

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 1, 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 \$4,932.69, subject to the audit of actual invoices. On March 29, 2024, Vehicle #1546 was damaged by a deer. Request was to cover repair costs.

This represents full and final payment.

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 # 3724
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

May 21, 2024

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1546 on March 29, 2024
Department of Administrative Services
Claim dated April 2, 2024
AOS Claim ID: 3724

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 \$5,277.98; however, the estimate from the vendor includes sales tax of \$345.29. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$4,932.69, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in cursive script, 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: April 2, 2024

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	#1546/Animal
Event Date	March 29, 2024
Summary	Vehicle 1546 struck a deer. (278078)
Amount Requested	\$5,277.98 - 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,

A handwritten signature in black ink, appearing to read "Karl Bubser".

Karl Bubser, Fleet Administrator
DAS Fleet Services
Karl.Bubser@iowa.gov
515-281-3162



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

29C20

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

Draft To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov> Fri, Mar 29, 2024 at 11:16 AM

Please accept this email as initial 24 hr notification for AON, vehicle 1546 struck a deer on 3/29/24. 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

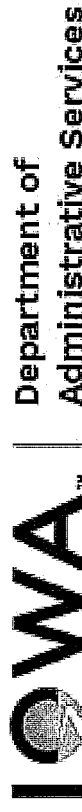
Iowa Department of Administrative Services

109 SE 13th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov

<https://das.iowa.gov>



Vehicle Accident Report

Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
3/29/24	5:42 AM	1
County	State	
Lee	Iowa	

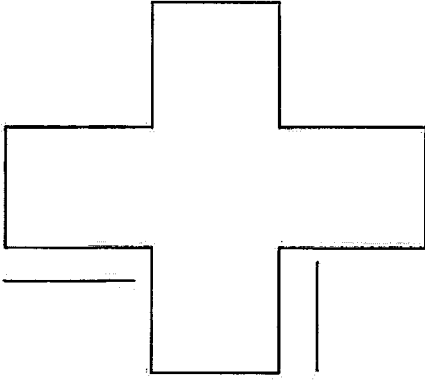
Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Duane Case		2111 330th Avenue	
Driver's License No./State		City, State, Zip	
176 AD5376 / Iowa		Fort Madison, Iowa 52627	
Date of Birth	Department	Work Phone	Home Phone
11/29/69	242	319-372-5432	
License Plate No.	VIN	Year, Make, Model	
1546	1GNEVLKWZPJ242476	2023 Chevrolet Traverse	
Estimate (\$) of Damage		Description of Damage	
\$5,277.98		Damage to right front bumper, hood, grille, fog light, head light from striking a deer.	

Vehicle 2 (other vehicle) if more than two vehicles-use additional forms

Driver's Name		Street Address	
N/A		N/A	
Driver's License No./State		City, State, Zip	
N/A		N/A	
Date of Birth	Work Phone	Home Phone	License Plate No.
N/A	N/A	N/A	N/A
Description of Damage			
N/A			

Property Damage other than vehicle (fence, utility pole, etc)	
Owner's Name, Address and Phone	Description of Property Damaged
N/A	N/A
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
N/A	N/A
Vehicle No. 2/ Name and Address	Describe Injuries
N/A	N/A
Witness	
Name	Address/Phone
Thomas Norton	2111 330th Ave.; Fort Madison, Iowa / 319-372-5432
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>	
	<p>At 0542 on Friday, 3/29/2024 Transport Officer Duane Case who's currently on a scheduled UIHC appointment with CO Thomas Norton, called & stated that he struck a deer while on the way to Iowa City.</p>

Accident Information Exchange Sheet

Other Vehicle Information

Driver's Name	
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	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
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 of DAS.Risk@iowa.gov



Abra - Jim Baier Fort Madison

5701 Avenue O, Fort Madison, IA 52627
Phone: (319) 372-8120

Workfile ID: fade21cc
Federal ID: 420982103
State ID: 1-56-007451
Federal EPA: NED9817236513
State EPA: NED9817236513

Preliminary Estimate

Customer: ISP

Written By: Cruz Estrada

Insured: ISP
Type of Loss:
Point of Impact: 01 Right Front

Policy #:
Date of Loss:
Claim #:
Days to Repair: 0

Owner:
ISP

Inspection Location:
Abra - Jim Baier Fort Madison
5701 Avenue O
Fort Madison, IA 52627
Repair Facility
(319) 372-8120 Business

Insurance Company:
CUSTOMER PAY

VEHICLE

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection white

VIN: 1GNEVLKWPJ242476 Interior Color: black Mileage In: 35,300 Vehicle Out:
License: 1546 Exterior Color: white Mileage Out:
State: IA Production Date: 4/2023 Condition: Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Body Side Moldings
Privacy Glass
Console/Storage

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Climate Control
Dual Air Condition
Backup Camera
Parking Sensors

RADIO

AM Radio
FM Radio
Stereo
Search/Seek
Auxiliary Audio Connection
Satellite Radio
SAFETY
Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags
Communications System

Hands Free Device
Xenon or L.E.D. Headlamps
Blind Spot Detection
Lane Departure Warning

SEATS

Cloth Seats
Bucket Seats
3rd Row Seat

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Signal Integrated Mirrors

Preliminary Estimate

Customer: ISP

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection white

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2		O/H front bumper		0	0.00	3.8	0.0
3	<>	Repl Bumper cover	85596503	1	643.00	Incl.	3.0
4		Add for Clear Coat		0	0.00	0.0	1.2
5		Repl RT Lower cover LS, LT, RS	85572795	1	354.15	Incl.	0.0
6		Repl RT Fog lamp bezel chrome	84541295	1	27.45	Incl.	0.0
7		Repl RT Insert	84541297	1	20.03	Incl.	0.0
8		Repl Grille assy bright chrome LS	87830137	1	501.03	Incl.	0.0
9		FRONT LAMPS					
10	*	Repl LKQ RT Daytime run lamp +25%	85584766	1	437.50	0.2	0.0
11		Repl RT Headlamp LS, LT, RS	85596374	1	1,192.90	0.3	0.0
12		Repl RT H'lamp bracket	84421605	1	47.33	0.2	0.0
13		HOOD					
14	*	Rpr Hood		0	0.00	4.5	3.0
15		Overlap Major Non-Adj. Panel		0	0.00	0.0	-0.2
16		Add for Clear Coat		0	0.00	0.0	0.6
17		Add for Underside(Complete)		0	0.00	0.0	1.5
18	#	Hazardous waste removal		1	5.00	0.0	0.0
19	#	Repl Cover Car		1	5.00	0.0	0.0
20	#	Repl Corrosion Protection		1	5.00	0.0	0.0
21	#	Repl Flex Additive/Adhesion Promoter		1	8.50 T	0.0	0.0
SUBTOTALS					3,246.89	9.0	9.1

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,238.39
Body Labor	9.0 hrs @	\$ 68.00 /hr	612.00
Paint Labor	9.1 hrs @	\$ 68.00 /hr	618.80
Paint Supplies	9.1 hrs @	\$ 50.00 /hr	455.00
Miscellaneous			8.50
Subtotal			4,932.69
Sales Tax	\$ 4,932.69 @	7.0000 %	345.29
Grand Total			5,277.98
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			5,277.98

MyPriceLink Estimate ID / Quote ID:

1204064038858792960 / 135310766

Preliminary Estimate

Customer: ISP

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection white

THE ABOVE IS AN ESTIMATE BASED ON OUR INSPECTION AND DOES NOT COVER ANY ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE WORK HAS BEEN OPENED UP. THERE IS A LIMITED LIFETIME GUARANTEE ON WORKMANSHIP AND REFINISHING.

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR1GM18, CCC Data Date 03/15/2024, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blend=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway

Preliminary Estimate

Customer: ISP

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection white

Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Preliminary Estimate

Customer: ISP

2023 CHEV Traverse LS AWD (Fleet) 4D UTV 6-3.6L Gasoline Direct Injection white

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
10	All Star Auto Parts North 15326 Oakwood Dr Romulus MI 48174 (407) 271-8949	#01122408 LKQ RT Daytime run lamp +25% RH,LED,COMP, PR0000 Quote: CCC-224633282 Expires: 04/11/24	\$ 350.00