

College at Cortland

3320214

**FORM B**

## New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland  
 Contract Number: D000865  
 Contract Term:     /     /     to     /     /     Agency Business Unit:  
 Contractor Name: Architectural Resources  
 Contractor Address: 505 Franklin Street, Buffalo, NY 14202  
 Agency Department ID: 28170  
 Description of Services Being Provided: Architecture

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☐ Engineering    ☒ Architect Services    ☐ Surveying    ☐ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☐ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-1011.00	8.00	407.25	\$140,221.69
Total this Page	8.00	407.25	\$140,221.69
<b>Grand Total</b>	8.00	407.25	\$140,221.69

Name of person who prepared this report: Kelly Schiltz

Title: Bookkeeper

Phone #: 716-883-5566

Preparer's Signature: Kelly Schiltz

Date Prepared: 05/13/2025

**FORM B**

## New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland  
 Contract Number: D000865  
 Contract Term:     /     /     to     /     /     Agency Business Unit:  
 Contractor Name: Encorus Group Engineering, P.C. Agency Department ID: 28170  
 Contractor Address: 23 Mechanic St.  
 Description of Services Being Provided: RBM Services

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☐ Engineering    ☐ Architect Services    ☐ Surveying    ☒ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☐ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
19-2041	1.00	35.75	\$4,980.69
11-9041	1.00	1.00	\$199.44
Total this Page	2.00	36.75	\$5,180.13
<b>Grand Total</b>	2.00	36	\$5,180.13

Name of person who prepared this report: Brian Tomczyk

Title: Vice President, Finance

Phone #: 716-592-3980

Preparer's Signature: Brian Tomczyk

Date Prepared: 05/01/2025



## Design and Construction

AN ISO 9001:2000 CERTIFIED ORGANIZATION

Contract Administration, 35<sup>th</sup> Floor, Corning Tower  
The Governor Nelson A. Rockefeller Empire State Plaza  
Albany, New York 12242

Phone: (518) 474-0203 FAX: (518) 473-7862

### OSC Use Only:

Reporting Code:

Category Code:

### FORM B

## State Consultant Services CONTRACTOR'S ANNUAL EMPLOYMENT REPORT Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: **SUNY @ Cortland**

Agency Code:

Contract Number: **D000865**

Agency Department ID:

Contract Term: **10/16/2023 to 09/01/2026**

Contractor Name: **Popli Design Group**

Contractor Address: **555 Penbrooke Drive; Penfield NY 14526**

Description of Services Being Provided: **Professional Consulting Services**

### Scope of Contract (Choose one that best fits):

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Analysis               | <input type="checkbox"/> Evaluation             | <input type="checkbox"/> Research            | <input type="checkbox"/> Training               |
| <input type="checkbox"/> Data Processing        | <input type="checkbox"/> Computer Programming   | <input type="checkbox"/> Other IT consulting |   |
| <input checked="" type="checkbox"/> Engineering | <input type="checkbox"/> Architect Services     | <input type="checkbox"/> Surveying           | <input type="checkbox"/> Environmental Services |
| <input type="checkbox"/> Health Services        | <input type="checkbox"/> Mental Health Services | <input type="checkbox"/> Accounting          |   |
| <input type="checkbox"/> Auditing               | <input type="checkbox"/> Paralegal              | <input type="checkbox"/> Legal               | <input type="checkbox"/> Other Consulting       |

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-2071	2	19.00	\$ 3,589.88
17-2141	5	100.25	\$ 13,338.87
17-3013	1	3.00	\$ 268.58
17-3023	1	139.50	\$ 15,193.12
Total this page	9	261.75	\$ 32,390.45
Grand Total	9	261.75	\$ 32,390.45

Preparer's Name: **Karolyn Thomas**

Preparer's Signature:

Title: **AR Coordinator**

Phone #: **(315) 937-9600**

Date Prepared: **04/29/2025**

**FORM B**

## New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland

Contract Number: D000865

Agency Business Unit:

Contract Term:     /     /     to     /     /

Agency Department ID: 28170

Contractor Name: Trophy Point

Contractor Address: 4588 South Park Avenue, Blasdell, NY 14219

Description of Services Being Provided: Cost estimating

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☐ Engineering    ☐ Architect Services    ☐ Surveying    ☐ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☒ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
13-1051.00	5.00	57.00	\$5,072.82
Total this Page	5.00	57.00	\$5,072.82
<b>Grand Total</b>			

Name of person who prepared this report: Peter Trzybinski

Title: Director of Finance

Phone #: 716-823-0006

Preparer's Signature: 

Date Prepared: 4/30/2025

**FORM B**

# New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland

Contract Number: D000865

Agency Business Unit:

Contract Term: / / to / /

Agency Department ID: 28170

Contractor Name: Spring Line Design Architecture + Engineering, LLP

Contractor Address: 73 Troy RD, STE 2H, East Greenbush NY 12061

Description of Services Being Provided: SUNY Cortland Elevators

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☐ Engineering    ☐ Architect Services    ☐ Surveying    ☐ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☒ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-2051 Civil Engineers	2.00	38.00	\$17,490.00
Total this Page	2.00	38.00	\$17,490.00
<b>Grand Total</b>	2.00	38	\$179,490.00

Name of person who prepared this report: Andrea Morris

Title: Administrative Manager

Phone #: 518.487.4755 x101

Preparer's Signature: 

Date Prepared: 5/6/2025

(Use additional pages, if necessary)

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**New York State Consultant Services**  
**Contractor's Annual Employment Report**  
 Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland

Contract Number: D000906

Agency Business Unit: N/A

Contract Term: 11/13/2023 to 12/31/2026

Agency Department ID: N/A

Contractor Name: HOLT Architects PC

Contractor Address: 619 W State Street, Ithaca NY 14850

Description of Services Being Provided: Term Agreement 2023-2026

**Scope of Contract (Choose one that best fits):**


- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☒ Engineering    ☒ Architect Services    ☐ Surveying    ☒ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☐ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-2051.00	4.00	36.00	\$4,693.50
17-2199.00	5.00	10.00	\$16,995.00
Total this Page	9.00	46.00	\$21,688.50
<b>Grand Total</b>	<b>52.00</b>	<b>2,770</b>	<b>\$332,145.20</b>

Name of person who prepared this report: Allison L. Short

Title: Business Manager

Phone #: 607-273-7600 Ext 155

Preparer's Signature: 

Date Prepared: 5/15/2025



**FORM B**

## New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland

Contract Number: D000906

Agency Business Unit: N/A

Contract Term: 11/13/2023 to 12/31/2026

Agency Department ID: N/A

Contractor Name: HOLT Architects PC

Contractor Address: 619 W State Street, Ithaca NY 14850

Description of Services Being Provided: Term Agreement 2023-2026

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☒ Engineering    ☒ Architect Services    ☐ Surveying    ☒ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☐ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
11-1011.00	3.00	47.50	\$11,000.89
17-1011.00	1.00	928.00	\$114,656.76
17-3011.00	6.00	770.75	\$70,405.17
13-1051.00	12.00	365.00	\$37,013.53
11-9041.00	3.00	44.75	\$5,535.58
17-2140.00	3.00	15.25	\$2,496.75
17-2071.00	3.00	130.50	\$19,501.36
17-3012.02	1.00	9.75	\$1,365.41
19-2041.00	1.00	23.75	\$2,968.75
17-3019.00	3.00	73.00	\$5,595.00
17-2141.00	4.00	196.50	\$26,741.00
17-3013.00	1.00	82.50	\$10,560.00
43-9199.00	2.00	37.50	\$2,616.50
Total this Page	43.00	2,724.75	\$310,456.70
<b>Grand Total</b>			

Name of person who prepared this report: Allison L. Short

Title: Business Manager

Phone #: 607-273-7600 Ext 155

Preparer's Signature: \_\_\_\_\_

Date Prepared: 4/18/2024



Contracting State Agency Name: SUNY Cortland Agency Code: 01051  
 CONTRACT NUMBER:  
 Contract Term:  
 Contractor Name: The LA Group, P.C.  
 Contractor Address: 40 Long Alley, Saratoga Springs NY 12866  
 Description of Services Being Provided:

Analysis ☐ Evaluation ☐ Research ☐ Training ☐  
Data Processing ☐ Computer Programming ☐ Other IT consulting ☐  
Engineering ☐ Architect Services ☒ Surveying ☐ Environmental Services ☐  
Health Services ☐ Mental Health Services ☐  
Accounting ☐ Auditing ☐ Paralegal ☐ Legal ☐ Other Consulting ☐

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-1012.00 Landscape Architects	1	9.75	\$200
17-2051.00 Civil Engineer	1	0.75	\$1801.49
Total this page	2	10.5	\$2001.49
Grand Total	2	10.5	\$2001.49

Date Prepared: 4/15/2025

**FORM B**

## New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland

Contract Number: PO #342793

Agency Business Unit:

Contract Term:     /     /     to     /     /

Agency Department ID: 28170

Contractor Name: Architectural Resources

Contractor Address: 505 Franklin Street, Buffalo, NY 14202

Description of Services Being Provided: Architecture

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☐ Engineering    ☒ Architect Services    ☐ Surveying    ☐ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☐ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-1011.00	4	24.00	\$4,000.00
Total this Page	7.00	24.00	\$4,000.00
<b>Grand Total</b>	4.00	24	\$4,000.00

Name of person who prepared this report: Kelly Schiltz

Title: Bookkeeper

Phone #: 716-883-5566

Preparer's Signature:


 Date Prepared:

05/13/2025

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(Use additional pages, if necessary)

**FORM B**

## New York State Consultant Services Contractor's Annual Employment Report

Report Period: April 1, 2024 to March 31, 2025

Contracting State Agency Name: SUNY Cortland  
 Contract Number: T000815  
 Contract Term: 06/29/2021 to 12/31/24  
 Contractor Name: Architectural Resources  
 Contractor Address: 505 Franklin Street, Buffalo, NY 14202  
 Description of Services Being Provided: Architecture

**Scope of Contract (Choose one that best fits):**

- ☐ Analysis    ☐ Evaluation    ☐ Research    ☐ Training  
☐ Data Processing    ☐ Computer Programming    ☐ Other IT consulting  
☐ Engineering    ☒ Architect Services    ☐ Surveying    ☐ Environmental Services  
☐ Health Services    ☐ Mental Health Services  
☐ Accounting    ☐ Auditing    ☐ Paralegal    ☐ Legal    ☐ Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
17-1011.00	0.00	0.00	\$2,979.95
Total this Page	0.00	0.00	\$2,979.95
<b>Grand Total</b>	0.00	0	\$2,979.95

Name of person who prepared this report: Kelly Schiltz

Title: Bookkeeper

Phone #: 716-883-5566

Preparer's Signature: Kelly Schiltz

Date Prepared: 05/13/2025