



Buildings & Grounds Committee

Tuesday, September 6, 2022 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Matt Veitch

Members:

Eric Connolly
Joe Grasso-VC
John Lant
Scott Ostrander
Jean Raymond
Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the July 5, 2022 meeting.
- III. Authorization to procure materials and services necessary to accommodate expansion of Family Court – Chad Cooke, Public Works
- IV. Discussion: Prime Hangar at County Airport – Chairman Veitch
- V. Update: Facilities Study
- VI. Other Business
- VII. Adjournment



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Public Works

DATE: 8/25/22

COMMITTEE: Buildings & Grounds

RE: Authorize the County Administrator to procure the materials and services necessary for expansion of Family Court.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorize the County Administrator to procure the materials and services necessary for expansion of Family Court.

3. Specific Details on what the resolution will authorize:

Authorize the County Administrator to procure the materials and services necessary for expansion of Family Court associated with recent State legislation that added an additional Family Court Judge in Saratoga County.

The County has been coordinating with the Office of Court Administration on the proposed plan for the expansion that will include the installation of temporary modular office space to be located adjacent to the existing Family Court facilities (Building No. 2). Support court staff would relocate to the modular office space which would allow for the existing space within Building No. 2 to be reassigned to accommodate space for an additional Family Court Judge.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A-0599.B	Appropriated Fund Balance	\$500,000

Expense

Account Number	Account Name	Amount
A.50.000-7094	Bldg Components Realty	\$500,000

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
\$500,000			

5. Identify Budget Impact:

Other

- a. G/L line impacted See above
- b. Budget year impacted 2022
- c. Details
 Appropriation from Fund Balance

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

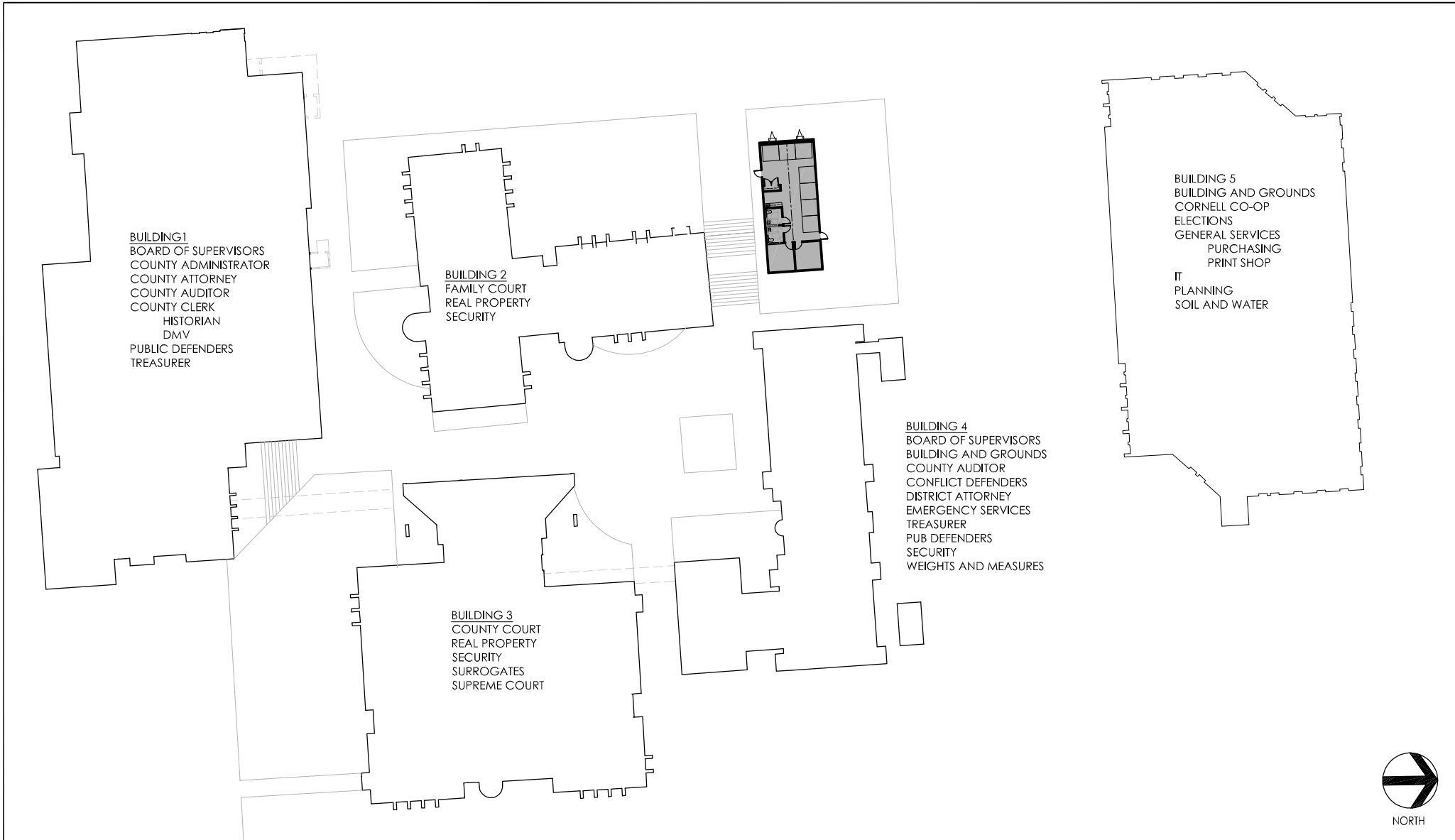
- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other preliminary site plan, modular unit quote

10. Remarks:

The Family Court expansion project is a 2-phased project. Phase I is the installation of a modular office unit (see attached site plan) and the relocation of office staff from Family Court (Building 2) into the modular unit. Cost for Phase I is estimated at \$240,000 which includes site preparation and utility connections at \$90,000 and modular rental for 24 months totaling \$150,000.

Phase II of the project includes fit-up of Family Court (Building 2) to include an additional courtroom and Judge's Chambers totaling approximately \$260,000 (1,300 square feet x \$200/square foot).

The budget figures provided are preliminary estimates as the plans for fit-up are still being designed. Authorization to amend the budget and move forward with procuring the necessary materials at this time is requested given the urgency to have the improvements in place by January 1, 2023.



BUILDING 1
 BOARD OF SUPERVISORS
 COUNTY ADMINISTRATOR
 COUNTY ATTORNEY
 COUNTY AUDITOR
 COUNTY CLERK
 HISTORIAN
 DMV
 PUBLIC DEFENDERS
 TREASURER

BUILDING 2
 FAMILY COURT
 REAL PROPERTY
 SECURITY

BUILDING 3
 COUNTY COURT
 REAL PROPERTY
 SECURITY
 SURROGATES
 SUPREME COURT

BUILDING 4
 BOARD OF SUPERVISORS
 BUILDING AND GROUNDS
 COUNTY AUDITOR
 CONFLICT DEFENDERS
 DISTRICT ATTORNEY
 EMERGENCY SERVICES
 TREASURER
 PUB DEFENDERS
 SECURITY
 WEIGHTS AND MEASURES

BUILDING 5
 BUILDING AND GROUNDS
 CORNELL CO-OP
 ELECTIONS
 GENERAL SERVICES
 PURCHASING
 PRINT SHOP
 IT
 PLANNING
 SOIL AND WATER



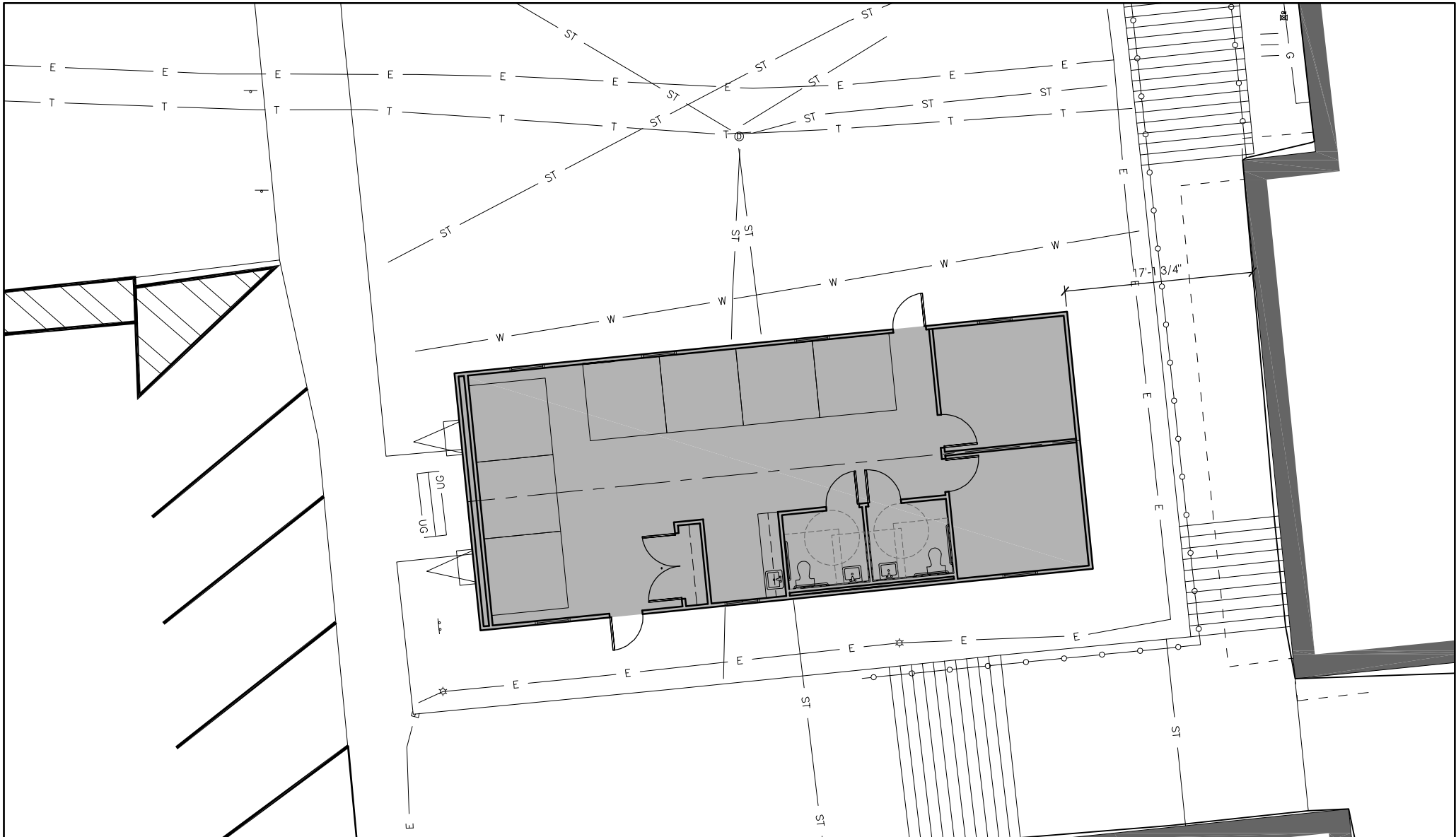
SARATOGA COUNTY FACILITIES ASSESSMENT
 KEY PLAN

CAMPUS PLAN

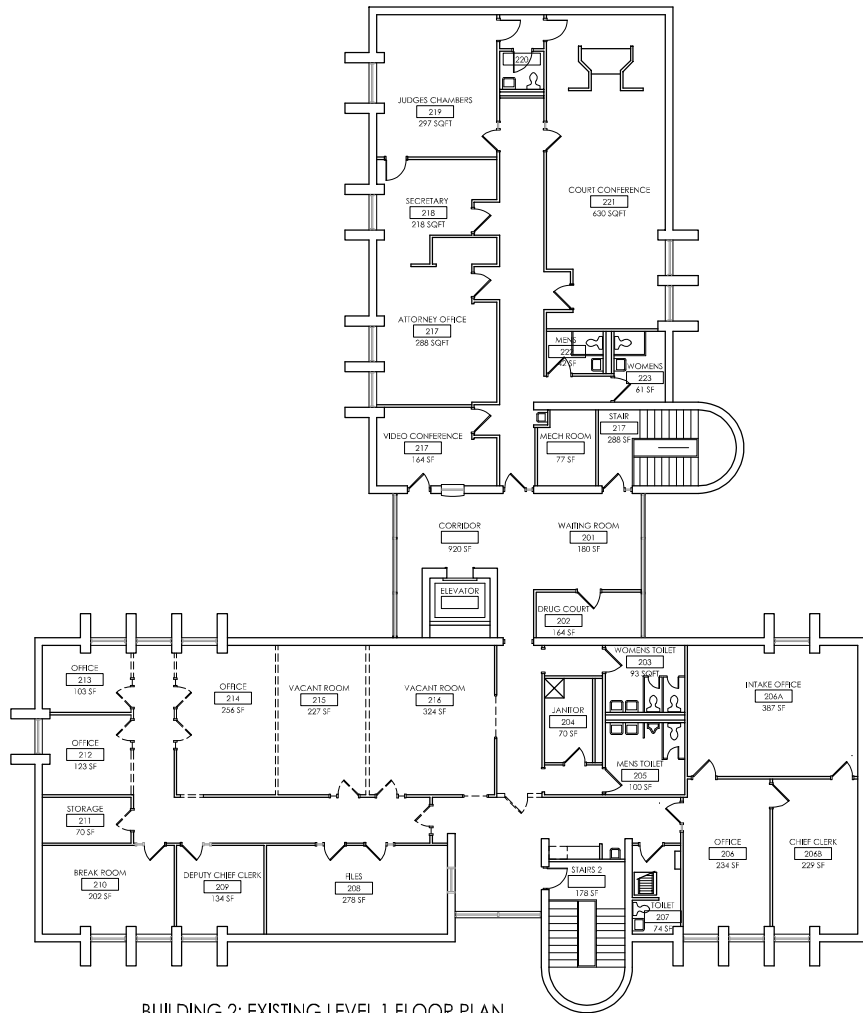
Project Number
16706.00

Scale
 NA

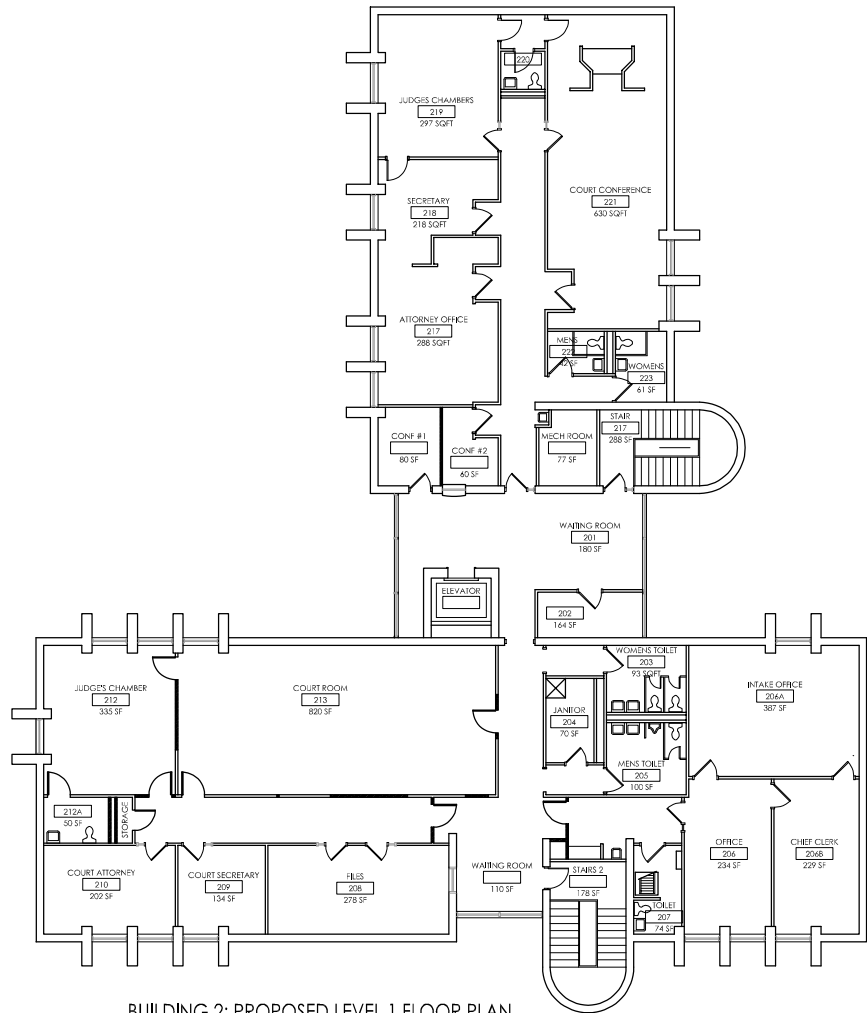
Date
DRAFT-07/12/2022



SARATOGA COUNTY FAMILY COURT DESIGN CONCEPT

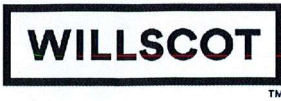


BUILDING 2; EXISTING LEVEL 1 FLOOR PLAN



BUILDING 2; PROPOSED LEVEL 1 FLOOR PLAN





Williams Scotsman, Inc.
 1620 Route 9
 Clifton Park NY 12065

Your WillScot Representative
 Chris Markellos, Territory Sales Manager
Phone: (518)382-0912
Email: christopher.markellos@willscot.com
Toll Free: 800-782-1500

Contract Number: 1691829
Revision: 1
Date: August 15, 2022

Quotation

Lessee: Saratoga County 40 McMaster St Ballston spa, New York 12020	Contact: Ed Tremblay 40 McMaster St Ballston spa, NY 12020 Phone: (518) 378-2282 Email: etremblay@saratogacountyny.gov	Ship To Address: BALLSTON SPA, NY 12020 US Delivery Date (on or about): 11/08/2022
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Rental Pricing Per Billing Cycle	Quantity	Price	Extended
64x24 Modular (60x24 Box)	1		\$1,336.00
Prof. Entrance-Canopy T2	1	\$67.00	\$67.00
Loss Damage Waiver (11/12)	2	\$159.00	\$318.00
ADA/IBC Ramp -w/ switchback	1	\$650.00	\$650.00
Window/Door Security Bundle - 40+	1	\$47.00	\$47.00
General Liability - Allen Insurance	1	\$26.40	\$26.40
Data Hub Rental T2	1	\$81.00	\$81.00
Prof. Office Package T2	2	\$88.00	\$176.00
Prof. Cubicle Package T1	9	\$142.00	\$1,278.00

Minimum Lease Billing Period: 24	Total Recurring Building Charges:	\$1,336.00
Billing Cycle: 28 Days	Subtotal of Other Recurring Charges:	\$2,643.40
	Total Recurring Charges Per Billing Cycle:	\$3,979.40

Estimated Delivery & Installation

Fuel Surcharge Delivery	1	\$432.00	\$432.00
Essentials Material Handling	1	\$2,671.00	\$2,671.00
Skirting insulation	168	\$6.25	\$1,050.00
Skirting insulation - Labor	168	\$5.00	\$840.00
Ramp - Delivery & Installation	1	\$2,100.00	\$2,100.00
Miscellaneous Installation	Add 6' Counter w/Sink	\$3,500.00	\$3,500.00
Miscellaneous Material	R&R Two Offices	\$4,500.00	\$9,000.00
Cubicle Install	9	\$70.00	\$630.00
Delivery Freight	2	\$1,300.00	\$2,600.00
Block and Level	1	\$8,943.00	\$8,943.00
Tiedowns into asphalt	14	\$132.00	\$1,848.00
Vinyl skirting	168	\$20.00	\$3,360.00
	Total Delivery & Installation Charges:		\$36,974.00

Estimated Final Return Charges*

Fuel Surcharge Return	1	\$432.00	\$432.00
Tiedown-Asphalt Removal	14	\$42.00	\$588.00
Skirting Removal - Vinyl LF	168	\$7.00	\$1,176.00
Ramp - Knockdown & Return	1	\$1,902.00	\$1,902.00
Cubicle Knock Down	9	\$70.00	\$630.00
Teardown	1	\$6,694.00	\$6,694.00
Return Freight	2	\$1,300.00	\$2,600.00

Due On Final Invoice*: \$14,022.00

Total Including Recurring Billing Charges, Delivery, Installation & Return:** \$146,501.60

Summary of Charges

Model: SM6424	Quantity: 2	Total Charges for(2) Building(s): \$293,003.20
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 1620 Route 9
 Clifton Park NY 12065

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Toll Free: 800-782-1500

Contract Number: 1691829
Revision: 1
Date: August 15, 2022

Insurance Requirements Addendum

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
2	SM6424	\$72904.00	\$0.00

Lessee: Saratoga County

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

General Liability Insurance Program

Lessee elects to participate in the General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily injury and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: _____ Print Name: _____ Date: _____

Loss Damage Waiver Program

Lessee elects to participate in the Lessor's Loss Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible, if any, per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Loss Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: _____ Print Name: _____ Date: _____

Please return this signed document with the signed lease agreement.



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Clarifications

***Final Return Charges are estimated and will be charged at Lessor's prevailing rate at time of return. **All prices exclude applicable taxes. All Lessees and Leases are subject to credit review.** In addition to the stated prices, customer shall pay any local, state or provincial, federal and/or personal property tax or fees related to the equipment identified above ("Equipment"), its value or its use. Lessee acknowledges that upon delivery of the Equipment, this Agreement may be updated with the actual serial number(s), delivery date(s), lock serial number(s), etc, if necessary and Lessee will be supplied a copy of the updated information. Prices exclude taxes, licenses, permit fees, utility connection charges, site preparation and permitting which is the sole responsibility of Lessee, unless otherwise expressly agreed by Lessor in writing. Lessee is responsible for locating and marking underground utilities prior to delivery and compliance with all applicable code requirements unless otherwise expressly agreed by the Lessor in writing. Price assumes a level site with clear access. Lessee must notify Lessor prior to delivery or return of any potentially hazardous conditions or other site conditions that may otherwise affect delivery, installation, dismantling or return of any Equipment. Failure to notify Lessor of such conditions will result in additional charges, as applicable. Physical Damage & Commercial Liability insurance coverage is required beginning on the date of delivery. Lessor is not responsible for changes required by code or building inspectors. **Pricing is valid for thirty (30) days.**

Please note the following important billing terms:

- In addition to the first billing period rental and initial charges, last billing period rent for building and other recurring rentals/services (excluding General Liability Insurance and Property Damage Waivers), will be billed on the initial invoice. Any amounts prepaid to Williams Scotsman will be credited on the final invoice.
- Invoices are due on receipt, with a twenty (20) day grace period. Interest will be applied to all past due amounts.
- Invoices are due on receipt, with a twenty (20) day grace period. Late fees will be applied to all past due amounts.
- Williams Scotsman preferred method of payment is ACH. Payments made by check are subject to a Paper Check Fee, charged on the next invoice following payment by check.
- Williams Scotsman preferred method of invoicing is via electronic transmission. Customers are encouraged to provide an email address or use MMConnect. Invoices sent standard mail are subject to a paper invoice fee, charged on the following invoice.

Lessor hereby agrees to lease to Lessee and Lessee hereby agrees to lease from Lessor Modular Equipment and Value Added Products (as such items are defined in Lessor's General Terms & Conditions) selected by Lessee as set forth in this Agreement. All such items leased by the Lessee for purposes of this Lease shall be referred to collectively as the "Equipment". By its signature below, Lessee hereby acknowledges that it has read and agrees to be bound by the Lessor's General Terms & Conditions (6-3-22) located on Lessor's internet site (<https://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Lessor subject to the terms therein. Although Lessor will provide Lessee with a copy of the General Terms & Conditions upon written request, Lessee should print copies of this Agreement and General Terms & Conditions for recordkeeping purposes. Each party is authorized to accept and rely upon a facsimile signature, digital, or electronic signatures of the other party on this Agreement. Any such signature will be treated as an original signature for all purposes and shall be fully binding. The undersigned represent that they have the express authority of the respective party they represent to enter into and execute this Agreement and bind the respective party thereby.

Invoicing Options (select one)

Paperless Invoicing Option
 Williams Scotsman prefers electronic invoicing, an efficient, convenient and environmentally friendly process. To avoid fees, provide us with the proper email address for your invoices

Corrected Email Address: _____

Standard Mail Option
 Customer prefers to receive paper invoice via mail. Fees may apply. Invoices will be mailed to:

40 McMaster St
 Ballston spa, New York 12020

Enter a new billing address: _____

WILLSCOT

901 S. BOND STREET, STE 600
BALTIMORE, MD 21231

800.782.1500

WILLSCOT.COM

Customer: Saratoga County

Quote #:1691829

Type: Sectional Modular

Size: 64x24

Location: Ballston Spa, NY

Project Type: Administrative Offices

24 – Billing Period Lease

Lease Standard Clarifications

1. This proposal does not include any sales, use, and/or personal property taxes, or other direct taxes levied against or imposed upon the equipment, its value or its use or operation or levied against or based upon the rental paid or to be paid. A valid tax exemption form must be submitted and approved by the Williams Scotsman Tax Dept. prior to any taxes being removed from the contract billing.
2. In the event that the proposal is accepted, the customer shall obtain, at its cost and expense, insurance satisfactory to the seller for public liability and any and all risk.
3. This proposal is based upon the customer signing a Williams Scotsman lease contract, with mutually agreeable contract terms and conditions.
4. This proposal is valid for a period of thirty (30) days.
5. Prices quoted are exclusive of final utility connection fees.
6. This proposal is based upon using Prevailing Wage Labor Rates unless otherwise noted.
7. This proposal is based upon normal work hours, Monday through Friday.
8. Any local, county or State permits required for the installation of the proposed building shall be the responsibility of others.
9. This proposal is based on a clear, level site with proper access. Unless otherwise directed, a maximum 12" differential in grade from left to right side / front to back of proposed building is allowed.
10. This proposal is based upon an assumed 3,000 PSF bearing capacity for soil.
11. This proposal is based upon site engineering by others.
12. This proposal is based upon geotechnical engineering and/or testing by others.

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13. This proposal is exclusive of hidden, latent conditions, rock removal, dewatering of site, excavation, and/or hazardous material removal.
14. This proposal does not include site work, excavation, grading, spoils removal, and/or borrowed material unless otherwise stated.
15. This proposal is exclusive of bonds and site specific insurance coverage.
16. This proposal is exclusive of temporary utilities.
17. This proposal assumes any fire separations required between new and existing buildings presently exists, or is to be by others.
18. This proposal is exclusive of site work, paving, sidewalks, steps, ramps, landscaping, and/or seeding unless otherwise stated.
19. In the event that the site is not ready for the units, owner may be subject to storage fee for storage of units until site is ready for delivery.
20. This proposal is based upon approved credit and proper documentation by owner.
21. The customer is responsible for the location of underground piping/wiring and contacting local utility authorities (dig safe) for the installation of foundation piers, anchors - etc.
22. Repairs to the site, once building is removed, are the responsibility of others.
23. Pricing is based on the enclosed floor plan, specifications and work scope.
24. Pricing assumes that the existing electrical service has sufficient capacity to safely provide adequate power to the modular structure.
25. All pricing quoted is based on customer providing full, unobstructed access to project site for the installation and removal of the proposed modular office building.
26. This proposal is exclusive of Liquidated Damages.
27. This proposal does not include costs for Safety, Orientation or other site specific training classes.

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Customer: Saratoga County

Quote #:1691829

Type: Sectional Modular

Size: 64x24

Location: Ballston Spa, NY

Project Type: Administrative Offices

24 – Billing Period Lease

Installation Includes The Following:

- Delivery of modular building pieces to your proposed location in Ballston Spa, NY. Pricing quoted includes all trucking, escorts and over-wide permits.
- Level, set & seam Modular Building using dry-stacked concrete block, ABS pads, wood & metal shims on customer prepared project site.
- Complete all interior finishes to make a completed modular building.
- Complete all electrical & plumbing crossovers between modular building pieces.
- Install insulated Vinyl skirt at the perimeter of Modular Building (if ordered). Skirting height to 36". Higher set skirting may incur additional charges.
- Install ADA Ramp -36' Switchback Ramp (if ordered). Height to 35". Higher set height may require special order or custom built ramp at additional charges. Concrete piers/pads are not included
- Install prefabricated aluminum step kits w/ canopies at exit doors (if ordered). Stair height to 35". Higher set stair height may require special order or custom built stairs at additional charges. Concrete piers/pads are not included with the step kits.
- Complete all punch-list items as required, pertaining to Williams Scotsman's installation work scope.

Optional Items for Installation:

- | | |
|---|--|
| - <i>Poured Piers (Building / Decks / Ramps)</i> | - <i>Site Built Wood Ramps</i> |
| - <i>Door & Window Canopies</i> | - <i>Classroom Furniture</i> |
| - <i>Utility Connections</i> | - <i>Insurance Coverage</i> |
| - <i>Office Furniture</i> | - <i>Appliances</i> |
| - <i>Insurance Waivers / Bonds</i> | - <i>Building Modifications</i> |

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Customer: Saratoga County

Quote #:1691829

Type: Sectional Modular

Size: 64x24

Location: Ballston Spa, NY

Project Type: Administrative Offices

24 – Billing Period Lease

Building Removal Includes The Following:

- Removal (if ordered) of skirt materials.
- Dismantle of modular building and make ready for transport.
- Return freight of modular building to local Williams Scotsman branch.
- Clean up of modular building area as pertaining to Williams Scotsman's work scope.

Removal and disposal of site built wooden decks, ramps, and canopies are the responsibility of the customer prior to the tear-down of the building. Please call with any questions.

All utilities must be disconnected from the Modular Building pieces prior to Williams Scotsman starting any part of the Modular Building removal scope.

All of the customer belongings must be removed prior to Williams Scotsman starting any part of the Modular Building removal scope.

Customer is responsible for returning the Modular Building in the same condition as delivered, with normal wear & tear accepted. Unit should be broom swept and all debris/garbage removed prior to return.



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Customer: Saratoga County

Quote #:1691829

Type: Sectional Modular

Size: 64x24

Location: Ballston Spa, NY

Project Type: Administrative Offices

24 – Billing Period Lease

Items NOT included with the attached proposal:

- Site clearing, site preparation, grading or excavation is not included in quotation provided.
- Installation of new utility lines and/or connection to modular building from existing utility lines (water, sewer, gas, electric and communication cabling) is not included in quotation provided.
- Site fencing in not included in quotation provided.
- Alarm systems (smoke/fire/burglar) are not included in quotation provided.
- Building permits are not included in quotation provided.
- Architectural & engineering fees (if required) are not included (unless quoted and agreed to).
- Poured piers for the proposed Modular Building, decks and/or ramps are not included under this proposal.
- Property restoration following building removal.
- Classroom furniture, office furniture and/or appliances are not included under this proposal unless otherwise stated.
- Submittal to the local town or government is not included under this proposal.
- Utility connections to/from the Modular Building are not included under this proposal unless otherwise stated.
- The use of a crane, trans-lift, fork-lifts or other specialized equipment for the installation of the proposed building is not included under this proposal unless otherwise stated.
- Liquidated Damages, Bonds (Performance and/or Payment) and specialized Insurance coverage is not included under this proposal unless otherwise stated.
- Safety, Orientation and/or Training classes are not included under this proposal unless otherwise stated. If needed, these items will be billed back to the customer on a per-man-hour charge.

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- HVAC supply / return system balancing is **NOT** included under this proposal, and is the responsibility of the customer at site.
- Roof guards are not included under this proposal, and are the responsibility of the customer at site if required.

Please feel free to call with any questions. 800-782-1500 ext. 76217

Please see the attached clarifications for additional information.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Public Works

DATE: 8/25/22

COMMITTEE: Buildings & Grounds

RE: Prime Hangar at County Airport

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
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County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

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- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

Copy of proposal or estimate

Copy of grant award notification and information

Other _____

10. Remarks:

Discussion of proposed Prime Hangar at County Airport.

September 2022 – Facilities Study Update

- Programming meetings are more than 95% complete with 30 of 31 meetings completed (Cornell Coop is at State Fair)
- Draft space allocation drawings are complete and have been shared with the County.
- Family Court Drawings and cost projection have been forwarded to the County for initial review with Buildings and Grounds Committee. Nine (9) Court Staff to relocate to double wide 60' Module. Plans for renovations in Building 2 to significantly renovate 1300 SF.
- Visit to Dutchess County for comparable analysis needs to be scheduled
- Options study is underway with initial concept review by Mid-September
- Two alternatives for future space configurations will be developed:
 - The first alternative will be to primarily utilize existing County buildings, with recommendations for new/additional spaces as required to accommodate current space needs and growth.
 - The second alternative will consider relocating County operations.