

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

July 15, 2024

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

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$13,604.06, subject to audit of actual invoices. On December 14, 2023, Vehicle #1639 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot

Kristi Onstot
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 3649
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 Facsimile (515) 281-6518

April 12, 2024

Victoria Newton
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1639 on December 14, 2023
Department of Administrative Services
Claim dated December 22, 2023
AOS Claim ID: 3649

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 damage incurred by the Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. The Department requested an allocation of \$14,556.35; however, the estimate from the vendor includes sales tax of \$952.29. Therefore, we recommend an Executive Council allocation in the amount of \$13,604.06 subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services
Heather Hackbarth, Department of Management



Governor Kim Reynolds
Lt. Governor Adam Gregg
Adam Steen, Director

Date: December 22, 2023

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

From: Karl Bubser, Fleet Administrator
DAS Fleet Services
Department of Administrative Services

Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration

Vehicle / Event	#1639/Animal
Event Date	December 22, 2023
Summary	Vehicle 1639 stuck a deer. (272048)
Amount Requested	\$14,556.35 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, Repair Estimate(s), Photos

If you have any questions or are in need of additional information, please do not hesitate to contact me.

Thank you,

Karl Bubser, Fleet Administrator
DAS Fleet Services
Karl.Bubser@iowa.gov
515-414-6582



Risk, DAS <das.risk@iowa.gov>

29C20

1 message

Risk, DAS <das.risk@iowa.gov>

Thu, Dec 21, 2023 at 8:48 AM

To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov>

Please accept this email as initial 24 hr notification for AON, vehicle 1639 struck a deer on 12/14/23. I will forward all information as soon as it is received.

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due within 72 hours of an accident. Agencies have 60 days to complete repairs to vehicles once approval is given.

Thank you,

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov

<https://das.iowa.gov>



Department of
Administrative Services



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Department of Administrative Services
DAS Fleet Services- Risk Management
109 SE 13th St
Des Moines, IA 50319

23-015910

Vehicle Accident Report Form

- Render aid or assistance to the injured (per Iowa Code 321.262).
- The State of Iowa is self-insured. Refer to the Insurance card and accident report procedures online or in your glove box packet. If the accident involves another party, exchange information with the driver or property owner. Do not admit fault or attempt to settle your claim.
- Call local law enforcement, if a fatality, injury or property damage has occurred, and obtain a police report. On the Capitol complex, call Iowa State Patrol, Post 16 at 515-281-5608.
- Within the first 24 hours, report accident or damage to DAS Fleet Services (515-281-3162 or DAS.Risk@iowa.gov), your agency fleet contact, and supervisor. Damage caused by an act of nature or unavoidable cause MUST be reported to DAS Fleet Services within 24 hours of the incident to qualify for contingent fund use (per Iowa Code 29C.20).
- For an estimate, locate the nearest contracted auto body repair shop in the Contracted Service Providers map. A contracted auto body shop within 30 miles should be used if available.
- If towing is necessary, contact DAS Fleet Services (515-281-3162) for assistance. After hours, call National Automobile Club (NAC) FleetRescue* (866-329-3471) or local law enforcement.
- Within 72 hours, print and submit a completed Accident Report Form, including a cost estimate from the auto body shop to DAS.Risk@iowa.gov.
- Any accident in the State of Iowa that causes death, personal injury, or total property damage of \$1,500 or more must be reported on an Iowa Accident Report Form UNLESS the accident is investigated by a law enforcement agency and a report is filed. Failure to return an accident report form within 72 hours may result in suspension of driving privileges.

Vehicle Accident Report

Time and location of accident			
Accident Date (Mo/Day/Year)	Time	No. of Vehicles	
12-14-23	0640	1	
County Cass	State IA		
Vehicle 1 (State vehicle)			
Driver's Name Kevin Schubert	Work Street Address 2222 265th St		
Driver's License No./State 87IAK1913	City, State, Zip Bedford, IA 50833		
Date of Birth 1-25-58	Department Ag	Work Phone 515-281-3338	Home Phone 417-545-1442
License Plate No. 1639	VIN	Year, Make, Model 2022 Ford Focus Chery Malibu	
Estimate (\$) of Damage 17500 ?		Description of Damage Front End	
Vehicle 2 (other vehicle) if more than two vehicles-use additional forms			
Driver's Name Deer		Street Address mm 61 Hwy 148	
Driver's License No./State		City, State, Zip	
Date of Birth	Work Phone	Home Phone	License Plate No.
Description of Damage Daar Ran in to my state car,			

Accident Information Exchange Sheet

Other Vehicle information	
Driver's Name	None
Street Address	
Driver Phone	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	
Insurance Company Name	
Policy No.	
Agent name	
Agent phone	
Owner's Name/Address (if different)	

Submit this information along with the accident report to DAS Fleet Service within 72 hours of the accident.

Complete the next section, tear at the dotted line and give to the other party involved.

State Vehicle Insurance Information	
Driver's Name	Kevin Schubert
Driver's License No./State	1636 87IAK1913
Vehicle Plate No.	1636
Vehicle year, make, model	2022 Chevy Chevy Malibu
VIN	

The State of Iowa is self-insured.
If you have any questions regarding an accident, please contact
DAS Fleet Services at 515-281-3162 or DAS.Risk@iowa.gov

Property Damage other than vehicle (fence, utility pole, etc)	
Owner's Name, Address and Phone	Description of Property Damaged
DNR	NONE
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
NONE	
Vehicle No. 2/ Name and Address	Describe Injuries
Witness	
Name	Address/Phone
NONE	
Name	Address/Phone

Accident Diagram
<p>Complete diagram below, include a description of what happened. Use the outline below to sketch the scene of your accident, writing in street or highway names or numbers. Use number 1 to indicate the State vehicle.</p>
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>N</p> </div> <div style="text-align: right;"> <p>Accident case by CASS CO. #23-015910</p> </div> </div>



PERFECTION PLUS AUTOBODY LLC
701 POLLOCK BLVD
BEDFORD, IA. 50833
PHONE: 712-523-2946 FAX: 712-523-3217
TOMMYHENSLEY@MEDIACOMBB.NET TAX ID: 82 0739176

*** PRELIMINARY ESTIMATE ***

12/19/2023 09:06 AM

Owner

Owner: Kevin Schubert
Address:

Cell: (417)545-1442

Control Information

Claim # : 9653212

Insured Policy # :

Inspection

Inspection Date: 12/19/2023 09:07 AM

Inspection Type:

Appraiser Name: Tommy Hensley
Address: 701 Pollock Blvd
City State Zip: Bedford, IA 50833
Email: tommyhensley@mediacombb.net

Appraiser License #2 :
Work/Day: (712)523-2946
FAX: (712)523-3217

Repairer

Repairer: Perfection Plus Autobody 2
Address: 701 Pollock Blvd
City State Zip: Bedford, IA 50833
Email: tommyhensley@mediacombb.net

Contact: Tommy L Hensley
Work/Day: (712)523-2946
Work/Day:

Target Complete Date/Time:

Days To Repair: 14

Vehicle

OEM Part Price Quote ID: 132410151

2023 Chevrolet Malibu LS W/ 1LS 4 DR Sedan
4cyl Gasoline Turbo 1.5
Continuously Variable Tr

Lic Expire:
Prod Date:
Veh Insp# :
Condition:
Ext. Refinish: Two-Stage

VIN: 1G1ZC5ST3PF124184
Mileage: 48,640
Mileage Type: Actual
Code: U2704B
Int. Refinish: Two-Stage

Options

1st Row LCD Monitor(s)
Air Conditioning
Auto Emergency Braking
Bucket Seats
Corrective Lane Assist
Driver Information Sys
Electric Parking Brake

2nd Row Head Airbags
Aluminum/Alloy Wheels
Auto Headlamp Control
Cargo Lamp
Cruise Control
Dual Airbags
Engine Stop/Start

AM/FM Stereo
Anti-Lock Brakes
Automatic High Beam
Compact Spare Tire
Daytime Running Lights
Elect. Stability Control
Floor Mats

Fwd. Collision Alert	Halogen Headlights	Head Airbags
In-Vehicle WiFi	Inside Rearview Mirror	Interior Lighting
Keyless Entry System	Keyless Ignition System	Knee Air Bags
Laminated Glass	Lane Departure Alert	OnStar System
Pedestrian Detection Sys	Power Door Locks	Power Mirrors
Power Windows	Pwr Accessory Outlet(s)	Rear Side Airbags
Rear View Camera	Rear Window Defroster	Side Airbags
Spring Suspension	Strg Wheel Radio Control	Temperature Gauge(s)
Theft Deterrent System	Tilt & Telescopic Steer	Tire Pressure Monitor
Tool Box	Touch Screen Display	Traction Control System
USB Audio Input(s)	Velour/Cloth Seats	Voice Activatd Cellphone
Wireless Audio Streaming	Wireless Phone Connect	

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ% B%	Hours	R
Front Bumper									
1	E	6		Cover,Front Bumper	84543709 GM Part	\$652.13		4.1	SM
2	L	6	13	Cover,Front Bumper	Refinish			3.7	RF
					2.6 Surface				
					0.6 Two-stage setup				
					0.5 Two-stage				
3	E	9	46	Mldg,Frt Bumper Cover LT	23478390 GM Part	\$18.78		INC	SM
4	E	10	46	Mldg,Frt Bumper Cover RT	23478391 GM Part	\$19.18		INC	SM
5	E	1619		Retainer,Bumper Reinf LT	94515232 GM Part	\$6.64			SM
6	E	1132		Rivet,Front Bumper LT	92139150 GM Part	\$14.64			SM
				Quantity of 2 @ \$7.32 each					
7	E	1133		Rivet,Front Bumper RT	92139150 GM Part	\$14.64			SM
				Quantity of 2 @ \$7.32 each					
8	E	1287		Bolt,Front Bumper	11547421 GM Part	\$216.00			SM
				Quantity of 24 @ \$9.00 each					
9	E	1159		Bolt,Frt Bumper Cover	11609489 GM Part	\$67.21			SM
				Quantity of 11 @ \$6.11 each					
10	E	1239		Nut,Frt Bumper Cover	11515638 GM Part	\$121.50			SM
				Quantity of 18 @ \$6.75 each					
11		1401		Nut,Frt Bumper Cover LT	Replace OEM	INC			SM
				Quantity of 2 @ INC each					
12	E	18	46	Supt,Frt Bumper Cover	84926765 GM Part	\$69.83		INC	SM
13		40	46	Grille,Frt Bumper Lwr	Replace OEM	INC			SM
14	E	23		Emblem,Frt Bmpr Cover	23125928 GM Part	\$56.35		0.1	SM
15	E	1392		Sensor,Temperature	13583411 GM Part	\$15.34		0.1	SM
16	E	37		Harness,Front Bumper	84194284 GM Part	\$101.51			ME
17	E	26		Shield,Lower Air	84412246 GM Part	\$81.15		INC	SM
18	E	32		Defl,Front Bumper Lwr	23397792 GM Part	\$96.50		INC	SM
19	E	38		Filler,Front Bumper	84584222 GM Part	\$263.47		INC	SM
20	E	56		Filler,Front Bumper	84036516 GM Part	\$279.25		INC	SM
21	E	50	46	Panel,Frt Bmpr License	84524301 GM Part	\$33.83		0.1	SM
22	E	16		Absorber,Front Energy	84036508 GM Part	\$30.38		INC	SM
23	E	19	46	Brkt,Front Bumper Mtg LT	84650637 GM Part	\$17.70		0.1	SM
24	E	30	46	Brkt,Front Bumper Mtg LT	23424577 GM Part	\$10.23		INC	SM
25	E	79	46	Brkt,Front Bumper Mtg	23328042 GM Part	\$28.57		0.1	SM

Front End Panel And Lamps									
26	E	55		Grille Assembly	84337317 GM Part	\$390.00		INC	SM
27		39	46	Grille,Upper	Replace OEM	INC			SM
28	E	1517		Clip,Frt End Panel	15795653 GM Part	\$18.37			SM
29	E	1252		Nut,Grille	11547341 GM Part	\$86.50			SM
				Quantity of 10 @ \$8.65 each					

30	E	41	Headlamp Assy,Halogen LT	84680167 GM Part	\$1,118.52	0.1	SM
31	E	42	Headlamp Assy,Halogen RT	84680166 GM Part	\$1,118.52	0.1	SM
32	N	973	Headlamps Aim	Additional Labor		0.4	SM
33	E	53	Lamp Assembly,Running LT	84843547 GM Part	\$130.88	INC	SM
34	RI	54	Lamp Assembly,Running RT	R & I Assembly		INC	SM
<u>Radiator Support</u>							
35	E	36	46 Grille,Active	23278689 GM Part	\$213.10	INC	SM
36	E	159	Crsmbr,Rad Panel Upr	84020973 GM Part	\$309.32	3.6	SM
37	L	159	Crsmbr,Rad Panel Upr	Refinish		1.4	RF
				1.2 Surface			
				0.2 Two-stage			
38	E	772	Defl,Radiator Upr Air	84075638 GM Part	\$64.97	INC	SM
39	E	773	Defl,Radiator Lwr Air	84075630 GM Part	\$70.90	INC	SM
40	E	1120	Module,Cruise Control	84956402 GM Part	\$1,212.88	INC	ME
41	E	1407	Horn,High Note	84808700 GM Part	\$16.80	0.1	SM
<u>Cooling And Air Conditioning</u>							
42	E	755	46 Radiator	84493651 GM Part	\$319.95	2.2	SM
43	E	760	46 Fan Assy,Eng Cooling	85109578 GM Part	\$470.32	0.2	SM
44	E	789	Shield,Air Deflector	84296057 GM Part	\$26.80	0.1	SM
45	E	1771	Mount,Radiator LT	52493483 GM Part	\$55.05	INC	SM
46	E	1772	Mount,Radiator RT	52493483 GM Part	\$55.05	INC	SM
47	N	629	A/C Evac Rechrq & Rcvr	Additional Labor		1.8	ME
48	E	731	Condenser,A/C	85134377 GM Part	\$310.48	0.8	ME
49	E	734	Brkt,A/C Condenser	23336318 GM Part	\$103.66	INC	ME
50	E	153	49 Reservoir,W/S Washer	84763238 GM Part	\$72.29	0.4	SM
51	E	1440	Duct,Air Inlet LT	22989237 GM Part	\$44.97	1.3	SM
<u>Front Body And Windshield</u>							
52	E	83	Panel,Hood	84273742 GM Part	\$788.07	0.6	SM
53	L	83	Panel,Hood	Refinish		4.9	RF
				2.9 Surface			
				1.2 Edge			
				0.8 Two-stage			
54	I	103	Fender,Front LT	Repair		3.0*	SM
55	L	103	Fender,Front LT	Refinish		2.3	RF
				1.9 Surface			
				0.4 Two-stage			
56	I	104	Fender,Front RT	Repair		1.0*	SM
57	L	104	Fender,Front RT	Refinish		2.3	RF
				1.9 Surface			
				0.4 Two-stage			
<u>Front Body Interior Sheetmetal</u>							
58	E	130	01 Skirt,Inner Fender LT	84506561 GM Part	\$169.33	INC	SM
59	RI	131	Skirt,Inner Fender RT	R & I Assembly		INC	SM
60	E	1004	Cover,Relay Box LT	84144336 GM Part	\$30.10		ME
<u>Dashboard And Components</u>							
61	N	1982	Scan,Pre-Repair	Additional Labor		1.0*	ME
62	N	1983	Scan,Post-Repair	Additional Labor		1.0*	ME
<u>Front Doors</u>							
63	I	207	Door Shell,Front LT	Repair		1.0*	SM
			>> Chipped paint from catching fender				
64	L	207	Door Shell,Front LT	Refinish		2.6	RF
				2.2 Surface			
				0.4 Two-stage			
65	I	208	Door Shell,Front RT	Repair		1.0*	SM
			>> Chipped Paint from catching fender				
66	L	208	Door Shell,Front RT	Refinish		2.3	RF
				2.2 Surface			

				0.1 Two-stage		
67	RI	231	Pnl,Inner Door Trim LT	R & I Assembly	INC	SM
68	RI	232	Pnl,Inner Door Trim RT	R & I Assembly	INC	SM
69	RI	252	Mldg,Front Door Belt LT	R & I Assembly	0.1	SM
70	RI	253	Mldg,Front Door Belt RT	R & I Assembly	0.1	SM
71	RI	221	Housing,Mirror Outer LT	R & I Assembly	0.9	SM
72	RI	222	Housing,Mirror Outer RT	R & I Assembly	0.9	SM
73	RI	265	Handle,Front Door Otr LT	R & I Assembly	0.3	SM
74	RI	266	Handle,Front Door Otr RT	R & I Assembly	0.3	SM
74 Items						

MC Message

- 01 CALL DEALER FOR EXACT PART # / PRICE
- 13 INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE
- 46 PRINTABLE ALTERNATE PARTS COMPARE
- 49 UNPRINTED ALTERNATE PARTS COMPARE

Estimate Total & Entries

OEM Parts		\$9,411.66
Paint & Materials	19.5 Hours @ \$48.00	\$936.00
Parts & Material Total		\$10,347.66
Tax on Parts & Material	@ 7.000%	\$724.34

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs	
Sheet Metal (SM)	\$68.00	15.9	6.4	22.3	\$1,516.40
Mech/Elec (ME)	\$90.00	0.8	3.8	4.6	\$414.00
Frame (FR)	\$80.00				
Refinish (RF)	\$68.00	19.5		19.5	\$1,326.00

Labor Total		46.4 Hours	\$3,256.40
Tax on Labor	@ 7.000%		\$227.95
Gross Total			\$14,556.35
Net Total			\$14,556.35

Alternate Parts Y/37/00/00/37/36 Cumulative 37/00/00/37/36 Zip Code: 50833 Default
 OEM Part Prices DT 12/19/2023 09:07 AM EstimateID 1166392410796728320 QuotID 132410151
 Rate Name Default

Audatex Estimating 10.25.86 ES 12/21/2023 02:59 PM REL 10.25.86 DT 12/01/2023 DB 12/15/2023
 State Disclosure:IA
 © 2023 Audatex North America, LLC.

**3.4 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.
 ESTIMATE CALCULATED USING THE 2.5 HOUR MAXIMUM ALLOWANCE FOR TWO-STAGE REFINISH OF NON-FLEX, EXTERIOR SURFACES.**

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE

MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

Op Codes

* = User-Entered Value	^ = Labor Matches System Assigned Rates	E = Replace OEM
NG = Replace NAGS	EC = Replace Economy	OE = Replace PXN OE Srpls
UE = Replace OE Surplus	ET = Partial Replace Labor	EP = Replace PXN
EU = Replace Recycled	TE = Partial Replace Price	PM = Replace PXN Reman/Reblt
UM = Replace Reman/Rebuilt	L = Refinish	PC = Replace PXN Reconditioned
UC = Replace Reconditioned	TT = Two-Tone	SB = Sublet Repair
N = Additional Labor	BR = Blend Refinish	I = Repair
IT = Partial Repair	CG = Chipguard	RI = R & I Assembly
P = Check	AA = Appearance Allowance	RP = Related Prior Damage



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