

MEMBERS OF COUNCIL

HON. KIM REYNOLDS  
GOVERNOR

HON. PAUL D. PATE  
SECRETARY OF STATE

HON. ROB SAND  
AUDITOR OF STATE

HON. ROBY SMITH  
TREASURER OF STATE

HON. MIKE. NAIG  
SECRETARY OF AGRICULTURE



## Executive Council of Iowa

CAPITOL BUILDING  
DES MOINES, IOWA 50319  
PHONE: 515 281-5368

November 6, 2023

Accounting Department  
Office of the Treasurer  
Lucas Building  
321 E 12<sup>th</sup> Street  
Des Moines, IA, 50319

The Executive Council, in a meeting held on this date, approved the Board of Regents – University of Iowa request for an emergency allocation in the amount of \$78,884.17, subject to audit of actual invoices. On March 13, 2021, an overflowing sink caused water damages at Spence Labs. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Victoria Newton*

Victoria Newton  
Executive Secretary

cc: John Nash, Director of Facilities, Board of Regents, State of Iowa  
Camille Walters, Risk Management Administrator, University of Iowa  
Andrea Anania, Board of Regents  
Aimee Claeys, Board of Regents  
Joel Lunde Department of Management

AOS Claim # 2084  
TOS Job # \_\_\_\_\_



**OFFICE OF AUDITOR OF STATE**  
STATE OF IOWA

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004  
Telephone (515) 281-5834 Fax (515) 281-6518

October 3, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Water Damages Due to Lab Sink Overflowing at Spence Labs on March 13, 2021  
University of Iowa – Board of Regents  
Claim dated July 28, 2023  
AOS Claim ID: 2084

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above-mentioned damage incurred by the University of Iowa – Board of Regents is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$78,884.17, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ernest H. Ruben, Jr.".

Ernest H. Ruben, Jr., CPA  
Deputy Auditor of State

cc: John Nash, Director of Facilities, Board of Regents  
Camille Walters Gott, Risk Management Claims Manager, University of Iowa  
Joel Lunde, Department of Management



**Business Services**

**Risk Management, Insurance and Loss Prevention**

University of Iowa  
202 Plaza Centre One  
Iowa City, Iowa 52242-2501  
319-335-0010  
Fax 319-353-1893

July 28, 2023

Executive Council of Iowa  
Office of Treasurer of State  
State Capitol Building  
Des Moines, IA 50319

Re: University of Iowa – Spence Labs Water Damage – Preliminary Loss Report (3/13/2021)

Dear Executive Council,

On 3/13/2021, a sink overflowed causing damage at Spence Labs located at 308 East Iowa Avenue, Iowa City, Iowa. The water damaged building components such as drywall, flooring, ceiling tiles, etc. and, also damaged contents and equipment.

The purpose of this Preliminary Loss Report is to notify you of our current damage estimate and to request allocation of funds for clean-up and repair/replacement of the damaged building components and equipment. Our estimated damage is approximately **\$78,884.17**. A Formal Loss Report with supporting financial (final invoices and payments) documentation will be provided.

Please feel free to contact me with any questions or concerns.

Sincerely,

Camille Walters Gott  
Risk Management Claims Manager

cc: Tammy Hollingsworth  
John Nash  
Debby Zumbach  
Josey Bathke

## Walters Gott, Camille S

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**From:** camille-walters@uiowa.edu  
**Subject:** FW: University of Iowa Spence Labs Water Damage - Property Loss Notice

---

**From:** Walters, Camille  
**Sent:** Monday, March 15, 2021 8:18 AM  
**To:** [executivecouncil@tos.iowa.gov](mailto:executivecouncil@tos.iowa.gov); John Nash ([john.nash@iowaregents.edu](mailto:john.nash@iowaregents.edu)) <[john.nash@iowaregents.edu](mailto:john.nash@iowaregents.edu)>; Tammy Hollingsworth <[Tammy.Hollingsworth@AOS.IOWA.GOV](mailto:Tammy.Hollingsworth@AOS.IOWA.GOV)>  
**Cc:** Debby Zumbach ([deborah-zumbach@uiowa.edu](mailto:deborah-zumbach@uiowa.edu)) <[deborah-zumbach@uiowa.edu](mailto:deborah-zumbach@uiowa.edu)>; Josey Bathke <[josephine-bathke@uiowa.edu](mailto:josephine-bathke@uiowa.edu)>  
**Subject:** University of Iowa Spence Labs Water Damage - Property Loss Notice

Hello,

Risk Management was notified on 3/15/2021 of an incident at Spence Labs, located at 308 East Iowa Ave, Iowa City, IA. On 3/13/2021, a lab sink overflowed on the fourth floor and there was water damage on the fourth, third, second and first floors. We are investigating the incident at this time but the estimated damages will exceed \$5,000. Attached are photos of the damage.

We will submit a preliminary loss report once we have a better estimate.

Please feel free to contact me with any questions or concerns.

Thank you

**Camille Walters**

Administrator, Risk Management Insurance and Loss Prevention  
430 Plaza Centre One, 125 S Dubuque St, Iowa City, Iowa 52242  
Office: 319-335-5357

<https://riskmanagement.fo.uiowa.edu/>

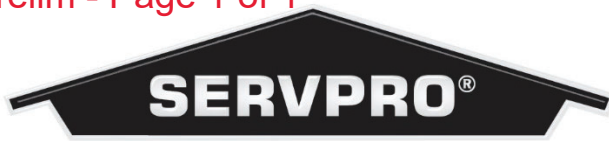


**Department of Risk Management  
Insurance & Loss Prevention**

202 Plaza Centre One (PCO)  
Iowa City, IA 52242-2500  
Phone 319-335-0010

**General Fund Property 29C:20 Cost Estimate - Spence Labs Water Damage**

<b>Building:</b>	<u>Spence Labs</u>				<b>Date of Loss:</b>	<u>3/13/2021</u>
<b>Department:</b>	<u>Facilities Management and CLAS Psychological and Brain Sciences</u>				<b>Completed by:</b>	<u>Camille Walters</u>
					<b>UI Claim #:</b>	<u>PR-21422-SUI</u>
Category	Reference #	Vendor	PO	Voucher	Cost Estimate	
Building	1B Prelim	Servpro - Job 21-694799	1002426009	83791348	\$ 44,538.79	
Building	2B Prelim	Servpro - Job 21-694799	1002426009	83965640	\$ 499.05	
Building	3B Prelim	RoCon Construction - Project 0890601	CT8677	Pending	\$ 28,711.00	
				<b>Building Estimate</b>	<b>\$ 73,748.84</b>	
Equipment	4E Prelim	Appliances Connection	N/A	P0435844	\$ 1,108.99	
Equipment	5E Prelim	Office Depot	1002427846	Electronic	\$ 86.37	
Equipment	6E Prelim	Office Depot	1002435705	Electronic	\$ 219.22	
Equipment	7E Prelim	Dell Computer	1002425513	Electronic	\$ 2,775.00	
Equipment	8E Prelim	Computer Discount Warehouse	1002518318	Electronic	\$ 945.75	
				<b>Equipment Estimate</b>	<b>\$ 5,135.33</b>	
				<b>ESTIMATE TOTAL</b>	<b>\$ 78,884.17</b>	



Fire & Water - Cleanup & Restoration™

SERVPRO® of Iowa City/Coralville      SERVPRO® of Ottumwa/Oskaloosa  
 SERVPRO® of Grinnell & Pella          SERVPRO® of Marshall  
 SERVPRO® of Des Moines SW          SERVPRO® of Columbia  
 SERVPRO® of Des Moines East        SERVPRO® of Sedalia

*Independently Owned and Operated*

# INVOICE

**20197927**

**DATE:** 03/31/2021

**TERMS:** Due upon receipt  
 Past Due Invoices Subject to Finance Charges  
 Returned Check Fee \$50

**BILL TO:**

University of Iowa Facilities Managemen  
 U of I Facilities Mgt  
 Plaza Centre One  
 125 S Dubuque Street  
 Iowa City, IA 52240

**SERVICE ADDRESS:**

U of I Spence Labs (SPL)  
 308 Iowa Avenue  
 Iowa City, IA 52240

**Project Mgr:** Brian Sabers    **Insurance Co:** Self-Pay    **Claim / P.O. #** 1002426009    **Work Order #**

SERVICE TYPE	DESCRIPTION	AMOUNT
Water Remed	Water Restoration: SPL, DOL 03/13/2021, PO# 1002426009	44,538.79

SALES TAX	
TOTAL	44,538.79
PAYMENT	
<b>TOTAL DUE</b>	<b>\$44,538.79</b>

**REVIEW US!**

Your feedback is important to us. Please take a moment to review us online. Thank you for choosing SERVPRO.



**Remit payment to: SERVPRO**  
**615 Hwy 1 West**  
**Iowa City, IA 52246**

*If you would like to pay by credit card, please call our office at (844) 965-0001. All major credit cards accepted.*



Fire & Water - Cleanup & Restoration™

SERVPRO® of Iowa City/Coralville      SERVPRO® of Ottumwa/Oskaloosa  
 SERVPRO® of Grinnell & Pella          SERVPRO® of Marshall  
 SERVPRO® of Des Moines SW            SERVPRO® of Columbia  
 SERVPRO® of Des Moines East        SERVPRO® of Sedalia  
 SERVPRO® of East Independence/Blue Springs

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# INVOICE

**7040137**

**DATE:** 06/21/2021

**TERMS:** Due upon receipt  
 Past Due Invoices Subject to Finance Charges  
 Returned Check Fee \$50

**BILL TO:**

U of I Facilities Mgt  
 Plaza Centre One  
 125 S Dubuque Street  
 Iowa City, IA 52240

**SERVICE ADDRESS:**

University of Iowa Facilities  
 Management  
 308 Iowa Avenue  
 Iowa City, IA 52240  
 DOL 06/11/2021  
 Building code: SLP  
 PO # 1002426009

**Project Mgr:** Billy Lopez    **Insurance Co:**    **Claim / P.O. #** 1002426009    **Work Order #**

SERVICE TYPE	DESCRIPTION	AMOUNT
General Cleaning	General Cleaning, Upholstery Cleaning DOL: 6/11/2021 Building Code: SLP PO# 1002426009	499.05
SALES TAX		0.00
TOTAL		499.05
PAYMENT		
<b>TOTAL DUE</b>		<b>\$499.05</b>

**REVIEW US!**

Your feedback is important to us. Please take a moment to review us online. Thank you for choosing SERVPRO.



**Remit payment to: SERVPRO**  
**615 HWY 1 WEST**  
**IOWA CITY, IA 52246**

*If you would like to pay by credit card, please call our office at (844) 965-0001. All major credit cards accepted.*

*\*If paying by check, ICC, LLC dba SERVPRO reserves the right to convert your paper check into a one-time electronic debit to your account. If you have any questions about this debit, call 844-965-0001*

# TABULATION OF BIDS

## 3B Prelim - Page 1 of 1

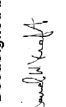
### EXPLANATION:

The University awards the contract for base bid to RoCon Construction, LLC. of Iowa City, IA, based on their contract #19743, RFP 17228 per standard rates not to exceed the amount of \$28,711.00

Total budget for this project is \$33,244.00 approved 3/29/2021.

Project Name: **Spence Laboratories of Psychology - Restore Area Damaged by Water Event (March 13, 2021)**  
 UIHC #: \_\_\_\_\_  
 PROJECT #: **0890601**

NAME OF BIDDER	Estimate	RoCon Construction LLC
<b>LOCATION OF BIDDER</b>		<b>Iowa City, IA</b>
BID SECURITY	5%	
EEO DATA REPORTING FORM		
TARGETED SMALL BUSINESS FORM	10%	
BIDDER STATUS FORM		
ADDENDUM		
<b>BASE BID</b>	<b>31,582.00</b>	<b>28,711.00</b>
<b>ALTERNATES</b>		
<b>Total = Base Bid + Selected Alternates</b>	<b>31,582.00</b>	<b>28,711.00</b>

**APPROVED BY:**  
 DocuSigned by:  
  
 CO9E452479B541C  
 University Business Manager  
 3/30/2021  
 Date

**NOTES:**

Bid Opened and Certified By: \_\_\_\_\_  
 Project Manager: Chet R Wieland  
 Construction Manager: Matthew B O'Dea



1870 Bath Ave Brooklyn, NY 11214  
 Phone 800-299-9470 x 4817

**Ship To:**

 Brett Dwyer  
 320 Iowa Avenue,  
 Iowa City, IA 52242

 Email: brett-dwyer@uiowa.edu  
 Phone: 7122124256

**Bill To:**

 Brett Dwyer  
 320 Iowa Avenue,  
 Iowa City, IA 52242

Payment Method: Visa

DESCRIPTION	PRICE	QTY	TOTAL
<b>1. Danby White Freezerless Refrigerator (DAR110A1WDD)</b>			
	<b>\$579.99</b>	<b>1</b>	<b>\$579.99</b>
Estimated Return charge if unopened within 30 days: \$213.30   Estimated pick-up fee for exchange if unopened within 30 days: \$106.65			
<b>2. Danby White Upright Freezer (DUFM101A2WDD)</b>			
	<b>\$529.00</b>	<b>1</b>	<b>\$529.00</b>
Estimated Return charge if unopened within 30 days: \$222.00   Estimated pick-up fee for exchange if unopened within 30 days: \$111.00			
		<b>SUBTOTAL</b>	<b>\$1,108.99</b>
		<b>DISCOUNT<sup>1</sup></b>	<b>\$0.00</b>
		<b>SHIPPING</b>	<b>\$0.00</b>
		<b>TAX</b>	<b>\$66.54</b>
		<b>TOTAL<sup>2</sup></b>	<b>\$1,175.53</b>

Tax is not being claimed.

<sup>1</sup>Please read our coupon policy below

<sup>2</sup>Including Shipping, Handling, Packing and Insurance

## Return Policy

 AppliancesConnection offers a 30 Day Return Policy that starts on the day you receive your merchandise. If, for any reason, you are not 100% satisfied with your purchase, you can return it to our warehouse for a full refund. Just go through our easy online process under [My Account](https://www.appliancesconnection.com/myaccount.html) (https://www.appliancesconnection.com/myaccount.html), submit a web ticket and receive an RMA number.

### Requirements for a Full Refund

- Items must be in new unused condition.
- Items must be returned with all of their original packaging and accessories, including a blank warranty card, UPC code and no rebates should have been filed and/or claimed.
- Items must be shipped back to us fully insured using a trackable shipping method at your expense.

### Reasons Why a Fee May Be Deducted From Your Refund

- If you choose to have AppliancesConnection.com pick up and exchange the item(s) from your residence or delivered address, there will be an estimated \$0.75\* per pound fee to cover the return shipping cost.
- If you choose to have AppliancesConnection.com pick up and return the item(s) from your residence or delivered address, we will deduct an estimated \$1.50\* per pound fee from your refund to cover the return shipping costs.
- If you refuse delivery for any reason other than a damaged product, the return shipping cost (rated at an estimated \$1.50 per pound) will be deducted from your refund value.
- If you refuse the entire shipment because only a part of the item is damaged, the cost of return shipping (rated at an estimated \$1.50\* per pound) for the non-damaged merchandise will be deducted from your refund value.
- Items that are returned to us because the address provided was invalid and the items could not be delivered will cause you to incur a deduction of the cost of return shipping (rated at an estimated \$1.50\* per pound) from your refund value.
- If your order has already shipped and you choose to cancel and/or return, we will deduct an estimated \$1.50\* per pound fee from your refund to cover the return shipping costs.
- If your order included a package discount and any one item was returned, the discount will be void and you will not be credited for the total amount of the discount.
- If parts or accessories are missing from the original packaging, a fee will be deducted from your refund value.

\*Remote delivery locations may be subjected to additional charges.

### When A Product Cannot Be Returned

- It has been more than 30 days from the date you received your shipment.
- Item is marked as "Final Sale" or "Special Order."
- Item is in used condition.
- Warranty card has been filled out or the product has been registered or serviced, or rebates have been filed and/or claimed for the product(s) you want to return.

### How To Return A Product

- Simply log into [My Account](https://www.appliancesconnection.com/myaccount.html) (https://www.appliancesconnection.com/myaccount.html), view your recent orders and a request to return a valid product will be available for up to 30 Days from the shipping date.

The University of Iowa  
Accounts Payable, 202 Plaza Centre One



**Electronic Invoice Purchase Under \$10,000**

07/27/2023

*Special Instructions:* Payment has been made for the items listed below. If you have questions or issues with the shipment, please contact 319-335-2076 or e-mail [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu).

OFFICE DEP  
445 Hwy 6 E  
Iowa City, IA, 52240 USA

Requestor  
SLETT (Lett,Shelly) ([Phonebook](#))  
FH E101  
University Shared Services

Remit Vendor ID Address  
0000118224 5

**Invoice Number** **Inv Date** **Loaded to GL** **Purchase Order**  
Electronic 03/23/2021 03/27/2021 [1002427846](#)

PO Line #	Qty	Unit Meas	Vndr Item ID	Description	Unit Cost	Ext Cost
	3.00	NMB	878318	CyberPower CSP706TG Advanced Power Strips 7 - Outlet Surge with 2250 J - Clamping Voltage 400V, 6 ft, NEMA 5-15P, Right Angle - 45deg; Offset, 15 Amp, EMI/RFI Filtration, Black, Lifetime Warranty	\$28.7900	\$86.37
<b>Line/Dist MFK</b>				<b>PO Amount</b>	<b>Split Amount</b>	
/	510-11-1300-50000-11265600-6199-000-00000-20-1186			\$0.00	86.37	
				Balance to allocate:	\$0.00	

**Electronic Invoice Comments:**

**Gross Amount: \$86.37**

**Attachments**

- No attachments for this PO

The University of Iowa  
Accounts Payable, 202 Plaza Centre One



**Electronic Invoice Purchase Under \$10,000**

07/27/2023

*Special Instructions:* Payment has been made for the items listed below. If you have questions or issues with the shipment, please contact 319-335-2076 or e-mail [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu).

OFFICE DEP  
445 Hwy 6 E  
Iowa City, IA, 52240 USA

Requestor  
SLETT (Lett,Shelly) ([Phonebook](tel:3193352076))  
FH E101  
University Shared Services

Remit Vendor ID Address  
0000118224 5

**Invoice Number** **Inv Date** **Loaded to GL** **Purchase Order**  
Electronic 04/09/2021 04/15/2021 [1002435705](#)

PO Line #	Qty	Unit Meas	Vndr Item ID	Description	Unit Cost	Ext Cost
	2.00	NMB	9996325	Cordinate 4-Outlet 16-Gauge USB Extension Cord With Surge Protection, 10, Black/White	\$19.1900	\$38.38
	4.00	NMB	950178	Belkin(R) Home/Office Series Surge Protector, 12 Outlets, 10 Cord, 3996 Joules, Phone/Ethernet/Coaxial Protection	\$45.2100	\$180.84
<b>Line/Dist</b>	<b>MFK</b>				<b>PO Amount</b>	<b>Split Amount</b>
/	050-11-1300-00000-52361101-6199-000-00000-21-1186				\$0.00	219.22
					Balance to allocate:	\$0.00

**Electronic Invoice Comments:**

**Attachments**

- No attachments for this PO

**Gross Amount:**  
**\$219.22**

The University of Iowa  
Accounts Payable, 202 Plaza Centre One



**Electronic Invoice Purchase Under \$10,000**

07/27/2023

*Special Instructions:* Payment has been made for the items listed below. If you have questions or issues with the shipment, please contact 319-335-2076 or e-mail [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu).

DELL COMPU  
Dell Marketing LP  
One Dell Way  
Round Rock, TX, 78682-0325  
USA

Requestor  
SLETT (Lett,Shelly) ([Phonebook](#))  
FH E101  
University Shared Services

Remit Vendor ID Address  
0000107187 1

**Invoice Number Inv Date Loaded to GL Purchase Order**  
Electronic 03/25/2021 03/26/2021 [1002425513](#)

PO Line #	Qty	Unit	Meas	Vndr	Item ID	Description	Unit Cost	Ext Cost
	1.00	EA		84714190		PRECISION 5820 TOWER XCTO	\$2775.0000	\$2,775.00
<b>Line/Dist</b>	<b>MFK</b>						<b>PO Amount</b>	<b>Split Amount</b>
/				500-11-1300-50000-18399000-6081-000-00000-20-1186			\$0.00	2775
							Balance to allocate:	\$0.00

**Electronic Invoice Comments:**

**Attachments**

- No attachments for this PO

**Gross Amount:**

**\$2,775.00**

**Subject:** CDW-G Invoice #L584449 Detail  
**Date:** Monday, October 11, 2021 at 12:06:35 PM Central Daylight Time  
**From:** CDW  
**To:** Brooke Olson

8E Prelim - Page 1 of 1

## CDW-G Invoice #L584449

Gary Wiest,

Thank you for choosing CDW-G. The Invoice #L584449 from 09/30/2021 you requested is detailed below. The total amount of **\$945.75** is due by **10/30/2021**.

**Please remit payment to:**

CDW Government - 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515

Order #	Order Date	PO #	Customer #
DHT8987	09/29/2021	1002518318	111607

Due Date	Amount Due
<b>10/30/2021</b>	<b>\$945.75</b>

Order Details					
Item	Order Qty	Ship Qty	Open Qty	Unit Price	Ext. Price

<a href="#"><b>SUR LT4 13 R5 4680U 256/8 W10P EDU</b></a>	1	1	0	\$945.75	\$945.75
---------------------------------------------------------------	---	---	---	----------	----------

Mfg. Part#: 5Q1-00001-EDU  
 CDW #: 6503778  
 Contract:  
 E&I HARDWARE, SOFTWARE, SERVIC  
 CNR01439

**Serial Numbers:** 011062410257

.....

<b>Subtotal</b>	\$945.75
<b>Sales Tax</b>	\$0.00
<b>AMOUNT DUE</b>	<b>\$945.75</b>

Purchaser Billing Info	Deliver To
<b>Billing Address:</b>	<b>Shipping Address:</b>