
FISCAL TOPICS

Fiscal Services Division

October 29, 2021



Ground Floor, State Capitol Building

Des Moines, Iowa 50319

515.281.3566

General Services Enterprise (DAS)

The General Services Enterprise (GSE) of the Department of Administrative Services (DAS) maintains all Capitol Complex buildings, grounds, and monuments. The GSE also maintains the Ankeny Laboratories. The GSE is responsible for providing statewide architectural and engineering project management services for construction projects, providing mail services to all State agencies, handling statewide leasing and space management, facility maintenance, and the State Surplus Property Program. The GSE also coordinates events held on the Capitol Complex buildings and grounds.

Services Provided by the GSE

- **Capitol Complex/Iowa Laboratories Association Rate** — Rate charged by the DAS to maintain the Capitol Complex buildings, grounds, and lab facilities, including custodial, carpentry, painting, grounds, locksmith, mechanical, energy management, and electrical services. The rate also includes Capitol Complex maintenance administration. The rate charged to each agency is based on the square footage of space occupied, which includes a pro rata share of the common areas of the building.
- **Design and Construction Services** — Rate charged by the DAS to provide management and oversight of projects for State agencies involved in facility design, construction, renovation, and energy management. The rate charged is an hourly rate based on actual expenses and is billed to infrastructure projects.
- **Lease and Space Management Services** — Rates charged by the DAS for the management, including acquisition, disposition, and development of all leased real estate across State government. Services include lease negotiation, lease renewals, resolution of landlord/tenant issues, database management, strategic planning, and development of space standards and allocations. The leasing management rate is based upon total current leased square footage, and the space management rate is an hourly rate. The fees charged to each agency are on an hourly rate based on actual expenses.
- **State Surplus Property Services** — Rate charged by the DAS to assist agencies with the disposal of surplus property. Services include transferring property to another State agency with a business need, selling surplus property through an online auction, or coordinating donation of the property to a not-for-profit organization. Sales completed online are sold through a partnership with GovDeals, an online auction service. The rate charged is an hourly rate paid by the surplus property sales proceeds. Net proceeds from the sale are deposited in the State General Fund as required in Iowa Code section [8A.324](#).
- **Mail Administration** — Rate charged by the DAS to provide reliable and cost-effective receipt, processing, and distribution of national and interoffice mail for State agencies within the Des Moines metropolitan area. The fee charged for mail administration is an allocation of anticipated expenses based upon the prior year's actual mail volume.

More Information

Department of Administrative Services — General Services Enterprise: das.iowa.gov/general-services
Department of Administrative Services — Customer Council: das.iowa.gov/das-core/das-customer-council
LSA Staff Contact: Maria Wagenhofer (515.281.5270) maria.wagenhofer@legis.iowa.gov

General Services Enterprise Rate History

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Association Rate - Capitol Complex	\$5.75	\$5.75	\$6.00	\$6.25	\$6.25	\$6.50	\$7.00
Association Rate - Iowa Labs	5.75	5.75	6.00	6.25	6.25	6.50	\$7.00
Mail Administration	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Design and Construction Services	85.00	85.00	85.00	90.00	95.00	100.00	110.00
Leasing Management	0.05	0.05	0.05	0.05	0.05	0.05	0.07
Space Management	85.00	85.00	85.00	85.00	85.00	85.00	85.00
State Surplus	85.00	85.00	85.00	85.00	85.00	85.00	85.00

Notes: Mail Administration is an allocation. Association rates are based on square footage of space occupied. Leasing Management is an annual per square foot rate based on leased space. Design and Construction Services, Space Management, and State Surplus services are hourly rates.

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