



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 12th Street
Des Moines, IA, 50319

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

Department of Administrative Services.....\$34,294.64

On March 31, 2023, the roof membrane at the Hoover building was damaged by a storm. Request is to cover repair costs.

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

AOS Claim # 3482
TOS Job # 2456



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		<u>\$ 34,294.64</u>
Executive Council Allocation		\$ 37,875.00
Less:		
Previous payments	\$ 0.00	
This payment	<u>34,294.64</u>	
Total		<u>\$ 34,294.64</u>
Remaining Executive Council allocation		<u>\$ 3,580.36</u>

We recommend reimbursement be made in the amount of \$34,294.64. This represents full and final 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 Date	Paid Date	Actual/Est	Invoice Number	Vendor/Employee	Amount
		See Spreadsheet			See Spreadsheet	\$34,294.64
Total						<u>\$34,294.64</u>

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



Futrelle, Brooke <brooke.futrelle@iowa.gov>

Fwd: Hoover Roof 29C20

1 message

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

From: **Arntzen, Brent** <brent.arntzen@iowa.gov>

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

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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>

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Brent Arntzen, Facilities Administrator
 Iowa Department of Administrative Services
 General Services Enterprise
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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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5 attachments

-  **DAS_PurchaseOrder.pdf**
5K
-  **Hoover 2YR WARRANTY.pdf**
195K
-  **Hoover Bldg. - Storm Damage Repair.pdf**
295K
-  **Hoover Building - Product Data.pdf**
10434K
-  **Invoice.pdf**
29K

		PURCHASE REQUISITION					05/15/2023				
MAPCON PO #	Goods/Services/Both	Requested By	MAPCON #	eDAS or Work Order Number:		MP	Date				
00523457456	Both	TROY KOESTER	2304309			29C20	4/6/23				
Bill To:		Ship To:		VENDOR INFORMATION			Vendor ID	00002116146			
Main Site Iowa Dept. of Administrative Services Hoover State Office Building 1305 East Walnut Ave das.finance.payables@iowa.gov Des Moines, IA 50319-0106		Main Site Iowa Department of Administrative Services 109 SE 13th Street Facility Maintenance Building Des Moines, IA 50319-0106		Names	Brockway Mechanical & Roofing Co		Master Agreement	19146C			
				Address	PO Box 1190		Contact Person				
				City	Burlington		Phone Number				
				State	Iowa	Zip Code	52601	Email	njennetten@brockwaymec		
Narrative/Justification		Storm damage roof repair (approx. 2450 SF) on 3/31/23 Found on 4/4/23									
Point of Contact		TROY KOESTER									
Line #	Building Name	More than one accounting code can be used per line			Object class	BLDG	Objective code description	Dept #	X and 0655 Total	Ceremonial Total	Grand total
		X674	Ceremonial	P655							
1	Hoover - 100% X	100			409	12	2512	4186	\$37875.00	\$0.00	\$37875.00
Repair roof											
Requestor Approval			CCM Administrator Approval			GSE Authorized Purchaser			\$37875.00	\$0.00	\$37875.00
Digitally signed by		Date Signed	Digitally signed by		Date Signed	Digitally signed by		Date Signed	Final Total		
TROY KOESTER, CARPENTER		4/6/23	JEFF SHANNON, Pulic Service Supervisor		4/6/23	SCOTT JOHNSON, Associate Facilities Administrator		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	Date <u>5/2/2023</u>
	Hoover Building
	2922R <u>IOWSTA</u>

Qty	Description	Unit Price	TOTAL
	<i>Labor, materials, and equipment to provide Roofing services to repair the Hoover Building due to storm damage.</i>		
1	<i>Materials</i>	\$ 13,895.71	\$ 13,895.71
1	<i>Labor and Equipment</i>	\$ 20,398.93	\$ 20,398.93
<i>Terms - Net 30 Days - Thank you</i>			

Subtotal	\$ 34,294.64
6% Iowa Tax	EX-GOV
1% Local Tax	EX-GOV
TOTAL	\$ 34,294.64

Come visit our website at:
www.brockwaymechanical.com

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

 **DAS_PurchaseOrder.pdf**
116K

Warrants

[Menu](#)

	Fiscal Year	Warrant Number	Line Number	Line Amount	Issued	Redeemed	Vendor Customer
✓	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

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▼ [Warrant Information](#)

Fiscal Year : **Amount :**
Warrant Number : **Vendor Customer :**
Line Number : **Last Updated :**

▼ [Issue Information](#)

Issued : **Void :**
Document ID : **Duplicate :**
Document Line Number : **Stop :**
Line Amount :
Comments :

▼ [Redeemed Information](#)

Redeemed : **Batch Number :**
Redeemed Bank : **Sequence Number :**
Redeemed Fund :
Redeemed Department :

▼ [Fund Accounting](#)

Fund : **Object :** **Dept Object :**
Sub Fund : **Sub Object :** **Dept Revenue :**
Department : **Object Class :**
Unit : **Revenue Source :**
Sub Unit : **Sub Revenue Source :**
Appropriation : **Revenue Source Class :**
BSA :
Sub BSA :

▼ [Detail Accounting](#)

Location : **Reporting :** **Major Program :**
Sub Location : **Sub Reporting :** **Program :**
Activity : **Task :** **Phase :**
Sub Activity : **Sub Task :** **Program Period :**
Function : **Task Order :**
Sub Function :

[Top](#)



Futelle, Brooke <brooke.futelle@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 Futelle <brooke.futelle@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,

Do you have any estimates for this claim? I need to start putting together the Allocation Request letter.

Thank you.

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On behalf of the Department of Administrative Services, I am submitting a possible 29C20 claim for damage that occurred to the Hoover roof during the storm dated 3/31/2023. The roof membrane sustained damage 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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Digitally signed by		Date Signed	Digitally signed by		Date Signed	Digitally signed by		Date Signed	Final Total		
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Date 5/2/2023
Hoover Building

2922R IOWSTA

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▼ [Warrant Information](#)

Fiscal Year : 2023 Amount : \$34,294.64
 Warrant Number : 85907544 Vendor Customer : 00002116146
 Line Number : 1 Last Updated : 5/25/23

▼ [Issue Information](#)

Issued : 05/22/2023 Void :
 Document ID : 00523457456 Duplicate :
 Document Line Number : 1 Stop :
 Line Amount : \$20,398.93
 Comments :

▼ [Redeemed Information](#)

Redeemed : 05/25/2023 Batch Number : 0992
 Redeemed Bank : 0022 Sequence Number : 00004
 Redeemed Fund : 0674
 Redeemed Department : 005

▼ [Fund Accounting](#)

Fund : 0674 Object : 2512 Dept Object :
 Sub Fund : Sub Object : Dept Revenue :
 Department : 005 Object Class :
 Unit : X674 Revenue Source :
 Sub Unit : 12 Sub Revenue Source :
 Appropriation : 0000 Revenue Source Class :
 BSA :
 Sub BSA :

▼ [Detail Accounting](#)

Location : Reporting : Major Program :
 Sub Location : Sub Reporting : Program :
 Activity : 2920 Task : Phase :
 Sub Activity : Sub Task : Program Period :
 Function : Task Order :
 Sub Function :

[Top](#)



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