

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 Jowa

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

November 6, 2023

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

The Executive Council, in a meeting held on this date, approved payment of the following cost item:

This represents full and final payment, \$3,580.36 will be reverted and this allocation closed.

EXECUTIVE COUNCIL OF IOWA

Victoria Newton

Victoria Newton Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services Brooke Futrelle, Accountant II, Department of Administrative Services Joel Lunde, Department of Management

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 Facsimile (515) 281-6518

October 19, 2023

Victoria Newton Executive Council L O C A L

Subject: Hoover Roof Membrane Damage due to Storms on March 31, 2023

Department of Administrative Services

Claim dated May 15, 2023 AOS Claim ID: 3482

In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the damages and have found the items to be in order as shown below:

Documented request \$ 34,294.64 Executive Council Allocation \$ 37,875.00

Less:

Previous payments \$ 0.00 This payment \$ 34,294.64

Total \$ 34,294.64

Remaining Executive Council allocation \$ 3,580.36

We recommend reimbursement be made in the amount of \$34,294.64. This represents <u>full</u> and <u>final</u> payment of the loss. The remaining allocation should be reverted to the State Treasury.

Sincerely,

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

cc: Adam Steen, Director, Department of Administrative Services Brooke Futrelle, Accountant II, Department of Administrative Services





Date: June 21, 2023

To: Tammy Hollingsworth, Manager

Office of Auditor of State

State of Iowa

From: Brooke Futrelle

Accountant II

Department of Administrative Services

Subj: Reimbursement Request_Final

29C.20 Hoover Roof Membrane_2023-090

Tammy,

On behalf of the Department of Administrative Services, I would like to request the final payment of \$34,294.64 pursuant to Section 29C.20 of the Code of Iowa, for repair work associated with the damage to the Hoover Building roof on March 31, 2023. This Reimbursement Request is based on actual costs.

DO/PO	Bid/Proposal					
טט/דט	Date	Paid Date	Actual/Est	Invoice Number	Vendor/Employee	Amount
		See Spreadsheet			See Spreadsheet	\$34,294.64

Total \$34,294.64

The costs itemized above are actual as of June 21, 2023. This letter represents the final closeout of this 29c.20 project.

Upon Executive Council approval, please use the following accounting string to record the reimbursement:

0674-005-X674-12-0657 Increase 501 Revenue \$34,294.64

Please contact me at 515-725-0664 or brooke.futrelle@iowa.gov if you have questions. Thank you for your attention to this matter.

Sincerely,

Brooke Futrelle Accountant II Department Administrative Services

cc: Victoria Newton, Executive Council <u>executivecouncil@tos.iowa.gov</u>

Matt Durand, CFO DAS-GSE matt.durand@iowa.gov

	Actual		Estimated	Actual		Invoice		
Document	Estimate	Vendor/Employee	Amount	Amount	Status	Number	Warrant/EFT	Date Paid
00523457456	Actual	Brockway Mechanica	\$ 37,875.00	34,294.64	Closed	2922R-1	85907544	5/22/2023
Total 005-X674			\$ 37,875.00	\$ 34,294.64				



Fwd: Hoover Roof 29C20

1 message

Walker, Terri < terri.walker@iowa.gov> To: Brooke Futrelle

sprooke.futrelle@iowa.gov> Fri, Jun 2, 2023 at 9:56 AM

Okay, according to Brent this is complete. We can go ahead and send the reimbursement request. Your desk sometime next week? When is good for you?

------ Forwarded message ------

Date: Fri, Jun 2, 2023 at 9:54 AM Subject: Fwd: Hoover Roof 29C20

To: Walker, Terri <terri.walker@iowa.gov>, Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, Matthew

Durand <matthew.durand@iowa.gov>, Charlee Cross <charlee.cross@iowa.gov>, Jeff Shannon

<jeff.shannon@iowa.gov>

Sorry for the delay in this.

This is totally completed and paid on my end. The final invoice is also attached along with the I3 PO form. Let me know if you need anything else

Brent

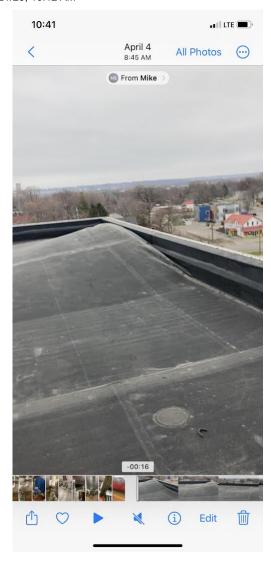
----- Forwarded message ------

From: Shannon, Jeff <jeff.shannon@iowa.gov>

Date: Fri, Jun 2, 2023 at 9:48 AM Subject: Hoover Roof 29C20

To: Arntzen, Brent brent.arntzen@iowa.gov>

Please let me know if there is anything else you need.





Jeff Shannon, Public Service Manager

Iowa Department of Administrative Services **General Services Enterprise**

Mobile: 515-601-5944 | Fax: 515-281-8748

jeff.shannon@iowa.gov https://das.iowa.gov



Brent Arntzen, Facilities Administrator

Iowa Department of Administrative Services General Services Enterprise

Office: 515-281-3137 | Mobile: 515-208-4399

brent.arntzen@iowa.gov https://das.iowa.gov



Terri R Walker, CPM **Accountant 3**

Iowa Department of Administrative Services **Division of Financial Management**

Office: 515-725-2143 Fax: 515-281-6140 Terri.Walker@Iowa.gov https://das.iowa.gov

5 attachments





Hoover Bldg. - Storm Damage Repair.pdf 295K

Hoover Building - Product Data.pdf 10434K

Invoice.pdf 29K

							PURCHA	SE REQUISIT	TION			05/	15/2023
MA	APCON PO#	Go	ods/Services	s/Both		Requested 1	Ву	MAPCON#	eDAS o	r Work Order Ni	ımber:	MP	Date
00	0523457456		Both			TROY KOES	TER	2304309				29C20	4/6/23
Bill To:				Ship To:					VENDOR INF	ORMATION		Vendor ID	00002116146
	pt. of Administrative				epartment of A	dministrative Ser	vices	Names	Brockway Mechar	nical & Roofing Co)	Master Agreement	19146C
1305 Eas	State Office Building st Walnut Ave ace.payables@iowa.g				13th Street Maintenance E	Building		Address	PO Box 1190			Contact Person	
	nes, IA 50319-0106			Des Moi	ines, IA 50319	-0106		City	Burlington			Phone Number	
								State	Iowa	Zip Code	52601	Email	njennetten@brockwaymec
	Narrative/Justifi	cation		Storm dar	mage roof repair	r (approx. 2450 SF) on 3/31/23 Four	nd on 4/4/23	<u> </u>				
	Point of Cont	act		TROY K	COESTER								
Line #	Building Na	me	More than	n one acc	counting code co	an be used per	Object class	BLDG	Objective code	Dept #	X and 0655 To	tal Ceremonial Tot	al Grand total
			X674		Ceremonial	P655			description				
1	Hoover - 100% X		100				409	12	2512	4186	\$37875	.00 \$0.	00 \$37875.00
Repair ro	of												
	Requestor A	Approval			CCM .	Administrator Ap	proval	GS	E Authorized Purc	haser	\$37875	\$0.00	00 \$37875.00
Digitally	signed by		Date Sign	ed Di	igitally signed	by	Date Signed	Digitally signe	d by	Date Signed	Final Total		
TROY K	OESTER, CARPEN	TER	4/6/23		EFF SHANNOI upervisor	N, Pulic Service	4/6/23	SCOTT JOHN Facilities Adm	SON, Associate inistrator	4/10/23			

RECEIVED

By DAS Finance at 1:41 pm, May 03, 2023



Invoice No. 2922R-1

P. O. Box 1190 Burlington, IA 52601 *Phone: (319) 753-2753, Fax (319) 753-1662*

Customer

Iowa Department of Administrative Services Attention: Accounts Payable

109 SE 13th Street Des Moines, IA 50319

Da	ate 5/	/2/2023)
	Hoover E	Building	
\vdash	2922R	IOWSTA	/

Qty	Description	l	Jnit Price		TOTAL
	Labor, materials, and equipment to provide Roofing services				
	to repair the Hoover Building due to storm damage.				
1	Materials	\$	13,895.71	\$	13,895.71
'	Materials	Ψ	13,093.71	Ψ	13,093.71
1	Labor and Equipment	\$	20,398.93	\$	20,398.93
'	Савот апо Ечиртнети	Ψ	20,090.90	Ψ	20,390.93
	Tormo Not 20 Dovo Thonk you				
	Terms - Net 30 Days - Thank you		0	_	24 204 64

Come visit our website at:

www.brockwaymechanical.com

 Subtotal
 \$ 34,294.64

 6% Iowa Tax
 EX-GOV

 1% Local Tax
 EX-GOV

 TOTAL
 \$ 34,294.64

THANK YOU FOR YOUR BUSINESS!



Phillips, Bobbi

bobbi.phillips@iowa.gov>

PO # 00523457456 - Invoice # 2922R-1 for vendor Brockway Mechanical & Roofing Co is ready to process

1 message

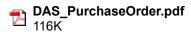
donotreply@mapcon.com <donotreply@mapcon.com> To: Bobbi.Phillips@iowa.gov

Mon, May 15, 2023 at 1:40 PM

Invoice # 2922R-1 and \$34294.6400 for purchase order # 00523457456 was approved by LARRY FLAWS on 05/15/2023

Purchase order # 00523457456 has been fully invoiced

Refer to the attached Purchase Order # 00523457456 for all pertinent documentation



Fiscal Year Warrant Number Line Number Line Amount

<u>Menu</u>

√ 2023 85907544		1	\$20,398.93	05/22/2023	05/25/2023	00002116146					
2023 85907544		2	\$13,895.71	05/22/2023	05/25/2023	00002116146					
First Prev Next Last											
<u>Search</u>											
▼Warrant Information											
Fiscal Year : 2023			Amount : §	34 294 64							
	Warrant Number : 85907544			Vendor Customer : 00002116146							
Line Number : 1			Updated : 5								
▼Issue Information	<u> </u>										
	05/22/2023		Vo	id :							
Document ID :			Duplica								
Document Line Number :				p :							
Line Amount :											
Comments :											
- Dada aread Information											
▼ <u>Redeemed Information</u> Redeemed:	05/25/2022		Ratch Nur	nber : 0992							
Redeemed Bank :		Sequence Number: 00004									
Redeemed Fund :		00	quenoe man	00004							
Redeemed Department :											
•	000										
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Fund: 0674			Object		Dept Obje						
Sub Fund :		0	Sub Object bject Class		Dept Revenu	ie:					
Department : 005 Unit : X674			nue Source								
Sub Unit : 12			nue Source	•							
Appropriation: 0000			ource Class								
Appropriation: 0000		Nevenue o	BSA								
			Sub BSA								
					1						
▼ <u>Detail Accounting</u>		.									
Location :		Reporti			Major Pro						
Sub Location :		Sub Reporti 	_			gram :					
Activity : 2920 Sub Activity :			sk :			Phase :					
		Sub Ta	- 1		Program P	and a disc					

Task Order :

Issued

Redeemed Vendor Customer

<u>Top</u>

Function:

Sub Function :



Futrelle, Brooke

brooke.futrelle@iowa.gov>

Re: Possible 29C20

1 message

Walker, Terri <terri.walker@iowa.gov>

Wed, May 10, 2023 at 8:20 AM

To: "Arntzen, Brent" brent.arntzen@iowa.gov

Cc: Matthew Durand <matthew.durand@iowa.gov>, Brooke Futrelle <brooke.futrelle@iowa.gov>

Hello Brent,

You were going to send the estimates etc for this 29c.20 claim. Can you send the information in the next few days?

Thank you.

On Thu, Apr 27, 2023 at 11:42 AM Arntzen, Brent brent.arntzen@iowa.gov wrote: Yes actually I might have an invoice. Let me see

On Thu, Apr 27, 2023 at 9:49 AM Walker, Terri <terri.walker@iowa.gov> wrote: Brent,

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Thank you.

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On behalf of the Department of Administrative Services, I am submitting a possible 29C20 claim for damage that occured to the Hoover roof during the storm dated 3/31/2023. The roof membrane sustained damaged during the storm and was noticed during inspections prior to the next severe storm. Currently DAS staff and contractors are working to repair the damage to prevent further damage to the roof or building.



Brent Arntzen, Facilities Administrator

Iowa Department of Administrative Services General Services Enterprise

Office: 515-281-3137 | Mobile: 515-208-4399

brent.arntzen@iowa.gov https://das.iowa.gov



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Iowa Department of Administrative Services Division of Financial Management

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	Actual		Estimated	Actual		Invoice		
Document	Estimate	Vendor/Employee	Amount	Amount	Status	Number	Warrant/EFT	Date Paid
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Total 005-X674			\$ 37,875.00	\$ 34,294.64				



Fwd: Hoover Roof 29C20

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Durand <matthew.durand@iowa.gov>, Charlee Cross <charlee.cross@iowa.gov>, Jeff Shannon

<jeff.shannon@iowa.gov>

Sorry for the delay in this.

This is totally completed and paid on my end. The final invoice is also attached along with the I3 PO form. Let me know if you need anything else

Brent

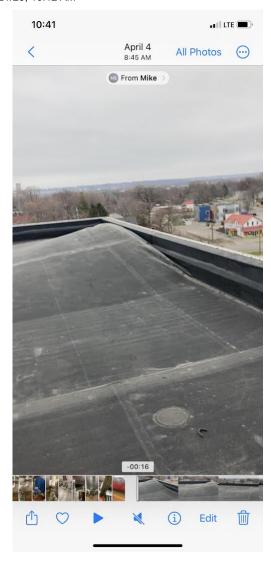
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5 attachments





Hoover Bldg. - Storm Damage Repair.pdf 295K

Hoover Building - Product Data.pdf 10434K

Invoice.pdf 29K

							PURCHA	SE REQUISIT	TION			05/	15/2023
MA	APCON PO#	Go	ods/Services	s/Both		Requested 1	Ву	MAPCON#	eDAS o	r Work Order Ni	ımber:	MP	Date
00	0523457456		Both			TROY KOES	TER	2304309				29C20	4/6/23
Bill To:				Ship To:					VENDOR INF	ORMATION		Vendor ID	00002116146
	pt. of Administrative				epartment of A	dministrative Ser	vices	Names	Brockway Mechar	nical & Roofing Co)	Master Agreement	19146C
1305 Eas	State Office Building st Walnut Ave ace.payables@iowa.g				13th Street Maintenance E	Building		Address	PO Box 1190			Contact Person	
	nes, IA 50319-0106			Des Moi	ines, IA 50319	-0106		City	Burlington			Phone Number	
								State	Iowa	Zip Code	52601	Email	njennetten@brockwaymec
	Narrative/Justifi	cation		Storm dar	mage roof repair	r (approx. 2450 SF) on 3/31/23 Four	nd on 4/4/23	<u> </u>				
	Point of Cont	act		TROY K	COESTER								
Line #	Building Na	me	More than	n one acc	counting code co	an be used per	Object class	BLDG	Objective code	Dept #	X and 0655 To	tal Ceremonial Tot	al Grand total
			X674		Ceremonial	P655			description				
1	Hoover - 100% X		100				409	12	2512	4186	\$37875	.00 \$0.	00 \$37875.00
Repair ro	of												
	Requestor A	Approval			CCM .	Administrator Ap	proval	GS	E Authorized Purc	haser	\$37875	\$0.00	00 \$37875.00
Digitally	signed by		Date Sign	ed Di	igitally signed	by	Date Signed	Digitally signe	d by	Date Signed	Final Total		
TROY K	OESTER, CARPEN	TER	4/6/23		EFF SHANNOI upervisor	N, Pulic Service	4/6/23	SCOTT JOHN Facilities Adm	SON, Associate inistrator	4/10/23			

RECEIVED

By DAS Finance at 1:41 pm, May 03, 2023



Invoice No. 2922R-1

P. O. Box 1190 Burlington, IA 52601 *Phone: (319) 753-2753, Fax (319) 753-1662*

Customer

Iowa Department of Administrative Services Attention: Accounts Payable

109 SE 13th Street Des Moines, IA 50319

Da	ate 5/	/2/2023)
	Hoover E	Building	
\vdash	2922R	IOWSTA	/

Qty	Description	l	Jnit Price		TOTAL
	Labor, materials, and equipment to provide Roofing services				
	to repair the Hoover Building due to storm damage.				
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'	Materials	Ψ	13,093.71	Ψ	13,093.71
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'	Савот апо Ечиртнети	Ψ	20,090.90	Ψ	20,390.93
	Tormo Not 20 Dovo Thonk you				
	Terms - Net 30 Days - Thank you		0	_	24 204 64

Come visit our website at:

www.brockwaymechanical.com

 Subtotal
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 6% Iowa Tax
 EX-GOV

 1% Local Tax
 EX-GOV

 TOTAL
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THANK YOU FOR YOUR BUSINESS!



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bobbi.phillips@iowa.gov>

PO # 00523457456 - Invoice # 2922R-1 for vendor Brockway Mechanical & Roofing Co is ready to process

1 message

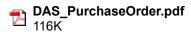
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Fiscal Year Warrant Number Line Number Line Amount

<u>Menu</u>

√ 2023 85907544		1	\$20,398.93	05/22/2023	05/25/2023	00002116146					
2023 85907544		2	\$13,895.71	05/22/2023	05/25/2023	00002116146					
First Prev Next Last											
<u>Search</u>											
▼Warrant Information											
Fiscal Year : 2023			Amount : §	34 294 64							
	Warrant Number : 85907544			Vendor Customer : 00002116146							
Line Number : 1			Updated : 5								
▼Issue Information	<u> </u>										
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▼ <u>Redeemed Information</u> Redeemed:	05/25/2022		Ratch Nur	nber : 0992							
Redeemed Bank :		Sequence Number: 00004									
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Sub Unit : 12			nue Source	•							
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Activity : 2920 Sub Activity :			sk :			Phase :					
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Task Order :

Issued

Redeemed Vendor Customer

<u>Top</u>

Function:

Sub Function :



Futrelle, Brooke

brooke.futrelle@iowa.gov>

Re: Possible 29C20

1 message

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Cc: Matthew Durand <matthew.durand@iowa.gov>, Brooke Futrelle <brooke.futrelle@iowa.gov>

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Brent Arntzen, Facilities Administrator

Iowa Department of Administrative Services General Services Enterprise

Office: 515-281-3137 | Mobile: 515-208-4399

brent.arntzen@iowa.gov https://das.iowa.gov



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