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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

June 19, 2015

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

IMMEDIATE CONSIDERATION REQUESTED

Re: Supreme Court Law Library Renovations

Dear Honorable Members:

Please find enclosed a resolution from the Department of Public Works concerning a project to conduct renovations at the Supreme Court Law Library and seeking pre-approval of consultants and bids for contracting said project. The resolution is the result of a request received by the Department of Public Works from the Unified Court System, Eighth Judicial District, to renovate the second floor of the Law Library at 77 West Eagle St. Buffalo NY, for the relocation of their information technology unit. The Court System will reimburse the County for 100% of the cost, up to a maximum amount of $350,000.

Representatives from the Department of Public Works and Division of Budget and Management are available to answer questions regarding this request.

Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:jcl/dab

cc: Robert W. Keating, Director of Budget and Management
John Loffredo, PE, Commissioner of Public Works

MEMORANDUM

To: Erie County Legislature
From: Department of Public Works/Office of the Commissioner
Re: Supreme Court Law Library Renovations
Date: June 19, 2015

SUMMARY

A project has been requested by the Unified Court System, Eighth Judicial District ("UCS") to renovate the second floor of the Supreme Court Law Library located at 77 West Eagle St. Buffalo NY. This project will create space for the relocation of the UCS information technology unit. The project will be reimbursed by the UCS as a tenant request line item in the Chapter 686 cleaning and minor maintenance contract with the County, for the New York State fiscal year beginning April 1, 2015. The maximum reimbursement for the project is $350,000.

The UCS has requested that the project be completed as expeditiously as possible. Reimbursement claims for project expenses paid after March 31, 2016 will be disallowed by UCS. Therefore pre-approval of all project consultant, construction contracts and contingency change orders (if any) is being requested for an amount not to exceed $350,000.

FISCAL IMPLICATIONS

The cost of the project is not to exceed $350,000, and will require no local share. The project will be reimbursed by the UCS. A new capital project, in the amount of $350,000 will be created in BA122, Fund 410.

REASONS FOR RECOMMENDATION

This project will significantly enhance the ability to provide technical support for the courts and enhance the ability to incorporate technology initiatives at the Supreme Court Law Library to allow members of the bar and the public to benefit. It will also result in savings for UCS by ending the need to pay rent to a private entity.

CONSEQUENCES OF NEGATIVE ACTION

The Eighth Judicial District information technology unit will remain in its current location without any improvement in operation or long-term cost savings.

STEPS FOLLOWING APPROVAL

Upon approval of this resolution, the Comptroller will create a new SAP project, the Division of Budget and Management will establish a budget in the new capital project in the amount of $350,000, the amount of the anticipated reimbursement from the UCS. A consultant will be selected and awarded a contract and the project will be designed and bid with contracts awarded to the lowest responsible bidders as designated by the Commissioner of Public Works and approved by the Law Department.

COMPTROLLER'S OFFICE REVIEW

The proposed legislation has been reviewed by the Office of the Comptroller and following approval of this resolution, will be related to an authorized capital project for which there are sufficient appropriations for the action proposed.

FOR GREG GACH

GREGORY GACH
Deputy Comptroller, Comptroller's Office

RESOLUTION SUBMITTED BY
DEPARTMENT OF PUBLIC WORKS

Re: Supreme Court Law Library Renovations

WHEREAS, the Unified Court System Eight Judicial Distract ("UCS") has requested that the Erie County Department of Public Works renovate the second floor of the Supreme Court Law Library located at 77 West Eagle St. Buffalo N.Y; and

WHEREAS, this project will create space for the UCS informational technology unit to relocate from leased space to the Supreme Court Law Library and the cost of construction is 100% reimbursable to the County; and

WHEREAS, it is critical that the Department of Public Works complete this project and make all project payments by March 31, 2016 in order to ensure availability of reimbursement funding from the UCS; and

WHEREAS, the current estimate for the project is in the amount, not to exceed $350,000; and

WHEREAS, a new SAP capital project will be created in BA122, Fund 410, in the amount of $350,000 the amount of the anticipated reimbursement from the UCS; and

WHEREAS, the project will be reimbursed by the UCS as a tenant request line item in the Chapter 686 cleaning and minor maintenance contract with the County, for the New York State fiscal year beginning April 1, 2015; and

WHEREAS, reimbursement claims for project expenses paid after March 31, 2016 will be disallowed by UCS; and

WHEREAS, in order to expedite this work, pre-approval from the Erie County Legislature is needed to award design and construction contracts.

NOW, THEREFORE, BE IT

RESOLVED, that in order to comply with the Unified Court System Eighth Judicial District's request to create space for their information technology unit at the Supreme Court Law Library, the award of construction, design and testing contracts, as designated by the Commissioner of Public Works for this project, is hereby preapproved by the Erie County Legislature and the County Executive is hereby authorized and directed to execute said contracts; and be it further

RESOLVED, that pre-approval is contingent upon the advertisement and award of the construction contracts pursuant to applicable Local and New York State public bidding laws; and be it further

RESOLVED, that the Commissioner of Public Works shall determine the lowest

responsible construction bidder and submit recommendations to the County Executive; and be it further

RESOLVED, that the pre-approved contract authorization shall include up to a 20% contingency amounts or as designated by the Commissioner of Public Works, and shall not exceed an aggregate total of 350,000; and be it further

RESOLVED, that such costs shall be recorded in a newly-created SAP project in BA122, Fund 410; and be it further

RESOLVED, that the Division of Budget and Management is authorized to make the following budgetary changes in SAP:

BA122, Fund 110, Fund Center 12220

Revenue Account	Description	Current Budget	Increase (Decrease)	Revised Budget
405170	State Aid Court Facility	$1,768,470	$350,000	$2,118,470
Expense 575000	Interfund Exp Non-Subsidy	$ 0	$ 350,000	$ 350,000
	Net Change Fund 110		$ 0	

BA122, Fund 410, New Project

Revenue Account	Description	Current Budget	Increase (Decrease)	Revised Budget
450000	Interfund Rev Non-Subsidy	$ 0	$350,000	$ 350,000
Expense				
CAPITALPRO	Capital Projects Exp	$ 0	$350,000	$ 350,000
	Net Change Fund 410		$ 0	

; and be it further

RESOLVED, that the Comptroller's Office is directed to effectuate the release of funds for this project based on requests from the Department of Public Works from the above-noted funding

sources; and be it further

RESOLVED, that certified copies of this resolution be sent to the Department of Public Works, Office of the Commissioner, Office of the County Executive, the Division of Budget and Management, the Office of the Comptroller and the Unified Court System Eighth Judicial District c/o Andrew Isenberg.

TO: GREGORY GACH - COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS

REQUESTING DEPARTMENT	COMPLETE ITEMS 1 THROUGH 5
1. CONTRACTOR'S NAME	To Be Determined
2. AMOUNT OF CONTRACT	$350,000 (Not to Exceed)
3. PROJECT NUMBER	A.XXXXX
4. PROJECT TITLE	Supreme Court Law Library Renovations
5. DEPARTMENT CONTACT	Funding questions: Jeffrey Zack, PE at 8824 Letter pickup: Diane Bukowski at 8301

COMPTROLLER'S OFFICE	COMPLETE ITEMS 6 AND 7
6. AVAILABILITY OF FUNDS	$ 350.000,00 New project is 100% reimbursed by UCS
7. PERFORMED BY	Don Urban
Date Sent to Comptroller's Office:	June 16, 2015

[55 compt_10]

OFFICE OF THE COMPTROLLER REVIEW **DATE:** 6-17-15

PROJECT TITLE: NEW PROJECT – LAW LIBRARY RENOVATION

1) IS THE REASON FOR THIS CONTRACT CONSISTENT WITH THE PURPOSE OF THE PROJECT: YES X NO ____

IF NO, RETURN THIS REQUEST TO THE DEPARTMENT

IF YES, COMPLETE THE FOLLOWING VERIFICATION

2) PROJECT AVAILABLE APPROPRIATION

TOTAL PROJECT REVENUES	$ 0.00
TOTAL PROJECT APPROPRIATIONS	$ 0.00
LESS: TOTAL EXPENDITURE TO DATE	$ 0.00
TOTAL COMMITMENTS	$ 0.00
AVAILABLE APPROPRIATIONS AS OF DATE OF REQUEST	$ 0.00
LESS: CONTRACT AMOUNT:	350,000.00
NET AVAILABLE APPROPRIATIONS	$ <350,000.00>

COMMENTS: 0.00 project cash balance. New project will be reimbursed 100% from Unified Court System

REQUEST APPROVED: [signature]

REQUEST DENIED: ____

DATE: June 17, 2015

V:Accounting/Capital/Rule 2.34/Comptroller Appropriation Review.doc