
FISCAL TOPICS

Fiscal Services Division

February 11, 2019



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.

Services Provided Under GSE

- **Capitol Complex Maintenance Services (CCM)** — Maintains the Capitol Complex buildings and grounds, providing a safe, healthy, aesthetically pleasing environment for elected officials, employees, and visitors. The CCM oversees onsite construction, groundskeeping, custodial services, the single stream recycling program, and the memorial program.
- **Design and Construction Resource Bureau** — Assists State agencies in facility design, construction, and management. Also works collaboratively with agencies supported by the DAS through the infrastructure program to identify major and routine maintenance projects and supports the Capitol Planning Commission.
- **Energy Management** — Provides utilities to State facilities and conducts energy audits on the State Capitol Complex. Implements recommendations resulting from the studies to increase efficiency and reduce consumption.
- **Lease & Space Management Services** — Responsible for assignment and tracking of office space located on the Capitol Complex and Ankeny Labs. Locates space, negotiates leasing contracts statewide, and maintains a statewide leasing database.
- **State Surplus Property Program** — Sells State surplus assets, equipment, and supplies online when those assets have not been transferred to another department with a business use for the property. Sales are completed online through a partnership with GovDeals, an online auction service.
- **Mail Administration** — Provides 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 based upon the percentage of mail volume for each mail account.

The GSE is also responsible for collecting fees from State agencies located on the Capitol Complex and Ankeny Labs for maintenance, utilities, and other provided services. The approved association rate for Fiscal Year (FY) 2020 and FY 2021 is \$6.25 per square foot of occupied space. This and all other rates charged by GSE are set and reviewed annually by the Customer Council.

1034748

More Information

Department of Administrative Services — General Services: das.iowa.gov/general-services
Department of Administrative Services — Customer Council: das.iowa.gov/das-core/das-customer-council
LSA Staff Contact: Christopher Ubben (515.725.0134) chris.ubben@legis.iowa.gov