

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 \$4,722.34, subject to the audit of actual invoices. On May 3, 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 # 3745
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 May 3, 2024
Department of Administrative Services
Claim dated May 9, 2024
AOS Claim ID: 3745

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 \$5,052.90; however, the estimate from the vendor includes sales tax of \$330.56. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$4,722.34, 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: May 9, 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	May 3, 2024
Summary	Vehicle 1546 struck a deer. (280347)
Amount Requested	\$5,052.90 - 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 be "KB", written over a horizontal line.

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



29C20

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

Fri, May 3, 2024 at 1:51 PM

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

Please accept this email as initial 24 hr notification for AON, vehicle 1546 struck a deer on 5/3/24. 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>

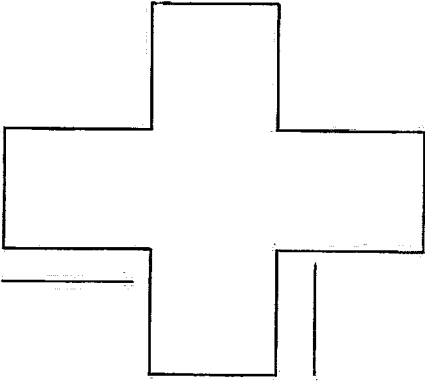


Department of
Administrative Services

Vehicle Accident Report

Time and location of accident			
Accident Date (Mo/Day/Year)	Time	No. of Vehicles	
5/3/24	4:25 AM	1	
County	State		
Lee	Iowa		
Vehicle 1 (State vehicle)			
Driver's Name		Work Street Address	
Coly Burdette		2111 330th Avenue	
Driver's License No./State		City, State, Zip	
		Fort Madison, Iowa 52627	
Date of Birth	Department	Work Phone	Home Phone
	242	319-372-5432	
License Plate No.	VIN	Year, Make, Model	
1546	1GNEVLKWZPJ242476	2023 Chevrolet Traverse	
Estimate (\$) of Damage		Description of Damage	
\$5,052.90		Damage to right front	
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
N/A	N/A
Name	Address/Phone
N/A	N/A

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>On 5-3-24 at approximately 0425 while in transit to Iowa City, Officer Colby Burdette advised Shift Supervisor Darren Koechle that he had struck a deer in state vehicle 1546.</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)	
<p>Submit this information along with the accident report to DAS Fleet Service within 72 hours of the accident.</p>	

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	
<p>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</p>	



Abra - Jim Baier Fort Madison

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

Workfile ID: bf6d13bb
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: 11 Left 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
License: 1546
State: IA

Interior Color: black
Exterior Color: white
Production Date: 4/2023

Mileage In: 36,061
Mileage Out:
Condition:

Vehicle Out:
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 LT Side bracket	84426587	1	60.10	Incl.	0.0
6		Repl LT Side retainer	85619280	1	12.80	0.1	0.0
7		Repl LT Fog lamp bezel chrome	84541294	1	27.45	Incl.	0.0
8		Repl LT Lower cover LS, LT, RS	85572792	1	354.15	Incl.	0.0
9		Repl Grille assy bright chrome LS	87830137	1	501.03	Incl.	0.0
10		FRONT LAMPS					
11		Repl LT Headlamp LS, LT, RS	85596373	1	1,192.90	0.3	0.0
12		Repl LT H'lamp bracket	84421604	1	47.33	0.2	0.0
13		COOLING					
14		Repl Shutter upper	84938011	1	218.58 m	0.3	0.0
15		Repl Upper baffle	84842282	1	55.15	0.2	0.0
16		Repl LT Side baffle	84827289	1	25.95	0.0	0.0
17		AIR CONDITIONER & HEATER					
18		Repl Condenser 3.6 liter	84725047	1	264.55 m	2.0	0.0
19		AC Service evacuate & recharge		0	0.00 m	1.4	0.0
20		AC Service refrigerant recovery		0	0.00 m	0.4	0.0
21		FENDER					
22	**	Repl A/M CAPA LT Wheel opng mldg black	84999339	1	59.00	Incl.	0.0
23		Repl LT Fender liner	87844735	1	122.45	0.4	0.0
24	#	Hazardous waste removal		1	5.00	0.0	0.0
25	#	Repl Cover Car		1	5.00	0.0	0.0
26	#	Repl Corrosion Protection		1	5.00	0.0	0.0
27	#	Repl Flex Additive/Adhesion Promoter		1	8.50 T	0.0	0.0
28	#	OPEN TO UNSEEN DAMAGE		1	0.00	0.0	0.0
SUBTOTALS					3,607.94	9.1	4.2

Preliminary Estimate

Customer: ISP

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

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,599.44
Body Labor	9.1 hrs @	\$ 68.00 /hr	618.80
Paint Labor	4.2 hrs @	\$ 68.00 /hr	285.60
Paint Supplies	4.2 hrs @	\$ 50.00 /hr	210.00
Miscellaneous			8.50
Subtotal			4,722.34
Sales Tax	\$ 4,722.34 @	7.0000 %	330.56
Grand Total			5,052.90
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			5,052.90

MyPriceLink Estimate ID / Quote ID:

1215743412121116672 / 136167656

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.

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.

Preliminary Estimate

Customer: ISP

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

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 05/01/2024, 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. Blnd=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 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
22	Keystone, Inc 110 THUNDERBIRD LANE EAST PEORIA IL 61611 (309) 698-0700	#GM1290253C A/M CAPA LT Wheel opng mldg black Quote: 2491185576 Expires: 06/17/24	\$ 59.00