

ADMINISTRATIVE SERVICES DEPARTMENT[11]

Adopted and Filed

Pursuant to the authority of Iowa Code section 8A.104(5), the Department of Administrative Services amends Chapter 1, “Department Organization,” and renumbers Chapters 105 to 108 as Chapters 117 to 120, Iowa Administrative Code.

The Department of Administrative Services is amending its organizational structure to reflect changes made in an effort to best manage and administer the duties assigned to the Department by Iowa Code chapter 8A. These changes will enable the Department to offer more transparent and more efficient services to the several state agencies and ultimately the taxpayers of the State of Iowa. Creating Title VI and renumbering Chapters 105 to 108 as Chapters 117 to 120 for the rules that address central procurement is consistent with the organization of the other enterprises of the Department. This change also eliminates any confusion caused by having the rules that address central procurement embedded with the rules for general services.

Notice of Intended Action was published in the Iowa Administrative Bulletin on June 26, 2013, as **ARC 0812C**. No public comment was received. No changes were made to the amendments published under Notice.

After analysis and review of this rule making, no impact on jobs has been found.

These amendments are intended to implement Iowa Code chapter 8A.

These amendments will become effective September 25, 2013.

The following amendments are adopted.

ITEM 1. Amend rule 11—1.4(8A) as follows:

11—1.4(8A) Administration of the department. In order to carry out the functions of the department, the following enterprises and bureaus have been established:

1.4(1) General services enterprise. The mission of the general services enterprise is to act as the state’s business agent to meet agencies’ needs for quality, timely, reliable and cost-effective support services and provide a work environment that is healthy, safe, and well-maintained. The chief operating officer, appointed by the director, heads the general services enterprise. The following bureaus have been established within the general services enterprise:

a. Capitol complex maintenance. The capitol complex maintenance bureau is responsible for the maintenance, appearance, and facility sanitation of the capitol complex buildings and grounds, including environmental control (heating, ventilation and cooling) and all support features including, but not limited to, parking lot maintenance, main electrical distribution, power generation, water supply, utilities, energy efficiency, wastewater removal, on-site safety consultation, and work requests for the capitol complex, major maintenance projects associated with the capitol complex, special event coordination, monuments, physical security and access control.

b. Design and construction resources. The design and construction resources bureau is responsible for vertical infrastructure management; building and monument restoration; management of leases and office space on and off the capitol complex; assignment of office space on the capitol complex; utilities management; and management of capital projects, including architectural, engineering, and construction management services for state agencies except for the board of regents, the department of transportation, the national guard, the natural resource commission and the Iowa public employees’ retirement system. provides administration of public improvement projects, including design services, contracting for construction, and construction management oversight for state agencies except any agency of the state exempted by law. Capital funding appropriated to participating state agencies shall be transferred to the design and construction resources bureau for administration. The design and construction resources bureau is responsible for the administration of major maintenance for agencies in accordance with Iowa Code section 8A.302(4).

c. Fleet and mail. The fleet and mail bureau is responsible for the management of vehicular risk and travel requirements for state agencies not exempted by law and for the processing and delivering of mail for state agencies on the capitol complex and in the Des Moines metropolitan area.

d. Mail. The mail bureau is responsible for the processing and distribution of mail, which consists of U.S. Mail, UPS, Federal Express, courier service and interoffice mail for the state agencies on the capitol complex and in designated areas in the Des Moines metropolitan area.

d. e. Service delivery. The service delivery bureau is responsible for the following functions for the enterprise: parking and building access, collection of fines and other payments; coordination of special events in the public area of the capitol, in other buildings on the capitol complex (excluding the historical building), and on the capitol complex grounds; and providing general information, and work requests for the capitol complex; statewide purchasing and electronic procurement, including managing procurement of commodities, equipment and services for all state agencies not exempted by law; and administration of surplus property regarding the buildings and grounds on the capitol complex.

f. Real estate services. The real estate services bureau is directly responsible for the management of all leased real estate across the state while also providing real estate consultation services pertaining to acquisition, disposition, and development of real property. Specific services may include market research, opinion of property value, financial analysis, long-term real estate strategy, and project management in accordance with Iowa Code section 8A.321(6). Space planning, including moves, additions, and changes, and surplus property are also coordinated by the bureau.

1.4(2) to 1.4(6) No change.

1.4(7) Central procurement enterprise.

a. The central procurement enterprise is charged with procuring goods and services for agencies by Iowa Code chapter 8A. The chief operating officer of the enterprise is appointed by the director and directs the work of the enterprise. These rules and applicable Iowa Code sections apply to the purchase of goods and services of general use by any unit of the state executive branch, except any agencies or instrumentalities of the state exempted by law.

b. The central procurement enterprise shall manage statewide purchasing and electronic procurement, including managing procurement of commodities, equipment and services for all state agencies not exempted by law.

ITEM 2. Renumber **11—Chapter 105** to **11—Chapter 108** as **11—Chapter 117** to **11—Chapter 120** in new Title VI, Central Procurement.

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EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 8/21/13.