percentage	Total Court Cost
77	MB/JC	50,427	33,706	84,133	14%	11,779
78				0		0
79				0		0
80				0		0
81				0		0
82				0		0
83				0		0
84				0		0
85				0		0
7(b) Subtotal :						\$11,779

7(c) Supplies and Equipment

Type of Material	Building	Quantity / Unit	Total Cost	Aid Eligible Percentage	Total Court Cost
86 Security Access Control Parts	JC	1	2,975	49%	1,458
87 Swinging Gate Door	JC	1	1,685	49%	826
88 Salt	MB/JC	1	1,400	14%	196
89					0
90					0
91					0
7(c) Subtotal :					\$2,480

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

\$23,207

8 Total - Building and Property Maintenance Costs:

\$23,207

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

\$5,802

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


11 Overhead Costs (Item 10 x .05):

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

11	\$24,111
12	\$1,206
13	\$25,317

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:	Kyle Lovell
Title :	City Manager
Signature :	
Date :	6/5/2026

County or City :	City of Oneida, Madison County NY
Address :	109 N. Main Street
Phone :	Oneida, NY 13421
	315-363-2022

ENDNOTES:

Use budget line numbers to reference remarks or explanations.

Line No. Explanatory Text

CLAIM FOR PAYMENT

AC 3253-S-6JD

Revised 3/2014

Court Name City of Oneida			SFS Voucher ID		
Vendor Name City of Oneida			Invoice No / Account No CH686 FY2025-26		
Vendor ID/Short Name 1000002577/ONEIDA CIT-001			Invoice Date 6/5/2026		
Address 109 N Main Street			Date Invoice Received		
City Oneida	State NY	Zip 13421	Liability Date 03/31/26		
			Invoice Amount \$25,317.00		

Description of Material/Service (Include PO# and/or Contract# if applicable)

Description: Chapter 686 Court Cleaning & Minor Repairs
(April 1, 2025 - March 31, 2026)

PO#:

Contract#: C300546

Vendor Certification: I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.

Date/Time Stamp



Vendor Signature

City Manager

Title

6/5/26

Date

City of Oneida

Name of Company

Court Certification: I certify that the above bill is just, true and correct; and that the services and/or goods are used in the official functions and duties of this agency.

Signature

Date

Speed Chart Number	Amount	Department	Program	Fund	Account Code	Budget Ref (FY)	Operating Unit
		5000282		10050			
		5000282		10050			
		5000282		10050			
		5000282		10050			
		5000282		10050			

Fiscal Unit Only:

Separate Payment

Reviewed by:

SFS Entered by:

Submitted: