



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



*April*

## Invoice 67058

Bill to: STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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Invoice #: 67058	Date: 04/12/12	Customer P.O. #: RFP #0212005030
Payment Terms: NET 30 DAYS		Salesperson: DALE J DRENT
Customer Code: 18110		

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

**RECEIVED**  
JUN 18 2012  
D.A.S. FINANCE

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



*May*

# Invoice 67643

Bill to: STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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Invoice #: 67643	Date: 05/07/12	Customer P.O. #: RFP #0212005030
Payment Terms: NET 30 DAYS	Salesperson: DALE J DRENT	
Customer Code: 18110		

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

**RECEIVED**  
JUN 18 2012  
D.A.S. FINANCE

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



*June*

# Invoice 68433

Bill to: STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 68433	Date: 06/11/12	Customer P.O. #: RFP #0212005030
Payment Terms: NET 30 DAYS	Salesperson: DALE J DRENT	
Customer Code: 18110		

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

RECEIVED  
2012 JUN 12 AM 9:55  
DAS FINANCE





### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 3-22-12

CCM Administrator: [Signature] Date 3-22-12

Purchasing: \_\_\_\_\_ Date \_\_\_\_\_

Legal Counsel: Thomas Lynn York Date 3/28/12

Doug Woodley: [Signature] Date 03.22.12

Mike Carroll: [Signature] Date 3/29/12

**After all signatures - Forward to:** Name: Shirley K. Walker  
Location: FMC Building

RECEIVED  
MAR 30 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management RFP #0212005030  
Contract to assist with identifying efficiencies in  
CCM operations

Director's comments:

Originator to make a copy after all signatures obtained and send to: Pat Mullenbach





### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Shoney Date \_\_\_\_\_

Legal Counsel: Thom McEl Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations.

Director's comments:

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



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 AUG 09 2012  
 D.A.S. FINANCE

# Invoice 70130

<b>Bill to:</b>  STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	<b>Job:</b> 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 70130 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Date:</b> 08/07/12	<b>Customer P.O. #:</b> 00512090945 <b>Salesperson:</b> DALE J DRENT
---	-----------------------	---

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT FOR MONTH OF JULY

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

Department of Administrative Services

# PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00513 217 948

eDAS Work Request Number:

Date

8-1-12

Bill To:

Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 E. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr.—CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
11		Estimated for Aug-June	11,950.00	131,450.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317-4508  
515-262-4000

RECEIVED  
AUG 01 2012

Product/service:

Requested by: Steve Gross

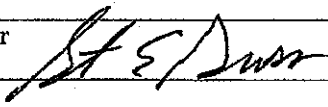
Check here to receive a copy of this requisition with the PO#

Building:

Complex

Supervisor  
Approval:

CCM Administrator  
Approval:



Accounting Codes

(FY13) 005-0674-X674-35-405-2466- 4/85 (70%-\$100,380.00)  
005-0001-5330-35-405-2466- 4/85 (30%-\$43,020.00)

Contract # \_\_\_\_\_ If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Shoney Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan) ✓  
 Location: Hoover Building  
 (Pam—Please scan a signed copy to SKWalker)

RECEIVED  
AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations

Director's comments:

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



RECEIVED

SEP 12 2012

D.A.S. FINANCE

# Invoice 71057

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	<b>Job:</b> 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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<b>Invoice #:</b> 71057	<b>Date:</b> 09/10/12	<b>Customer P.O. #:</b> 00512090945
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b> DALE J DRENT	
<b>Customer Code:</b> 18110		

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT FOR MONTH OF JULY

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

Department of Administrative Services  
 General Services Enterprise - Capitol Complex Maintenance

# PURCHASE REQUISITION

PO Number <b>00513 217 948</b>	eDAS Work Request Number:	Date 8-1-12
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<b>Bill To:</b> Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319	<b>Ship To:</b> Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319
--	---

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
11		Estimated for Aug-June	11,950.00	131,450.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group  
 4224 Hubbell Ave  
 Des Moines, IA 50317-4508  
 515-262-4000

RECEIVED  
AUG 01 2012

Product/service:		Requested by: Steve Gross
		___ Check here to receive a copy of this requisition with the PO#

Building:	Complex
-----------	---------

Supervisor Approval:	CCM Administrator Approval:
----------------------	-----------------------------

Accounting Codes	(FY13) 005-0674-X674-35-405-2466- <i>Y/R</i> (70%-\$100,380.00) 005-0001-5330-35-405-2466- <i>Y/R</i> (30%-\$43,020.00)
------------------	--

- Contract # \_\_\_\_\_ If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skv to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

*4*



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 71949

<b>Bill to:</b>  STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	<b>Job:</b> 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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<b>Invoice #:</b> 71949 <b>Date:</b> 10/11/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00512090945 <b>Salesperson:</b> DALE J DRENT
---	---

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT FOR MONTH OF JULY

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

**RECEIVED**

OCT 12 2012

**D.A.S. FINANCE**

Department of Administrative Services

# PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00513 217 948

eDAS Work Request Number:

Date

8-1-12

Bill To:

Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 E. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr.—CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
11		Estimated for Aug-June	11,950.00	131,450.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317-4508  
515-262-4000

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AUG 01 2012

Product/service:

Requested by: Steve Gross

Check here to receive a copy of this requisition with the PO#

Building:

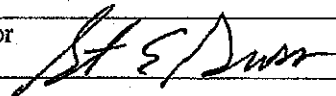
Complex

Supervisor

CCM Administrator

Approval:

Approval:



Accounting Codes

(FY13) 005-0674-X674-35-405-2466- 4/25 (70%-\$100,380.00)  
005-0001-5330-35-405-2466- 4/25 (30%-\$43,020.00)

Contract # \_\_\_\_\_ If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Gurney Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan) ✓  
 Location: Hoover Building  
 (Pam—Please scan a signed copy to SKWalker)

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AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations

Director's comments:

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 72591

Bill to: STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 72591	Date: 11/12/12	Customer P.O. #: 00512090945
Payment Terms: NET 30 DAYS		Salesperson: DALE J DRENT
Customer Code: 18110		

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT FOR MONTH OF JULY

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

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NOV 14 2012  
D.A.S. FINANCE

Jan PF Feb PH Mar PI

One Document

Department of Administrative Services **PURCHASE REQUISITION**  
 General Services Enterprise - Capitol Complex Maintenance

PO Number: 00513 217 948 eDAS Work Request Number: Feb PH Date: 8-1-12

Bill To: Iowa Dept. of Administrative Services  
 Finance (CCM)  
 1305 E. Walnut, 3<sup>rd</sup> Floor  
 Des Moines, IA 50319

Ship To: Iowa Dept. of Administrative Services  
 Facilities Mgmt. Ctr. - CCM  
 109 SE 13<sup>th</sup> Street  
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
		Estimated for Aug-June Feb	11,950.00	131,450.00
		3% increase effective March 1 -		83,650.00
4		March - June	12,300.00	49,200.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)

Baker Group  
 4224 Hubbell Ave  
 Des Moines, IA 50317-4508  
 515-262-4000

RECEIVED  
 AUG 01 2012

144,800.00

Product/service: \_\_\_\_\_ Requested by: Steve Gross  
 Check here to receive a copy of this requisition with the PO#

Building: Complex

Supervisor Approval: \_\_\_\_\_ CCM Administrator Approval: [Signature]

Accounting Codes  
 (FY13) 005-0674-X674-35-405-2466- Y/R (70%-\$100,380.00)  
 005-0001-5330-35-405-2466- Y/R (30%-\$43,020.00)

- Contract # \_\_\_\_\_ If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors- A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$6,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Shoney Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures - Forward to:** Name: Finance-A/P (Pam Sullivan) ✓  
 Location: Hoover Building  
 (Pam—Please scan a signed copy to SKWalker)

RECEIVED  
AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations.

Director's comments:

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 76711

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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<b>Invoice #:</b> 78711	<b>Date:</b> 04/02/13	<b>Customer P.O. #:</b> 00512090945
<b>Payment Terms:</b> NET 30 DAYS		<b>Salesperson:</b> DALE J DRENT
<b>Customer Code:</b> 18110		

Remarks: 36.12709 CAPITOL COMPLEX SERVICE AGREEMENT FOR JANUARY 2013

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 76712

Bill to:  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 76712 Payment Terms: NET 30 DAYS Customer Code: 18110	Date: 04/02/13 Customer P.O. #: 00512080945 Salesperson: DALE J DRENT
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Remarks: 36.12709 CAPITOL COMPLEX SERVICE AGREEMENT FOR FEBRUARY 2013

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 76152

Bill to:  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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Invoice #: 76152      Date: 03/13/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson: DALE J DRENT
--	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX

*MARCH*

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,300.00	12,300.00
			<b>Subtotal:</b>	<b>12,300.00</b>
			<b>Total:</b>	<b>12,300.00</b>

**RECEIVED**  
 APR -1 2013  
 D.A.S. FINANCE

**RECEIVED**  
 MAR 25 2013  
 STATE DESIGN & CONSTRUCTION  
 RESOURCES BUREAU

**Mattson, Teresa [DAS]**

---

**From:** Walker, Shirley [DAS]  
**Sent:** Wednesday, April 10, 2013 10:55 AM  
**To:** Mattson, Teresa [DAS]  
**Cc:** Schnoes, Rick [DAS]; Carr, Brant [DAS]  
**Subject:** RE: Blanket PO 00513214948 Baker Group

Yes, this is ok to pay. Thank you.

-----Original Message-----

**From:** Mattson, Teresa [DAS]  
**Sent:** Wednesday, April 10, 2013 10:08 AM  
**To:** Walker, Shirley [DAS]  
**Cc:** Schnoes, Rick [DAS]  
**Subject:** Blanket PO 00513214948 Baker Group  
**Importance:** High

Shirley,

This has incurred a 3% increase. Brent Carr and Rick Schnoes already know about it. I just need an official email stating it is okay to pay and I will get it processed.

Thanks,  
Teresa

-----Original Message-----

**From:** DAS Finance Copier (<mailto:dasfinancecopier@iowa.gov>)  
**Sent:** Wednesday, April 10, 2013 10:03 AM  
**To:** Mattson, Teresa [DAS]  
**Subject:** Send data from MFP07438136 04/10/2013 10:03

Scanned from MFP07438136

Date: 04/10/2013 10:03  
Pages: 2  
Resolution: 100x100 DPI  
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Department of Administrative Services  
General Services Enterprise - Capitol Complex Maintenance

# PURCHASE REQUISITION

PO Number <b>00513 217 948</b>	eDAS Work Request Number:	Date 8-1-12
-----------------------------------	---------------------------	----------------

<b>Bill To:</b> Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319	<b>Ship To:</b> Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319
--	---

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
11		Estimated for Aug-June	11,950.00	131,450.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317-4508  
515-262-4000

RECEIVED  
AUG 01 2012

Product/service:	Requested by: Steve Gross
	<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#

Building:	Complex
-----------	---------

Supervisor Approval:	CCM Administrator Approval:
	<i>[Signature]</i>

Accounting Codes	(FY13) 005-0674-X674-35-405-2466- <i>4/85</i> (70%-\$100,380.00) 005-0001-5330-35-405-2466- <i>4/85</i> (30%-\$43,020.00)
------------------	--

- Contract # \_\_\_\_\_ If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Greeney Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

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AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations

Director's comments:

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 73298

Bill to:  STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 73298	Date: 12/05/12	Customer P.O. #: <i>00513214948</i> <del>00512090945</del>
Payment Terms: NET 30 DAYS	Salesperson: DALE J DRENT	
Customer Code: 18110		

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT FOR MONTH OF ~~JULY~~ *December*

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

D.A.S. FINANCE

DEC 07 2012

RECEIVED

~~Jan PF~~ ~~Feb PH~~ ~~Mar PE~~

*one document*

Department of Administrative Services  
General Services Enterprise - Capitol Complex Maintenance

**PURCHASE REQUISITION**

PO Number  
**00513 217 948**

eDAS Work Request Number:  
~~Feb PH~~ **Mar PE**  
**April PJ**

Date  
8-1-12

Bill To:  
Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 B. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:  
Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr. - CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
<del>117</del>		Estimated for Aug-June Feb	11,950.00	131,490.00
<del>1</del>		<sup>effective</sup> 3% increase March 1 -		83,650.00
4		March - June	<del>12,300.00</del> 12,308.50	<del>49,200.00</del> 49,234.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

**VENDOR INFORMATION** (Vendor name, street, city/state/zip, & phone number)

Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317-4508  
515-262-4000

RECEIVED  
AUG 01 2012

~~144,800.00~~  
144,834.00

Product/service: \_\_\_\_\_ Requested by: Steve Gross  
 Check here to receive a copy of this requisition with the PO#

Building: **Complex**

Supervisor: \_\_\_\_\_ CCM Administrator  
 Approval: *[Signature]*

Accounting Codes  
 (FY13) 005-0674-X674-35-405-2466- Y/R5 (70%-\$100,380.00)  
 005-0001-5930-35-405-2466- Y/R5 (30%-\$43,020.00)

- Contract # \_\_\_\_\_ If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davonport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

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### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Shively Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures -- Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations

Director's comments:

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 77001

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.13709 CAPITOL COMPLEX MGMT DAS CCM 108 SE 13TH STREET DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 77001	<b>Date:</b> 04/16/13	<b>Customer P.O. #:</b> 00512090945
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b> DALE J DRENT	
<b>Customer Code:</b> 18110		

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY - MARCH 2013		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

**RECEIVED**

APR 17 2013

**D.A.S. FINANCE**



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4608  
 515 262-4000



## Invoice 77002

Bill to:  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 77002	Date: 04/16/13	Customer P.O. #: 00512090945
Payment Terms: NET 30 DAYS	Salesperson: DALE J DRENT	
Customer Code: 18110		

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY - APRIL 2013		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

**RECEIVED**

APR 17 2013

**D.A.S. FINANCE**

**Mattson, Teresa [DAS]**

---

**From:** Walker, Shirley [DAS]  
**Sent:** Wednesday, April 10, 2013 10:55 AM  
**To:** Mattson, Teresa [DAS]  
**Cc:** Schnoes, Rick [DAS]; Carr, Brant [DAS]  
**Subject:** RE: Blanket PO 00513214948 Baker Group

Yes, this is ok to pay. Thank you.

-----Original Message-----

**From:** Mattson, Teresa [DAS]  
**Sent:** Wednesday, April 10, 2013 10:08 AM  
**To:** Walker, Shirley [DAS]  
**Cc:** Schnoes, Rick [DAS]  
**Subject:** Blanket PO 00513214948 Baker Group  
**Importance:** High

Shirley,

This has incurred a 3% increase. Brent Carr and Rick Schnoes already know about it. I just need an official email stating it is okay to pay and I will get it processed.

Thanks,  
Teresa

-----Original Message-----

**From:** DAS Finance Copier [<mailto:dasfinancecopier@iowa.gov>]  
**Sent:** Wednesday, April 10, 2013 10:03 AM  
**To:** Mattson, Teresa [DAS]  
**Subject:** Send data from MFP07438136 04/10/2013 10:03

Scanned from MFP07438136

Date: 04/10/2013 10:03  
Pages: 2  
Resolution: 100x100 DPI

---





### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Gruney Date \_\_\_\_\_

Legal Counsel: Thor McEll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations

Director's comments:

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 77616

Bill to:  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 77616      Date: 05/08/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00512090945 Salesperson: DALE J DRENT
--	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

**RECEIVED**  
 MAY 14 2013  
 D.A.S. FINANCE

Department of Administrative Services

# PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00513 217 948

eDAS Work Request Number:

May PK

Date

8-1-12

Bill To:

Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 E. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr.—CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
1		To assist with identifying efficiencies in CCM operations	11,950.00	\$11,950.00
11		Estimated for Aug-June	11,950.00	131,450.00
				<b>TOTAL</b>
				<b>\$143,400.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317-4508  
515-262-4000

RECEIVED  
AUG 01 2012

Product/service:

Requested by: Steve Gross

Check here to receive a copy of this requisition with the PO#

Building:

Complex

Supervisor

CCM Administrator

Approval:

Approval: *[Signature]*

Accounting Codes

(FY13) 005-0674-X674-35-405-2466- 4/85 (70%-\$100,380.00)

005-0001-5330-35-405-2466- 4/85 (30%-\$43,020.00)

Contract #

If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Sherry Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capitol Complex Maintenance Management assistance  
to identify improve efficiencies in operations

Director's comments:

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 78393

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 78393 Date: 06/07/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00512090945 Salesperson: DALE J DRENT
--	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

**RECEIVED**

JUN 10 2013

**D.A.S. FINANCE**





**Lane, Teresa [DAS]**

---

**From:** Greiner, Bruce [DAS]  
**Sent:** Thursday, July 18, 2013 10:18 AM  
**To:** Lane, Teresa [DAS]  
**Subject:** Re: PO Baker

Approve for three months only and then re look at it.

Thanks,

Bruce G.  
515-829-6219  
Sent from my iPhone

On Jul 18, 2013, at 8:58 AM, "Lane, Teresa [DAS]" <[Teresa.Lane2@iowa.gov](mailto:Teresa.Lane2@iowa.gov)> wrote:

Bruce  
Can you update on what you would like done with the Baker PO.  
Thank you

<image001.png>  
Teresa Lane  
Capitol Complex Maintenance  
DAS Customer Service  
(515) 242-5120 option 3  
**Email: [CustServ.GSE@iowa.gov](mailto:CustServ.GSE@iowa.gov)**

Teresa Lane Contact info  
Phone: (515)725-0049  
FAX: (515)281-8748  
  
109 SE 13<sup>th</sup> St.  
Des Moines, IA 50319

[teresa.lane2@iowa.gov](mailto:teresa.lane2@iowa.gov)  
<http://das.iowa.gov>

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JUL 18 2013

<image002.png>BE GREEN -- Please consider the environment before printing this e-mail.

This email and any files attached to it are intended solely for the use of the individuals or entities to whom the email is addressed. If you receive this email in error, any review, use, dissemination, distribution, copying, or storing of the email or its attachments is prohibited. Notify me immediately of the error by return email, and please delete this message from your system. No employee or agent of the department or the State of Iowa is authorized to enter into a contractual agreement on behalf of the department or the State of Iowa with another party by email without the express written consent of the director of the department. Any views or opinions in this email are the author's and do not necessarily represent the views or opinions of the department or the State of Iowa.

<PO Baker.pdf>



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Bruce Greiner Date 7-18-13

CCM Administrator: Bruce Greiner for Date 7-18-13

Purchasing: Willy Q Date 7-19-13

Legal Counsel: Ryan Lamb by Paul Conder Date 7/29/13

Doug Woodley: [Signature] Date 07.22.13

Mike Carroll: [Signature] Date 7/23/13

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
JUL 18 2013

**Brief Overview of attached Document:**

(Brief Overview of documents attached & how it will be paid)

Capitol Complex management assistance to identify/improve efficiencies in operations

Director's comments:

**Carlson, Paul [DAS]**

---

**From:** Lamb, T. Ryan [DAS]  
**Sent:** Thursday, June 20, 2013 8:32 PM  
**To:** Granger, Tera [DAS]  
**Cc:** Carlson, Paul [DAS]; Carroll, Mike [DAS]  
**Subject:** Signature Authority

Paul Carlson is authorized to sign documents related to my duties as legal counsel on my behalf. I am reviewing documents via email daily and then coordinating changes and approval with Paul.

T. Ryan Lamb  
DAS General Counsel  
Office: 515-725-2205  
State Cell: 515-783-6780

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 79284

<b>Bill to:</b>  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 79284 <b>Date:</b> 07/08/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> CCM <b>Salesperson:</b> DALE J DRENT
---	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - JUL13

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

RECEIVED

JUL - 9 2013

D.A.S. FINANCE



**Lane, Teresa [DAS]**

---

**From:** Greiner, Bruce [DAS]  
**Sent:** Thursday, July 18, 2013 10:18 AM  
**To:** Lane, Teresa [DAS]  
**Subject:** Re: PO Baker

Approve for three months only and then re look at it.

Thanks,

Bruce G.  
515-829-6219  
Sent from my iPhone

On Jul 18, 2013, at 8:58 AM, "Lane, Teresa [DAS]" <[Teresa.Lane2@iowa.gov](mailto:Teresa.Lane2@iowa.gov)> wrote:

Bruce  
Can you update on what you would like done with the Baker PO.  
Thank you .

<image001.png>  
Teresa Lane  
Capitol Complex Maintenance  
DAS Customer Service  
(515) 242-5120 option 3  
Email: [CustServ.GSE@iowa.gov](mailto:CustServ.GSE@iowa.gov)

Teresa Lane Contact info  
Phone: (515)725-0049  
FAX: (515)281-8748  
109 SE 13<sup>th</sup> St.  
Des Moines, IA 50319

[teresa.lane2@iowa.gov](mailto:teresa.lane2@iowa.gov)  
<http://das.iowa.gov>

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JUL 18 2013

<image002.png>BE GREEN -- Please consider the environment before printing this e-mail.

This email and any files attached to it are intended solely for the use of the individuals or entities to whom the email is addressed. If you receive this email in error, any review, use, dissemination, distribution, copying, or storing of the email or its attachments is prohibited. Notify me immediately of the error by return email, and please delete this message from your system. No employee or agent of the department or the State of Iowa is authorized to enter into a contractual agreement on behalf of the department or the State of Iowa with another party by email without the express written consent of the director of the department. Any views or opinions in this email are the author's and do not necessarily represent the views or opinions of the department or the State of Iowa.

<PO Baker.pdf>



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Bruce Greiner Date 7-18-13

CCM Administrator: Bruce Greiner Date 7-18-13

Purchasing: Wally Q Date 7-19-13

Legal Counsel: Ryan Lamb by Paul Carter Date 7/29/13

Doug Woodley: Doug Woodley Date 07.22.13

Mike Carroll: Mike Carroll Date 7/23/13

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
JUL 18 2013

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capitol Complex management assistance to identify/improve efficiencies in operations

Director's comments:



**Carlson, Paul [DAS]**

---

**From:** Lamb, T. Ryan [DAS]  
**Sent:** Thursday, June 20, 2013 8:32 PM  
**To:** Granger, Tera [DAS]  
**Cc:** Carlson, Paul [DAS]; Carroll, Mike [DAS]  
**Subject:** Signature Authority

Paul Carlson is authorized to sign documents related to my duties as legal counsel on my behalf. I am reviewing documents via email daily and then coordinating changes and approval with Paul.

T. Ryan Lamb  
DAS General Counsel  
Office: 515-725-2205  
State Cell: 515-783-6780

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 79370

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 79370 <b>Date:</b> 07/08/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> CCM <b>Salesperson:</b> DALE J DRENT
---	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - AUG13

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

RECEIVED

JUL -9 2013

D.A.S. FINANCE



**Lane, Teresa [DAS]**

---

**From:** Greiner, Bruce [DAS]  
**Sent:** Thursday, July 18, 2013 10:18 AM  
**To:** Lane, Teresa [DAS]  
**Subject:** Re: PO Baker

Approve for three months only and then re look at it.

Thanks,

Bruce G.  
515-829-6219  
Sent from my iPhone

On Jul 18, 2013, at 8:58 AM, "Lane, Teresa [DAS]" <[Teresa.Lane2@iowa.gov](mailto:Teresa.Lane2@iowa.gov)> wrote:

Bruce  
Can you update on what you would like done with the Baker PO.  
Thank you

<image001.png>  
Teresa Lane  
Capitol Complex Maintenance  
DAS Customer Service  
(515) 242-5120 option 3  
Email: [CustServ.GSE@iowa.gov](mailto:CustServ.GSE@iowa.gov)

Teresa Lane Contact info  
Phone: (515)725-0049  
FAX: (515)281-8748  
109 SE 13<sup>th</sup> St.  
Des Moines, IA 50319

[teresa.lane2@iowa.gov](mailto:teresa.lane2@iowa.gov)  
<http://das.iowa.gov>

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JUL 18 2013

<image002.png>BE GREEN -- Please consider the environment before printing this e-mail.

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<PO Baker.pdf>



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Bruce Greiner Date 7-18-13

CCM Administrator: Bruce Greiner for Date 7-18-13

Purchasing: Wally Q Date 7-19-13

Legal Counsel: Ryan Lamb by Paul Conde Date 7/29/13

Doug Woodley: [Signature] Date 07.22.13

Mike Carroll: [Signature] Date 7/23/13

RECEIVED  
JUL 18 2013

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capitol Complex management assistance to identify/improve efficiencies in operations

Director's comments:

**Carlson, Paul [DAS]**

---

**From:** Lamb, T. Ryan [DAS]  
**Sent:** Thursday, June 20, 2013 8:32 PM  
**To:** Granger, Tera [DAS]  
**Cc:** Carlson, Paul [DAS]; Carroll, Mike [DAS]  
**Subject:** Signature Authority

Paul Carlson is authorized to sign documents related to my duties as legal counsel on my behalf. I am reviewing documents via email daily and then coordinating changes and approval with Paul.

T. Ryan Lamb  
DAS General Counsel  
Office: 515-725-2205  
State Cell: 515-783-6780

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 81162

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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<b>Invoice #:</b> 31162 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Date:</b> 09/10/13 <b>Customer P.O. #:</b> 00514199943 <b>Salesperson:</b> DALE J DRENT
---	--

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - ~~2013~~ **SEPT 13**

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

**RECEIVED**  
 SEP 12 2013  
 DAS FINANCE







### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: David Haines  Date 10/14/13

CCM Administrator: Bruce Greening Date 10/14/13

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan)

Location: Hoover Building

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

     This is for the Capitol Complex Maintenance to identify efficiencies for CCM Operations.  
This will be a blanket PO for the months of October, November and December.

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Additional comments:

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BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 82250

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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<b>Invoice #:</b> 82250 <b>Date:</b> 10/08/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00514199943 <b>Salesperson:</b> DALE J DRENT
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Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - AUG13

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

RECEIVED  
 OCT 11 2013  
 D.A.S. FINANCE





Iowa Department of Administrative Services

Government's Partner In Achieving Results

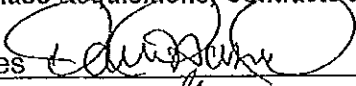
Governor Terry E. Branstad

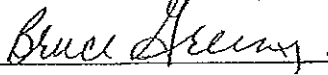
Lt. Governor Kim Reynolds

Mike Carroll, Director

### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: David Haines  Date 10/14/13

CCM Administrator: Bruce Greening  Date 10/14/13

After all signatures – Forward to: Name: Finance-A/P (Pam Sullivan)

Location: Hoover Building

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

     This is for the Capitol Complex Maintenance to identify efficiencies for CCM Operations.  
This will be a blanket PO for the months of October, November and December.

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Additional comments:

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BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 82851

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 82851      Date: 11/05/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00514199943 Salesperson: DALE J DRENT
--	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - AUG13

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

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 NOV 07 2013  
 D.A.S. FINANCE





Iowa Department of Administrative Services

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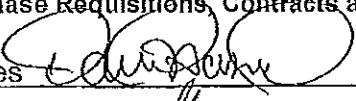
Governor Terry E. Branstad


Lt. Governor Kim Reynolds

Mike Carroll, Director

### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: David Haines  Date 10/14/13

CCM Administrator: Bruce Greening  Date 10/14/13

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan)

Location: Hoover Building

**Brief Overview of attached Document:**  
(Brief Overview of documents attached & how it will be paid)

     This is for the Capitol Complex Maintenance to identify efficiencies for CCM Operations.  
This will be a blanket PO for the months of October, November and December.

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Additional comments:

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BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 83962

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 83962	Date: 12/10/13	Customer P.O. #: 00514199943
Payment Terms: NET 30 DAYS		Salesperson: DALE J DRENT
Customer Code: 18110		

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - AUG13

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

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DEC 12 2013  
D.A.S. FINANCE







### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: David Haines  Date 12/11/13

CCM Administrator: Bruce Greiner  Date 12-17-13

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan)

Location: Hoover Building

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

This is for the Capitol Complex Maintenance to identify efficiencies for CCM operations.  
This will be a blanket PO for the months of January, February and March.

Additional comments:

RECEIVED  
DEC 17 2013

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 84735

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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<b>Invoice #:</b> 84735 <b>Date:</b> 01/08/14 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00514199943 <b>Salesperson:</b> DALE J DRENT
---	---

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - JAN 14

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

RECEIVED

JAN 10 2014

D.A.S. FINANCE

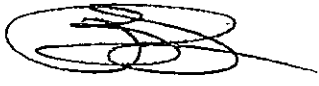




### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: David Haines  Date 12/11/13

CCM Administrator: Bruce Greiner  Date 12-17-13

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan)

Location: Hoover Building

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

This is for the Capitol Complex Maintenance to identify efficiencies for CCM operations.  
This will be a blanket PO for the months of January, February and March.

Additional comments:

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DEC 17 2013

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 85779

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 36.13709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 85779	Date: 02/07/14	Customer P.O. #: 00514199943
Payment Terms: NET 30 DAYS	Salesperson: DALE J DRENT	
Customer Code: 18110		

Remarks: 36.13709 PROPERTY MANAGEMENT CONTRACT FOR CAPITOL COMPLEX - ~~APR~~ Feb. 2014

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		12,308.50	12,308.50
			<b>Subtotal:</b>	<b>12,308.50</b>
			<b>Total:</b>	<b>12,308.50</b>

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FEB 12 2014

DAS FINANCE



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 65800

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE  DES MOINES IA 50319
---	---

<b>Invoice #:</b> 65800 <b>Date:</b> 02/27/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00512017940RM <b>Salesperson:</b>
---	--

Remarks: STATE OF IA POWER PLANT WO# 31029

Quantity	Description	U/M	Unit Price	Extension
MATERIAL SALE - TWO CONDENSER GASKETS.				
1.00	MATERIAL USED		418.01	418.01
			<b>Subtotal:</b>	<b>418.01</b>
			<b>Total:</b>	<b>418.01</b>

RECEIVED  
 2012 MAR -1 AM 10:07  
 DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



## Invoice 80351

Bill to: STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	Job: 30.9689 STATE IA ENGR STUDY PO 005133152421  DES MOINES, IA
--	--

Invoice #: 80351	Date: 08/14/13	Customer P.O. #: 005005133152421
Payment Terms: NET 30 DAYS	Customer Code: 18105	Salesperson:

Remarks: 30.9689

Quantity	Description	U/M	Unit Price	Extension
1.00	PROGRESS BILLING THRU 6/30/13		1,400.00	1,400.00
			<b>Subtotal:</b>	<b>1,400.00</b>
			<b>Total:</b>	<b>1,400.00</b>

RECEIVED  
AUG 15 2013  
DAS FINANCE

I certify this work was done after before  
Date 7-1-13  
Signature Jennifer Mueller  
Date 8-14-13

RECEIVED  
AUG 14 2013

STATE DESIGN & CONSTRUCTION  
RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

Department of Administrative Services  
 HRV IWD Chilled Water Steam Meter  
 FY13 -U674  
 Baker Group #1313.00  
 8/14/2013

Central Energy Plant Cost Calculation

Project# 1313.00

Program: 131300

Major Program 4F01

Baker Group

Vendor 00002109043

DOC#

Acct. Codes-0674-005-U674-9255

Project Manager-Jennifer Moehlmann

Doc #	Date	Activity	Contract & C.O.'s	Contract Total	Payment Amount	Total Paid	Balance
PO 005133152421	02/20/13	PO Request	4,200.00	4,200.00			4,200.00
				4,200.00		0.00	4,200.00
				4,200.00		0.00	4,200.00
				4,200.00		0.00	4,200.00
				4,200.00		0.00	4,200.00
				4,200.00		0.00	4,200.00
<b>Total</b>			<b>4,200.00</b>		<b>0.00</b>		<b>4,200.00</b>

This Invoice (1,400.00)  
 Remaining 2,800.00

RECEIVED

AUG 15 2013

DAS FINANCE

Fy13



**INVOICE PAYMENT TRACKING:**

**State Design & Construction Resources Bureau**

PROJECT NUMBER: 1313.00

PROJECT NAME: Central Energy Plant Cost Calculation

AMOUNT REQUESTED: U674  
\$1,400.00

Fy13

	<u>INITIAL:</u>	<u>DATE IN:</u>	<u>DATE OUT:</u>
ENERGY MANAGER:	j.m.	8/14/2013	8/14/2013
ADMINISTRATOR:	BC		8.15.13
LOG OUT TO FINANCE:			

*(Fy13) extended description contract attach to PO...*

PRC 00513315 PA 24211

8/15/2013

0674-005-U674-9255

Baluel V# 00002109043

prog 131300

INVOICE # 80361

\$ 1400<sup>00</sup>

**RECEIVED**  
AUG 15 2013  
DAS FINANCE



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 101843

Bill To: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: IA DEPT OF ADMIN SERV 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
--	--

Invoice #: 101843    Invoice date: 04/26/11	P.O.#: 00511097942
Payment terms: DUE UPON RECEIPT	Ship via: B/W
Customer code: 18110	Salesperson:

Remarks: 73.5699

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	ISKC62U	ACTUATOR	797.740	797.74
				Total:	797.74

RECEIVED  
2011 APR 28 AM 8:48  
DAS FINANCE

**Walker, Shirley [DAS]**

---

**From:** Thornton, Ken [DAS]  
**Sent:** Thursday, April 07, 2011 11:38 AM  
**To:** Walker, Shirley [DAS]  
**Attachments:** State 4 7 11.pdf

Shirley

Baker is a Master agreement vendor, can you please issue a PO to Jay Young so he can get this ASAP. Please charge to the Iowa Building

Thanks

RECEIVED  
APR 07 2011

April 7, 2011

Mr. Jay Young  
State of Iowa, Dept of Admin  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Dear Jay:

Pricing as requested:

**Qty. 1                    SKC62U        \$797.74**

State Master Agreement Number: MA# 005 3165-08

No Charge for shipping UPS ground as per State Contract.

Order can be shipped overnight if ordered by 12:00 p.m. Overnight shipping is \$50.00.

Thank you,

Marla J. Schmitz  
Baker Group

RECEIVED  
APR 07 2011





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 102059

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 119 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 102059 <b>Invoice date:</b> 06/16/11 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00511160943 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.5782

Quantity	U/M	Part Number	Description	Unit Cost	Extension
4.00	EA	I545-113	AOP TRANSDUCERS	232.560	930.24
				<b>Total:</b>	<b>930.24</b>

RECEIVED  
 2011 JUN 20 AM 10:08  
 DAS FINANCE

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 78271

<b>Bill to:</b> TERRACE HILL 2300 GRAND AVE ATTN MIKE MINOR DES MOINES, IA 50312	<b>Job:</b> TERRACE HILL 2300 GRAND AVE  DES MOINES IA 50312
--	---

<b>Invoice #:</b> 78271 <b>Date:</b> 05/31/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 10436	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: TERRACE HILL WO# 37497

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT NO COOLING ON THIRD FLOOR. DEBRIS WAS FOUND IN				
CONDENSATE WATER LEVEL SENSOR, REMOVED, AND RESET UNIT.				
3.00	LABOR USED	HRS	101.00	303.00
1.00	LABOR USED	HRS	151.50	151.50
			<b>Subtotal:</b>	<b>454.50</b>
			<b>Total:</b>	<b>454.50</b>

0001-005-THIL-2512 ✓

RECEIVED  
 JUN 26 2013  
 D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

# SERVICE ORDER



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

JOB NUMBER  
31-37497

DATE 5/9/13	SERVED BY Steve C.
CUSTOMER CONTACT Mike Minor	CUSTOMER PO#
JOB NAME No Cooling on third floor of Governor's Mansion	
JOB LOCATION Terrace Hill	
JOB PHONE 515-494-4679	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

Third Floor of Governor's Mansion has no cooling. Checked out condensing unit and found nothing wrong with unit. Tried to reset system and that wouldn't work. Checked out code and found that unit # 25 FCU not working. Found a dead fly at condensate water level sensor in condensate. It was giving a false reading on water level. Removed fly and reset system and working good.

**RECOMMENDATIONS:**

MAKE FCU # 25  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					5/9	3	R	
					5/9	1.5	OT	
RECEIVED JUN 26 2013 D.A.S. FINANCE					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
					TOTAL EQUIPMENT			

Thank You

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

CUSTOMER SIGNATURE

*Mike Minor*  
I hereby acknowledge the satisfactory completion of work described above.

END MAY 15 2013





Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**31-31013**

DATE <b>1-19-12</b>	SERVED BY <b>P. Allen</b>
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME	
JOB LOCATION <b>Crease Park</b>	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** State of Iowa

---



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**DESCRIPTION OF WORK:**

Check out Steam Heat exchanger - Pulled & exchanged  
 Band, no rubber with bolts put back together - tested  
 for leaks, check out condensate lines & traps found  
 funnel condensate tank plugged up pulled apart  
 & cleaned. Water hammer stopped. Put system back  
 to normal.  
 Heat coming to #2.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
 MODEL \_\_\_\_\_  
 SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
2	Gaskets	P			2-19	2 1/2		
2	Bolt packs 4"	P				50%		
RECEIVED JAN 20 2012					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
TOTAL MATERIAL		TOTAL LABOR		TOTAL EQUIPMENT		TOTAL		
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

**TOTAL EQUIPMENT**

*Thank You*

CUSTOMER SIGNATURE *[Signature]*

I hereby acknowledge the satisfactory completion of work described above.

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 65045

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA JESSE PARKER 510 E 12TH  DES MOINES IA 50309
---	---

<b>Invoice #:</b> 65045 <b>Date:</b> 01/31/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00512020948RM <b>Salesperson:</b>
---	--

Remarks: STATE OF IOWA JESSE PARKER WO# 31013

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT STEAM HOT WATER SYSTEM. FOUND NO LEAKS IN THE TUBING. THE TUNNEL CONDENSATE TANK WAS PLUGGED. AFTER CLEANING TANK, OPERATION WAS NORMAL.				
5.50	LABOR USED	HRS	139.50	767.25
2.50	LABOR USED	HRS	93.00	232.50
1.00	MATERIAL USED		220.07	220.07
			<b>Subtotal:</b>	<b>1,219.82</b>
			<b>Total:</b>	<b>1,219.82</b>

RECEIVED  
 2012 FEB - 3 AM 10:52  
 DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**31-31013**

DATE <i>1-19-12</i>	SERVED BY <i>PA 1</i>
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME	
JOB LOCATION <i>Jesse Parkers</i>	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** *State of Iowa*

---



---

**DESCRIPTION OF WORK:**

*Check out Steam Heat exchanger - pulled & exchanged  
found no tubes with leaks put back together - tested for  
leaks, check out Condensate lines & Drains found  
funnel condensate tank plugged up pulled apart  
& cleaned. Water hammer stopped put system back  
to normal.  
Hot exchanger #2*

**RECOMMENDATIONS:**

MAKE _____
MODEL _____
SERIAL # _____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
2	Gaskets	PO			2-19	2 1/2		
2	Bolt packs 4"	PO						
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
TOTAL MATERIAL					TAX			
TOTAL MATERIAL					TOTAL			
TOTAL MATERIAL					TOTAL			

*Thank You*

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT

CUSTOMER SIGNATURE *[Signature]*

I hereby acknowledge the satisfactory completion of work described above.





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 65817

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE  DES MOINES IA 50319
---	---

<b>Invoice #:</b> 65817 <b>Date:</b> 02/28/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00512047950RM <b>Salesperson:</b>
---	--

Remarks: STATE OF IA POWER PLANT WO# 31361

Quantity	Description	U/M	Unit Price	Extension
MATERIAL SALE - GASKETS FOR CHILLERS.				
1.00	MATERIAL USED		380.00	380.00
			<b>Subtotal:</b>	<b>380.00</b>
			<b>Total:</b>	<b>380.00</b>

RECEIVED  
 2012 MAR -1 AM 10:07  
 DAS FINANCE

STATE OF IOWA  
 DES MOINES, IA 50319  
 515-262-4000

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 66400

Bill to: STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
--	--

Invoice #: 66400 Date: 03/16/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: RFP #0212005030 Salesperson: DALE J DRENT
--	---

Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

RECEIVED  
 MAR 30 2012

The original invoice is not available and has not been paid as of 4/16/12 E.S.

2012 MAR 20 AM 9:50  
 RECEIVED  
 DAS FINANCE



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 3-22-12  
 CCM Administrator: [Signature] Date 3-22-12  
 Purchasing: \_\_\_\_\_ Date \_\_\_\_\_  
 Legal Counsel: Thomas Lynn Hunt Date 3/28/12  
 Doug Woodley: [Signature] Date 03-22-12  
 Mike Carroll: [Signature] Date 3/29/12

After all signatures - Forward to: Name: Shirley K. Walker  
 Location: FMC Building

RECEIVED  
MAR 30 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management RFP #0212005030  
contract to assist with identifying efficiencies in  
CCM operations

Director's comments:  
\_\_\_\_\_  
\_\_\_\_\_

Originator to make a copy after all signatures obtained and send to: Pat Mullenbach

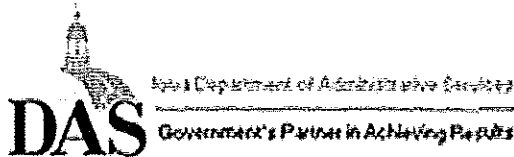
## Mowery, Melody [DAS]

---

**From:** Gross, Steven [DAS]  
**Sent:** Tuesday, April 03, 2012 12:57 PM  
**To:** Schmitz, Lois [DAS]  
**Cc:** Mowery, Melody [DAS]; Fischer, Kirk [DAS]  
**Subject:** RE: RFP #0212005030

Hi Melody,

Sorry, yesterday was a blur. This contract started on 3/5/12 and is for one year with an option of five additional one-year periods.



Steven E. Gross  
Facilities Administrator  
General Services Enterprise  
Office: 515-281-3137  
Fax: 515-281-8748

---

**From:** Schmitz, Lois [DAS]  
**Sent:** Tuesday, April 03, 2012 12:18 PM  
**To:** Gross, Steven [DAS]  
**Cc:** Mowery, Melody [DAS]; Fischer, Kirk [DAS]  
**Subject:** FW: RFP #0212005030

Steve

Melody needs to make a payment against this contract so I'd like to get it in 1/3 today. I have everything I need except the start date and time when the contract should be completed.

If you additional information, let me know.

Lois

---

**From:** Schmitz, Lois [DAS]  
**Sent:** Monday, April 02, 2012 9:59 AM  
**To:** Gross, Steven [DAS]  
**Subject:** FW: RFP #0212005030

I'm setting up a contract in 1/3 for this monthly payment. When did the contract start?

Lois

---

**From:** Mowery, Melody [DAS]  
**Sent:** Monday, April 02, 2012 9:48 AM  
**To:** Schmitz, Lois [DAS]  
**Subject:** RFP #0212005030

Attached is the documents we spoke about.  
Do I create a DO or A PO?

Thanks,



Melody Mowery  
Accounting Tech III  
Iowa Dept. of Administrative Services-Finance  
Hoover Bldg. 3rd. Fl.  
1305 E Walnut  
Des Moines, IA 50319  
Phone: 515-281-6604  
Fax: 515-281-6140  
Email: [Melody.Mowery@iowa.gov](mailto:Melody.Mowery@iowa.gov)



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We highly value our working relationship with the State of Iowa. We have worked successfully with you on many projects, and look forward to working with you to deliver a *Sustainable Workplace Solutions Program*. Our success is built on providing superior workmanship and customer service in a cost effective, professional manner. We appreciate the opportunity to submit a response to your RFI. If you have any questions, or would like to discuss our services in detail, please call.

Sincerely,



Dale Drent, PE, LEED AP O&M  
Service Manager  
Mechanical Engineer



## REQUEST FOR PROPOSAL

### RFP COVER SHEET

#### Administrative Information:

<b>TITLE OF RFP:</b>	Capital Complex Operations Management Assistance	<b>RFP Number:</b>	0212005030
<b>Agency:</b>	Iowa Department of Administrative Services (DAS)		
<b>State seeks to:</b>	establish a term contract for a firm to provide assistance in management of Capitol Complex operations	<b>Available to Political Subdivisions?</b>	no
<b>Number of mos. or yrs. of the initial term of the contract:</b>	1 year	<b>Number of possible annual extensions:</b>	5
<b>Initial Contract term beginning:</b>	(Target Date): January, 2012	<b>Ending:</b>	(Date): January, 2013
<b>State Issuing Officer:</b>			
Name: Randall Stapp CPPO, CPPB			
Phone: 515-242-5005 Fax: 515-725-0160 E-mail: randall.stapp@iowa.gov			
Mailing Address: Hoover State Office Building, Level A 1305 East Walnut Street Des Moines, IA 50319-0105			
<b>PROCUREMENT TIMETABLE—Event or Action:</b>			<b>Date/Time (Central Time):</b>
State Posts Notice of RFP on TSB website			Dec 20, 2011 a.m.
State Issues RFP			Dec 22, 2011 a.m.
Letters of Intent to Bid			n/a
RFP written questions, requests for clarification, and suggested changes from Contractors due:			<u>Dec 30, 2011 noon</u>
Agency's written response to RFP questions, requests for clarifications and suggested changes due:			Jan 06, 2012
Proposals Due:			Jan 12, 2012, 2 p.m.
Anticipated Date to issue Notice of Intent to Award:			Jan 23, 2012
Anticipated Date to execute contract:			Jan 31, 2012
<b>Relevant Websites:</b>	<b>Web-address:</b>		
Internet website where Addenda to this RFP will be posted:	<a href="http://bidopportunities.iowa.gov/">http://bidopportunities.iowa.gov/</a>		
Internet website where contract terms and conditions are posted:	<a href="http://das.gse.iowa.gov/terms_services.pdf">http://das.gse.iowa.gov/terms_services.pdf</a>		
<b>Number of Copies of Proposals Required to be Submitted:</b>			2 CD and 3 hard copies

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## SECTION 1 INTRODUCTION

### 1.1. Purpose

The Request for Proposal (RFP) is to solicit proposals from Responsible Contractors to provide the services identified on the RFP cover sheet and further described in Section 4 of this RFP. The Agency intends to award a Contract, per target dates on RFP cover sheet.

### 1.2. Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

- 1.2.1. "Proposal" means the Contractor's proposal submitted in response to the RFP.
- 1.2.2. "Contract" means the contract entered into with the successful Contractor as described in Section 6.1.
- 1.2.3. "Offeror" is a Contractor who submits a Proposal in response to a RFP.
- 1.2.4. "Agency" means the agency identified on the RFP cover sheet that is issuing the RFP.
- 1.2.5. "Mandatory Requirements" are requirements for this RFP that the State cannot waive.
- 1.2.6. "Requirement" is something that the Agency strongly feels is needed yet may be waived if the Agency determines it would be in the best interests of the State to waive.
- 1.2.7. "Responsible Contractor" means a Contractor that has the capability in all respects to perform the requirements of the Contract. In determining whether a Contractor is a Responsible Contractor, the Agency may consider various factors including, but not limited to, the Contractor's competence and qualifications to provide the goods or services requested, the Contractor's integrity and reliability, the past performance of the Contractor and the best interest of the Agency and the State.
- 1.2.8. "Responsive Proposal" means a Proposal that complies with the material provisions of this RFP.
- 1.2.9. "RFP" means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.
- 1.2.10. "State" means the State of Iowa, the Agency identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

## SECTION 2 ADMINISTRATIVE INFORMATION

- 2.1 Issuing Officer**  
The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.
- 2.2 Restriction on Communication**  
From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Contractors may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Contractors may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Contractors may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.
- 2.3 Downloading the RFP from the Internet**  
The RFP and any addenda to the RFP will be posted at <http://bidopportunities.iowa.gov/> The Contractor is advised to check the website periodically for addenda to this RFP, particularly if the Contractor downloaded the RFP from the Internet as the Contractor may not automatically receive addenda. It is the Contractor's sole responsibility to check daily for addenda to posted documents.
- 2.4 Procurement Timetable**  
The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Contractor submissions, the Agency will issue an addendum to the RFP.
- 2.5 Questions, Requests for Clarification, and Suggested Changes**  
Contractors are invited to submit written questions and requests for clarifications regarding the RFP. Contractors may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Contractor shall reference the page and section number(s). The Agency will send written responses to questions, requests for clarifications, or suggestions will be received from Contractors on or before the date listed

Evaluation Committee has reviewed all of the Proposals submitted in response to this RFP and the Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Contractors who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Contractors who timely submitted Proposals does not mean that an Individual Proposal has been deemed technically compliant or accepted for evaluation.

**2.10 Costs of Preparing the Proposal**

The costs of preparation and delivery of the Proposal are solely the responsibility of the Contractor.

**2.11 No commitment to Contract**

The Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

**2.12 Rejection of Proposals**

The Agency may reject outright and not evaluate a Proposal for reasons including without limitation:

- 2.12.1 The Contractor's Proposal changes a material requirement of the RFP.
- 2.12.2 The Contractor's Proposal limits the rights of the Agency.
- 2.12.3 The Contractor fails to include information necessary to substantiate that it will be able to meet a requirement of the RFP.
- 2.12.4 The Contractor fails to timely respond to the Agency's request for information, documents, or references.
- 2.12.5 The Contractor fails to include proposal security, if required.
- 2.12.6 The Contractor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in this RFP.
- 2.12.7 The Contractor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the requirements of this RFP.
- 2.12.8 The Contractor initiates unauthorized contact regarding the RFP with state employees.
- 2.12.9 The Contractor provides misleading or inaccurate responses.
- 2.12.10 The Contractor's Proposal is materially unbalanced.
- 2.12.11 There is insufficient evidence (including evidence submitted by the Contractor and evidence obtained by the Agency from other sources) to satisfy the Agency that the Contractor is a Responsive Contractor.

services the Contractor is offering to the Agency. An individual authorized to legally bind the Contractor shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

**2.18 Disposition of Proposals**

All Proposals become the property of the State and shall not be returned to the Contractor. Once the Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Contractor properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

**2.19 Public Records and Requests for Confidential Treatment**

The Agency will treat all information submitted by a Contractor as public records unless the Contractor properly requests that specific parts of the Proposal be treated as confidential at the time of submitting the Proposal. The Agency's release of public records is governed by *Iowa Code chapter 22*. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records as required to comply with Chapter 22 or other applicable law.

Any request for confidential treatment of specific information must be included in the transmittal letter with the Contractor's Proposal. In addition, the Contractor must enumerate the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. Pricing information cannot be considered confidential information. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Contractor to respond to any inquiries by the Agency concerning the confidential status of the materials.

Any Proposal submitted which contains information for which Contractor is requesting Confidential treatment must be conspicuously marked by the Contractor on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Failure to properly identify specific information as confidential shall relieve Agency or State personnel from any responsibility if confidential information is viewed by the public or a competitor, or is in any way released. If Contractor identifies its entire Proposal as confidential, the Agency may reject the Proposal as non-responsive.

offer negotiation in conjunction with an interview, with the 2 Contractors receiving the most proposal evaluation points.

- 2.23 Award Notice and Acceptance Period**  
Notice of Intent to Award the Contract will be sent to all Contractors submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Contractor fails to negotiate and deliver an executed Contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Contractor the Agency believes will provide the best value to the State.
- 2.24 No Contract Rights until Execution**  
No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.
- 2.25 Choice of Law and Forum**  
This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Contractors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.
- 2.26 Restrictions on Gifts and Activities**  
*Iowa Code Chapter 68B* restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Contractors are responsible to determine the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to *Iowa Code section 722.1*, it is a felony offense to bribe or attempt to bribe a public official.
- 2.27 No Minimum Guaranteed**  
The Agency does not guarantee any minimum level of purchases under the Contract.
- 2.28 Appeals**  
Appeals of the Notice of Intent to Award are governed by the Agency's Contractor appeal process. Contractors may obtain information about the appeal process from the Issuing Officer and Iowa Administrative Code chapters 11-105.
- 2.29 Letters of Intent to submit a proposal will not apply to this RFP.**

### **3.2.2 Table of Contents**

The Contractor shall include a table of contents of its Proposal and submit the check list of submittals per Attachment # 3.

### **3.2.3 Executive Summary**

The Contractor shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

- 3.2.3.1 Statements that demonstrate that the Contractor has read, understands and agrees with the terms and conditions of the RFP including the contract provisions in Section 6.
- 3.2.3.2 An overview of the Contractor's plans for complying with the requirements of this RFP.
- 3.2.3.3 Any other summary information the Contractor deems to be pertinent.

### **3.2.4 Specifications and Technical Requirements**

The Contractor shall answer whether or not it will comply with each requirement in Section 4 of the RFP. Where the context requires more than a yes or no answer or the specific requirement so indicates, Contractor shall explain how it will comply with the requirement. Merely repeating the Section 4 requirements may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the requirements of the RFP or requirements the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the requirement(s) of this section, the Agency may reject the Proposal.

### **3.2.5 Contractor Background Information**

The Contractor shall provide the following general background information:

- 3.2.5.1 [This most likely will not apply] Does your state have a preference for Instate Contractors? Yes or No. If yes, please include the details of the preference.
- 3.2.5.2 Name, address, telephone number, fax number and e-mail address of the Contractor including all d/b/a's or assumed names or other operating names of the Contractor including local office addresses and phone numbers.
- 3.2.5.3 Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.



- 3.2.6.5 Contact information for two (2) customers or clients knowledgeable of the Contractor's performance in providing goods and/or services similar to the goods and/or services described in this RFP.

**3.2.7 Personnel**

The Contractor is to provide the following information for the key personnel who will be involved in providing the goods and/or services contemplated by this RFP:

- 3.2.7.1 Full name
- 3.2.7.2 Education, training, accreditation, and or licenses
- 3.2.7.3 Years of experience and employment history particularly as it relates to the services requested in the RFP

**3.2.8 Financial Information**

The Contractor must provide the following financial information

- 3.2.8.1 Audited financial statement for last year or a financial reference

**3.2.9 Termination, Litigation, Debarment**

The Contractor must provide the following information for the past three (3) years:

- 3.2.9.1 Has the Contractor had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.
- 3.2.9.2 Describe any damages or penalties assessed against or dispute resolution settlements entered into by Contractor under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.
- 3.2.9.3 Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Contractor to engage in any business, practice or activity.
- 3.2.9.4 A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Contractor or its officers have been a party.
- 3.2.9.5 Any irregularities discovered in any of the accounts maintained by the Contractor on behalf of others. Describe the circumstances and disposition of the irregularities.

## SECTION 4 SPECIFICATIONS AND TECHNICAL REQUIREMENTS

### 4.1 Overview

The successful Contractor shall provide the services to Agency and other agencies using the Contract in accordance with the specifications and technical requirements as provided in this Section. The Contractor shall address each requirement in this Section and indicate whether or not it will comply with the requirement. If the context requires more than a yes or no answer or the section specifically indicates, Contractor shall explain how it will comply with the requirement. Proposals must address each requirement and specification. Merely repeating the requirements may be considered non-responsive and may disqualify the Contractor. Proposals must identify any deviations from the requirements of this RFP or requirements the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the requirement(s) of this section, the Agency may reject the Proposal.

### 4.2 Mandatory (Pass/Fail) Technical Requirements.

All items listed in this section are Mandatory Requirements (will not be waived by the State/Agency). A pass/fail evaluation will be utilized for these requirements. Contractors must mark either "yes" or "no" to each requirement in their Proposals. A "no" response will result in rejection of the proposal. By indicating "yes" a Contractor agrees that it shall comply with that requirement throughout the full term of the Contract, if the Contractor is successful. In addition, if specified by the requirements or if the context otherwise requires, the Contractor shall provide references and/or supportive materials to verify the Contractor's compliance with the requirement. The Agency shall have the right to determine whether the supportive information and materials submitted by the Contractor demonstrate that the Contractor will be able to comply with the Mandatory Requirements. If the Agency determines the responses and supportive materials do not demonstrate the Supplier will be able to comply with the Mandatory Requirements, the Agency will reject the Proposal.

1. Contractor shall prepare accurate written engineering analyses, assessments, and specifications regarding general structural, mechanical, or electrical design for compliance with various codes and regulations \_\_\_\_ yes \_\_\_\_ no.
2. Contractor shall coordinate the activities of mechanical, electrical, custodial, carpentry, painting, physical security, trades helper,

rationale for funding, cost estimates, and maintenance budgets

4.3.1.6 Assists in the oversight of annual operating budget of over \$8 million

#### **4.4 Competencies Required for Person(s) filling Service Supplier Role**

- 4.4.1 Experience in managing a large and complex budget
- 4.4.2 Experience in managing building maintenance operations
- 4.4.3 Experience in managing building custodial services
- 4.4.4 Experience in managing carpentry and painting services
- 4.4.5 Experience in managing building security operations (access automation, locks, cameras, etc.)
- 4.4.6 Experience in managing grounds maintenance operations
- 4.4.7 Excellent written and verbal communications skills
- 4.4.8 Experience in help desk and work order systems
- 4.4.9 Experience in equipment life cycle analysis
- 4.4.10 Experience in energy efficiency reviews and benchmarking practices
- 4.4.11 Working knowledge of State and Federal Occupational Safety and Health rules and regulations
- 4.4.12 Proficient in managing computerized building automation systems
- 4.4.13 Working knowledge regarding the development, implementation, and modification of strategic plans
- 4.4.14 Ability and qualification to perform construction management activities on the Capitol Complex
- 4.4.15 Ability to analyze and implement energy savings strategies
- 4.4.16 Knowledge of labor relations management
- 4.4.17 Knowledge of sourcing and procurement relationship management
- 4.4.18 Proficient in use and application of computers/software, and other technological devices

## SECTION 6 CONTRACTUAL TERMS AND CONDITIONS

### 6.1 Contract Terms and Conditions

The Contract that the Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the contract terms and conditions contained at the web-address indicated on the RFP cover sheet, the offer of the successful Contractor contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFP shall be incorporated into the Contract unless Agency has explicitly accepted the Contractor's objection or amendment in writing.

The contract terms and conditions contained at the web-address indicated on the RFP cover sheet will be incorporated into the Contract. The contract terms and conditions may be supplemented at the time of contract execution and are provided to enable Contractors to better evaluate the costs associated with the RFP requirements and the Contract. All costs associated with complying with these requirements should be included in any pricing quoted by the Contractor.

By submitting a Proposal, each Contractor acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in its Proposal. If a Contractor takes exception to a provision, it must state the reason for the exception and set forth in its Proposal the specific RFP or contract language it proposes to include in place of the provision. Exceptions that materially change the contract terms and conditions or the requirements of the RFP may be deemed non-responsive by the Agency, in its sole discretion, resulting in possible rejection of the Proposal. The Agency reserves the right to either award a Contract without further negotiation with the successful Contractor or to negotiate Contract terms with the successful Contractor if the best interests of the State would be served.

### 6.2 Contract Length

The term of the Contract will begin and end on the dates indicated on the RFP cover sheet. The Agency shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet.

**Attachment # 1  
Certification Letter**

Alterations to this document are prohibited.

(Date) \_\_\_\_\_

Randall Stapp CPPO, CPPB, Issuing Officer  
Iowa Department of Administrative Services  
Hoover State Office Building, Level A  
1305 East Walnut Street  
Des Moines, IA 50319-0105

Re: Request for Proposal Number 0212005030  
PROPOSAL CERTIFICATIONS

Dear Randall Stapp CPPO, CPPB:

I certify that the contents of the Proposal submitted on behalf of (Name of Contractor) \_\_\_\_\_ in response to Iowa Department of Administrative Services, Request for Proposal Number 0212005030, are true and accurate. I also certify that Contractor has not knowingly made any false statements in its Proposal.

**Certification of Independence**

I certify that I am a representative of Contractor expressly authorized to make the following certifications in behalf of Contractor. By submitting a Proposal in response to the RFP, I certify in behalf of the Contractor the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other contractor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Contractor to induce any other Contractor to submit or not to submit a Proposal for the purpose of restricting competition.

- Contractor is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(42) and (43)*.

Contractor also acknowledges that the Agency may declare the Contractor's Proposal or resulting contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,

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Name and Title

and any other matter pertinent to the evaluation of the Contractor's Proposal. The Contractor hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Contractor that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

\_\_\_\_\_  
Printed Name of Contractor Organization

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Date

ATTACHMENT # 4, RFP0212005030

Cost Proposal

Monthly cost to provide all services spelled out in this Request for Proposal:

\$ \_\_\_\_\_

Company (Contractor) \_\_\_\_\_

Signature \_\_\_\_\_

(printed name) \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_





# State of Iowa Capitol Complex Operations Management

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- 3.2.5.1 Does your state have a preference for Instate Contractors? Yes or No. If yes, please include the details of the preference.  
Baker Group is proud to be an Iowa-based and Iowa-owned company.
- 3.2.5.2 Name, address, telephone number, fax number and e-mail address of the Contractor including all d/b/a's or assumed names or other operating names of the Contractor including local office addresses and phone numbers.  
Baker Mechanical, Inc. dba Baker Group  
4224 Hubbell Avenue  
Des Moines, IA 50317-4058  
  
Phone: 515.262.4000  
Fax: 515.266.1025  
Email: [drentd@thebakergroup.com](mailto:drentd@thebakergroup.com)
- 3.2.5.3 Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.  
Baker Group is an S Corporation
- 3.2.5.4 State of incorporation, state of formation, or state of organization.  
State of Iowa
- 3.2.5.5 The location(s) including address and telephone numbers of the offices and other facilities that relate to the Contractor's performance under the terms of this RFP.  
Baker Group's offices are located in Des Moines. Our address is:  
4224 Hubbell Ave.  
Des Moines, IA 50317-4058  
  
515.262.4000 or  
855.262.4000
- 3.2.5.6 Number of employees.  
313
- 3.2.5.7 Type of business.  
Baker Group is a specialty firm based in Des Moines with expertise in facility management and building operations.
- 3.2.5.8 Name, address and telephone number of the Contractor's representative to contact regarding all contractual and technical matters concerning the Proposal.  
Dale Drent  
4224 Hubbell Avenue  
Des Moines, IA 50317-4058  
515.262.4000



# State of Iowa Capitol Complex Operations Management

- 3.2.6.3 The level of technical experience in providing the types of goods and/or services sought by the RFP.  
Baker Group has assembled a team of subject matter experts to cover the full needs of this RFP. Please see Tab 4 for resumes of staff plan and credentials.
- 3.2.6.4 A list of all goods and /or services similar to those sought by this RFP that the Contractor has provided to other businesses or governmental entities.  
Baker Group offers many services to all types of commercial, institutional and industrial clients. Here are the services we self-perform:
- Facility Operational Audits
  - Facility Energy Audits
  - Budgeting of Multi-million Dollar Operational Spend
  - Staffing Plans for Facility Operations
  - Budget Forecasting for Facility Operations
  - Create Systems to Benchmark Costs Compared to Peer Facilities
  - 24/7/365 Call Center
  - On-Site Building Operations
  - Predictive/Preventive Maintenance
  - Truck Based Emergency Repair Services
  - Construction Management
  - Heating, Ventilating & Air conditioning
  - Plumbing and piping
  - Sheet Metal Ductwork
  - Specialty Stainless Steel Metal Fabrication
  - Integrated Building Automation Systems
  - Electrical Systems Services
  - Structured IT Cabling
  - Security Access Control
  - Security CCTV and IP based Camera Systems
  - Digital Network Video Recording
  - Parking Revenue Management
  - Fire Alarm Systems
  - Facility Improvement Master Planning
  - Energy Conservation
  - LEED NC
  - LEED EB O&M
  - ENERGY STAR Certification

In addition to the services we offer with our own employees, we will bring in subcontract team members to offer additional high value services to fit the specific needs of our clients. Our team members will be specially chosen to fit the special expectations of our clients.



# State of Iowa Capitol Complex Operations Management

- 3.2.6.5 Contact information for two (2) customers or clients knowledgeable of the Contractor's performance in providing goods and/or services similar to the goods and/or services described in this RFP.

Fred Pittman  
Windstream Corp  
Supervisor Facility Administration  
(641) 787-2317

Mike Breckenridge  
Wells Fargo  
VP & Group Leader Project Management Office  
(515) 213-5956

### 3.2.7 Personnel

The Contractor is to provide the following information for the key personnel who will be involved in providing the goods and/or services contemplated by this RFP:

- 3.2.7.1 Full name  
Please refer to Tab 4 for resumes and Capital Complex Operations Management organization chart.
- 3.2.7.2 Education, training, accreditation, and or licenses  
Please refer to Tab 4 for resumes and Capital Complex Operations Management organization chart.
- 3.2.7.3 Years of experience and employment history particularly as it relates to the services requested in the RFP  
Please refer to Tab 4 for resumes and Capital Complex Operations Management organization chart.

### 3.2.8 Financial Information

The Contractor must provide the following financial information

- 3.2.8.1 Audited financial statement for last year or a financial reference  
Please refer to Tab 4 for a copy of Baker Group's Financial References.

### 3.2.9 Terminations, Litigation, Debarment

The Contractor must provide the following information for the past three (3) years:

- 3.2.9.1 Has the Contractor had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.  
Yes. Client closed Des Moines branch of operations before full term of contract was up and no longer needed services. Coordinated with client to ensure smooth transition and accommodated their needs.



# State of Iowa Capitol Complex Operations Management

## 3.2.12 Certification Letter

The Contractor shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Contractor shall make the certifications included in Attachment #1.

Please refer to Tab 4 Attachment #1 for signed copy of Certification Letter.

## 3.2.13 Authorization to Release Information

The Contractor shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Contractor authorizes the release of information to the Agency.

Please refer to Tab 4 Attachment #2 for signed Authorization to Release Information Letter.

## 3.2.14 Firm Proposal Terms

The Contractor shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm 60 days following the deadline for submitting Proposals.

Baker Group guarantees the above. The goods and services offered in the response to this RFP will remain firm for 60 days following the deadline for submission.

## 3.3 Cost/Discount Proposal

The Contractor shall provide its cost proposal on Attachment 4

Please refer to Tab 4 Attachment #4 for Cost Proposal.

## Summary

*Baker Group is excited to serve the needs of the State of Iowa! We have a team of skilled professionals with excellent Sustainable Workplace Solutions experience. We have the horsepower ready to serve!*

*Our knowledge of Sustainable Systems, facility operations best practices, LEED green sustainable initiatives, makes Baker Group your best choice. We will work hard to assure you receive the best value in long-term lifecycle operating cost. We will be there for the life of your buildings!*

*Baker Group's diverse in-house technical skills, will help your facilities operate smoothly, giving you the lowest cost and best environmental quality, while staying on your schedule. We will help the State of Iowa leverage their facilities investment into a competitive market advantage!*

**Select the Baker Group. Expect the Best!**



# State of Iowa Capitol Complex Operations Management

our clients. We are active members of many international organizations which offer us additional insight into new/emerging trends. These organizations include:

- Building Owners and Managers Association (BOMA),
- International Real Estate Managers (IREM),
- International Facility Managers Association (IFMA),
- The Unified Group – National Best Practice Service Organizations
- InsideIQ – International Building Automation Contractors
- Mechanical Contractors Association (MCA)
- Mechanical Service Contractors Association (MSCA)

In addition, Dale Drent, our Service Manager has both his Professional Engineering License (PE) and is a LEED Accredited Professional focused on Existing Buildings Operation and Maintenance (AP-EB, O&M). Baker Group is certainly prepared to offer best practice recommendations for the Capitol Complex operations.

- 4.2.5 Contractor has the ability to effectively read, understand, and modify (if necessary) technical drawings and written specifications related to all areas of operations management  yes  no.

Our staff of 9 Professional Engineers, plus our over 20 AutoCAD detailers read, understand and modify technical drawings and written specifications every day. We are ready to serve the needs of the State Capitol Complex.

## 4.3 Scoring of Technical Specifications

The ability to meet and or exceed the Specifications listed below will be evaluated and scored by the evaluation committee in accordance with Section 5. Requirements are also denoted by "must" and "shall".

The State of Iowa, Department of Administrative Services, General Services Enterprise (hereafter referred to as "Agency") seeks a qualified vendor to provide Capitol Complex Operations Management services and consultation.

This section contains the business roles and expectations of this RFP. The Agency has determined that it is best to define its own needs, desired operating objectives, and desired operational results.

### 4.3.1 Service Supplier Role

The selected vendor shall provide the following services to the Agency:

- 4.3.1.1 Works under direction provided by the Capitol Complex Facilities Administrator  
Baker Group looks forward to this opportunity to work alongside with the Capitol Complex Facility Administrator and the staff in that department. We are most efficient when we bring our experiences and skills and match them up with our clients to achieve common goals. We have assembled a delivery plan based on what is established in the RFP. This plan consists of a dedicated property manager for the Capitol Complex who would office at the Capitol Complex as well as at our office.



# State of Iowa Capitol Complex Operations Management

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of these needs will be known repair needs, some will be planned replacement of operational systems that are at the end of their useful life and some will be strategies identified through energy audits.

- 4.3.1.6 Assists in the oversight of annual operating budget of over \$8 million  
Assisting in the oversight of an operating budget is a task that we do not take lightly, regardless of the source of magnitude. Baker Group looks forward to this aspect and we can offer expertise in how to spend the tax dollars of the people of the entire state. We will work very closely with the Facility Administrator to first evaluate how the budget works and what it consists of and then how to improve it if that is what is needed. Understanding where every dollar goes and why it goes there will be the goal.

## 4.4 Competencies Required for Person(s) filling Service Supplier Role

### 4.4.1 Experience in managing a large and complex budget

For more than 20 years Baker Group has helped clients establish budgets for operating their facilities. We work with clients who own small single location facilities, to large campus's spread out at several locations. Our clients appreciate our eye towards the future and helping them in decisions regarding capital expenses and asset management. We not only look at immediate needs but also help them predict future needs and develop plans to spread large expenses over several fiscal years in a phased approach. We also perform life cycle analysis on their buildings to understand the impact of corrective action performed today compared to deferred expenses. We also take a holistic approach to building operations and are always on the lookout for energy conservation measures that can be taken to reduce the total cost of operating their business. Working with the Capitol Complex Facilities Administrator, we would review the current budget for the Capitol Complex to understand how it is assembled. Sometimes during initial review we find that money needs to be allocated differently and spent in different areas in order to lower the overall total budget. All of these decisions are things that we work on together as a team with you making the final decision.

### 4.4.2 Experience in managing building maintenance operations

We have staff experienced in setting up and managing maintenance operations. This is accomplished by partnering with clients to understand their current staffing model and the skill sets that they have. We then develop a staffing plan most efficient for their facility and building that staff together. Having the right people doing the right job is critical to developing the most efficient and cost effective plan. We would plan on meeting with your current staff and work on establishing a team atmosphere and common goals so that we are all pulling in the same direction. Working together with your staff is a critical component to being successful in this program.



# State of Iowa Capitol Complex Operations Management

#### 4.4.9 Experience in equipment life cycle analysis

Baker Group has 9 Professional Engineers on staff to perform necessary engineering analysis. We routinely perform life cycle analysis on systems being considered. We use a software programs to model buildings and apply different systems to the building along with utility rates to evaluate system performance as well as operational costs.

#### 4.4.10 Experience in energy efficiency reviews and benchmarking practices

Baker Group has several tools to perform energy benchmarking. We have worked with clients to establish their buildings in the Energy Star Portfolio Manager to track their usage and have been able to partner with several to reduce energy consumption enough to achieve Energy Star Certification. We are the lead in operating Energy Star Portfolio Manager for more than 1 million square feet of facilities and help track monthly utility use in this program. Our staff is also experienced in complete building audits and has success in developing energy efficiency projects. Often these plans include low cost or no cost changes based mainly on changing how the building is being operated. Often we find opportunities in changing sequences of operation that recognize immediate energy and cost savings. As with the staffing plan, we would work with the Capitol Complex Facility Administrator to establish the list of conservation measures to be implemented.

#### 4.4.11 Working knowledge of State and Federal Occupational Safety and Health rules and regulations

**Safety is a Baker Group Core Value.** Baker Group is committed to communication, education and follow-through at all levels of the safety process. Our goal is to provide the tools for a productive, healthy, accident-free environment. We want everyone to go home safely.

We have committed ourselves to ensure that all team members go home safely. Our commitment to safety is evidenced by our low OSHA Total Recordable Incident Rate (TRIR), Lost Time Injury & Illness Rate (LTIR), and Experience Modification Rate (EMR).

Year	TRIR	LTIR	EMR
2011	--	--	.68
2010	1.371	.3428	.67
2009	.6208	.6208	.67
2008	.6060	.3030	.63
2007	.6520	.3428	.71

Our 2011-2012 EMR of .68 is 32% better than the industry average. We attribute our success, and our better than average EMR, to our proactive safety approach and the commitment we make every day to safety. We attribute this success to our proactive approach to safety. Our approach to safety has also made us a leader among our peers.



# State of Iowa Capitol Complex Operations Management

#### 4.4.15 Ability to analyze and implement energy savings strategies

Our 9 Professional Engineers and more than 10 LEED AP's are well versed in identifying and implementing energy saving strategies. An important step in this process is to first identify the list of strategies. The next step we would take would be to work with the Capitol Complex Facility Administrator and any other State staff members to prioritize the list for implementation. Then we focus on accomplishing these strategies. This approach keeps a focus on what measures will have the largest impact and can be tracked and communicated with others.

#### 4.4.16 Knowledge of labor relations management

Baker Group has staff involved in labor negotiations and managing the relation surrounding labor. We would need to work closely with the Capitol Complex Facility Director. Developing a team that is all working towards a common goal is extremely important and is critical to finding and implementing efficiencies.

#### 4.4.17 Knowledge of sourcing and procurement relationship management

We have staff that is involved in purchasing and procurement of materials in excess of \$20 million annually. We have accounting practices in place that allow us to closely track progress and location. As part of this activity we work closely with and often partner with vendors to provide the most efficient end product for our clients. We are able to do this because we treat each other with respect and carefully manage the relationship to ensure that pricing is fair and both sides are treated equitably.

#### 4.4.18 Proficient in use and application of computers/software, and other technological devices

Baker Group is a technology leader. Every day we are involved in connecting and commissioning building technology systems on a single platform. These systems include building automation systems, security systems, fire and life safety systems, lighting control systems and fire suppression systems. We also use technology to increase efficiency and reduce waste when designing and installing building systems by using Building Information Modeling (BIM) technology. This allows the design team to discover collisions in a computer model before they occur in the field and cost time and money. We also use technology to increase efficiency in our work order systems that we use for preventive maintenance programs. This also increases client satisfaction and helps keep systems running at peak efficiencies thus reducing operating costs.



5. No relationship exists or will exist during the contract period between Contractor and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

#### Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Contractor nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a three year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

#### Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2009)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Contractors to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Contractor certifies the following: (check the applicable box)

- Contractor is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 432*; or

Attachment #2

Authorization to Release Information Letter  
Alterations to this document are prohibited.

(Date) January 12, 2012

Randall Stapp CPPO, CPPB, Issuing Officer  
Iowa Department of Administrative Services  
Hoover State Office Building, Level A  
1305 East Walnut Street  
Des Moines, IA 50319-0105

Re: Request for Proposal Number 0212005030  
AUTHORIZATION TO RELEASE INFORMATION

Dear Name of Issuing Officer:

(Name of Contractor) Baker Mechanical, Inc dba Baker Group hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Contractor in response to Request for Proposal (RFP) Number 0212005030.

The Contractor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Contractor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Contractor is willing to take that risk.

The Contractor hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to the RFP.

The Contractor authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Contractor's Proposal submitted in response to RFP.

The Contractor further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation,

**Attachment # 3  
Contractor Requirement Check List**

RFP REFERENCE SECTION	RESPONSE INCLUDED		LOCATION OF RESPONSE
	Yes	No	
3. Two CD and 3 hard copies of the Proposal	X		Enclosed
3. One (1) Public Copy with Confidential Information Excised		X	NA
3. Transmittal Letter	X		Enclosed
3. Specifications and Technical Requirements	X		Tab 3
3. Contractor Background Information	X		Tab 2
3. Experience	X		Tab 2
3. Personnel	X		Tab 2
3. Financial Information	X		Tab 2
3. Terminations	X		Tab 2
3. Acceptance of Terms and Conditions	X		Tab 2
3. Certification Letter	X		Tab 2
3. Authorization to Release Information	X		Tab 2
3. Firm Proposal Terms	X		Tab 2
4. Mandatory (pass/fail) Requirements	X		Tab 3
4. Scored Technical Specifications	X		Tab 3
Attachment 1	X		Tab 4
Attachment 2	X		Tab 4
Attachment 4	X		Tab 4



# Reference Information

Baker Mechanical Inc, dba Baker Group  
4224 Hubbell Avenue  
Des Moines, IA 50317-4508

Main Office Phone: 515-262-4000  
1963  
Main Fax: 515-266-1025

Mechanical Contracting Business, Incorporated

Branch office: 5402 4<sup>th</sup> Ave,  
Moline, IL 61265

Federal ID #42-0890441

Principal Owner:  
B.J. Baker III, CEO

### REFERENCES:

**Bank:** Bankers Trust  
666 Locust  
PO Box 897  
Des Moines, IA 50304-0897  
Jon Doll - Account Executive  
Phone: 515-245-2837  
Fax: 515-245-5216

**Insurance:** Agent: Curtis VanVeldhuizen, Holmes Murphy 515-223-6949  
3001 Westown Parkway  
West Des Moines, Iowa 50266-1321  
Carrier: EMC

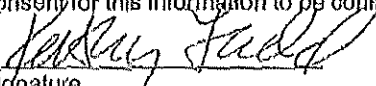
**Bonding:** Agent: Craig Hanson, Holmes Murphy 515-223-6902  
Carrier: Liberty Mutual

<b>Credit:</b>	Plumb Supply	Schlumberger Co	L & L Insulation
	PO Box 4558	1106 Shaver Rd	P O Box 489
	Des Moines, IA 50305-4558	Cedar Rapids, IA 52402-4500	Ankeny, IA 50021-0489
	Phone: 515-262-9511	Phone: 217-877-2177	Phone: 515-963-9170
	Fax: 515-282-5893	Fax: 319-365-9421	Fax: 515-963-9176

Tool House  
PO Box 4089  
St Paul, MN 55104  
Phone: 651-646-4055  
Fax: 651-646-8610

Van Meter Industrial Inc  
1751 Guthrie Ave  
Des Moines, IA 50316  
Phone: 515-262-9609  
Fax: 515-262-9610

I hereby certify that the above information is correct to the best of my knowledge and I give my consent for this information to be confirmed.

  
Signature

1/3/2012  
Date





# Fred Pittman

Facility Manager

**Years of Experience:** 42 Years

**Education:** Upper Iowa University, Bachelor of Science - Management  
Centerville Community College, Associate of Arts

**Professional Development:** OSHA 10 Hour Certified  
Dale Carnegie: Effective Speaking and Human Relations  
Structural Design for Technicians (UW Madison)  
Managing Snow and Ice Control Operations (UW Madison)  
Team Building for Project Management (UW Madison)  
Rain Blrd Water Manager – Level 1 Certification  
Certified Manager (Maytag Leadership Training)  
AutoCAD Skilled

**Seminars and Workshops:**

Versigard Roofing Contractor Workshop  
Human Relations / Construction Personnel Management  
National Seminar's "How to Handle Difficult People"

***Summary of Qualifications:***

Fred is an experienced Facility Operations Manager with a proven history of over 40 years of experience in leading a variety of diverse teams managing Grounds, Housekeeping, Structural, Electrical, HVAC, Plumbing, Security, and the complete Building Envelope. A customer centric leader who exceeds expectations for business partners, vendors, and contractors, Fred is recognized as a top performer in expense management, project management, and delivery of high service level expectations in a fast paced environment. He thrives in challenging environments and recognizes the value of resourcefulness and teamwork in achieving goals and solving problems. Fred has experience in managing the complete operation of both owned and leased facilities in multiple locations. His background in serving as building liaison between internal customers, owners, and vendors as well as managing repair/maintenance, remodel, and asset preservation projects will serve you well. He is also experienced in directing building, space, and reconfiguration details for teams in various locations and consolidating services to gain efficiencies in work flow. Fred is a reliable facility manager who understands the importance of a great work environment and how that relates to exceptional customer service and high productivity.

Over the last 20 years, Fred has managed a portfolio of office and mixed use buildings ranging from 500,000 to 1,000,000 square foot, with budgets ranging from \$7,000,000 to \$15,000,000 annually. In addition to managing the daily operations, Fred was also involved heavily with managing capital projects. A few of the projects are listed on the next page. Fred brings all of his years of experience to your facilities!



# Dale J. Drent, P.E. LEED AP

Service Manager, Mechanical Engineer

**Years of Experience:** 12 Years

**Education:** BS Construction Engineering, Mechanical Emphasis, Iowa State University, 1998

**Professional Affiliations:** ASHRAE

**Licensed:** Iowa, Mechanical Engineering



**Summary of Qualifications:** A proven, highly innovative professional with superior analytical and problem-solving abilities; well balanced technical strengths with communication and interpersonal skills, Dale's academic and applied understanding of construction techniques, materials and methods provides added value to the mechanical team. As Service Department Manager, Dale is responsible for the overall operation and success of the Service Group. Dale's engineering background and design experience is very useful in trouble shooting mechanical systems and designing a proper fix.

### Summary of Recent Experience:

Project	Year Completed	Contract Value
Wellmark Corporate Headquarters Building	2010	\$26,000,000
Civic Center of Greater Des Moines – Chiller Retrofit	2009	\$800,000
ITS – Data Center Remodel	2007	\$600,000
Wells Fargo Card Services – Chiller Retrofit	2007	\$700,000
The Financial Center - Mechanical Retrofit	2006	\$2,000,000
Maytag/Whirlpool – Cooling Optimization	2005	\$1,200,000
Wells Fargo Financial	2004	\$9,000,000
Kiefer Built Industries	2004	\$100,000
Merchants Bonding Company	2004	\$100,000
Wells Fargo Home Mortgage Campus	2004	\$22,000,000
Farmers Mutual Hall	2003	\$1,600,000
Jordan Creek Village	2003	\$400,000
Maytag/Whirlpool Central Steam Plant Replacement	2003	\$600,000
Continental Western Group	2003	\$2,700,000
Kuemper High School HVAC Upgrade	2003	\$1,300,000
Hindu Temple & Cultural Center	2003	\$150,000
Natura Pet Food Plant HVAC	2003	\$1,300,000
Lamoni High School Boiler Replacement	2003	\$80,000
Dows High School Boiler Replacement	2003	\$75,000
Algona Municipal Utilities	2003	\$250,000
Maytag/Whirlpool Steam Dependency Study	2003	\$450,000
Fort Dodge Animal Health Warehouse	2003	\$150,000





# Rick Wilkinson

Service Operations Manager

**Years of Experience:** 31 Years

**Education:** Journeyman License, Iowa Department of Labor

**Professional Affiliations and Certifications:** American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE)  
Universal CFC Certified  
OSHA 30-Hour Certified



**Summary of Qualifications:** Rick has over thirty one years of experience in the installation, start up and service of heating, ventilating and air-conditioning (HVAC) systems in all types of buildings including commercial office space as well as industrial plants. He is responsible for the scheduling and delivery of all service functions and manpower coordination between Baker Group divisions.

### Summary of Recent Experience:

Project	Year Completed
Pleasantville Elementary	2011
Pioneer Hi-Bred International Greenhouses	2011
Wellmark	2010
Polk County Jail	2009
Academy School	2008
Integer Group	2008
Dallas County Hospital	2007
Camp Dodge USAREC	2007
Mercy North	2007
Edge Business Continuity Center	2006
Wells Fargo West Des Moines Campus	2005
East High School Renovation	2005
Iowa Heart Center	2005
DMOS Surgery Center Addition	2004
Pappajohn Learning Center	2004
Wolfe Eye Clinic and Ambulatory Surgical Center	2004
Hoyt Sherman Place	2004
Ziegler Cat	2004
Jordan Motors	2004
Principal National Accounts	2004
National Chiropractic Mutual Insurance Company (NCMIC)	2003
Iowa Clinic West Lakes Campus	2002
Des Moines Golf and Country Club	2002
European Motors	2001
Westminster Presbyterian Church	2001
Des Moines University	2001





# Tim Rabenberg

Controls Business Unit Leader – Controls, Security, Fire and Parking

**Years of Experience:** 20 Years

**Education:** School of Mines and Technology, Rapid City SD  
BS Mechanical Engineering

**Professional Affiliations:** USGBC  
ASHRAE



**Summary of Qualifications:** Tim believes in developing long-term relationships with customers while understanding their needs by developing solutions, which make customers more attractive from the customer's client's perspective. Part of Tim's technical expertise is the ability to understand different types of integration and applying integration where it makes the most sense for the customer. Tim also has a strong understanding of HVAC design, building automation systems, security systems, low voltage systems, as well as the ability to affectively utilize data infrastructure for a cost affective building technology communication network. Tim understands the importance of not only being able to provide a technical solution for customers; but also having the ability to implement the solution correctly, on time, and within budget. Tim has strong project management skills. Words or phrases that may describe Tim best are integrity, trust, and a "can do" attitude.

### Summary of Recent Experience:

Project	Year Completed	Contract Value
Pioneer Hi-Bred Beaver Creek Lab / Office	2011	\$835,000
World Food Prize	2011	\$135,000
Wellmark Corporate Headquarters	2010	\$3,000,000
Wells Fargo Home Mortgage data center monitoring	2010	\$80,000
Sanford Research Facility – Preconstruction	2009	--
Pella Regional Healthcare Center low voltage – new addition	2008	\$3,400,000
Mercy West Lakes Fire and Security	2009	\$500,000
Musco Lighting – BAS, lighting controls, fire alarm, integration	2008	\$220,000
Mercy Hospital ER addition	2008	\$250,000
Mercy Hospital Surgery Suite Remodel	2008	\$400,000
University of Iowa Healthcare and Clinics OR AHU renovations	2008	\$300,000
USDA Consolidated Lab, Aphis – Preconstruction / Design	2009	
Stewart Memorial Hospital Surgery renovation	2007	\$160,000
Principal Life Insurance Company Lighting Integration	2007	\$250,000
Wells Fargo WDM Campus	2007	\$3,000,000
SE Polk Schools	2005	\$75,000
Iowa Methodist Medical Center Younker / Powell Renovations	2004	\$200,000
Iowa Lutheran Hospital NW Renovation – building automation	2004	\$85,000
Iowa Department of Criminal Investigation Labs	2004	\$2,000,000
United Fire and Casualty – building automation	2003	\$300,000







# Jack Alsted

Senior Electrical Manager

**Years of Experience:** 41 Years

**Education:** Des Moines Area Community College  
Electrical Apprenticeship Program (4 years)

OSHA 30 Hour

**Summary of Qualifications:** Jack is an experienced electrician with over 40 years in the construction industry. As electrician, estimator and project manager, he worked successfully on numerous commercial, institutional, and industrial projects throughout Iowa and the U.S. As a member of the Baker Group team Jack applies his design knowledge to estimating heavy industrial projects. Jack has demonstrated his ability to deliver projects as planned, to specifications, on time, and on budget. He prides himself on his ability to undertake and successfully perform demanding projects.

## Summary of Experience:

### Recent Projects

Cedar Rapids Federal Courthouse  
Bridgestone / Firestone  
Iowa State University  
Microsoft Data Center  
Pioneer Hi-Bred International

Principal Financial Group  
World Food Prize  
Iowa DOT  
Iowa Air National Guard

1989 – 2003 Owner Operator, Press-Tec, Inc.

Provided turnkey installations including transport of newspaper printing presses. Average size press would be seven stories high and 175' long, weighing between 3 and 4 million pounds and requiring upwards of 100 semi-loads. PTI had International agreements with the electricians, machinists, and iron workers unions. Newspaper plants worked at include; *The Atlanta Journal and Constitution, The Bergen Record, The Bakersfield Californian, The Columbus Dispatch, The Daily Record, The Dallas Morning News, The Detroit News, Eagle Newspapers, The Huntsville Times, The Newark Star Ledger, Newsday Long Island, The New York Times, The Spokesman Review, The Times Herald Record, The Tampa Tribune, The Traverse City Record Eagle, The Ventura County Star, The Waco Tribune, The Washington Post.* Additionally, PTI'S largest customer was *The Wall Street Journal* which amounted to 20 newspaper presses in 18 states. Additional press manufacturers include Tokyo Kikai Seiskusho, German-Goss, and Swiss Wifag.

1986 – 1989 Vice President, Keith Enterprises

Worked as estimator and project manager for electrical contractor and panel manufacturer. Estimator and Project Manager for high voltage side on new installation and modification of several substations in the state of Iowa including additional high voltage projects, and was also estimator and project manager for several newspaper printing press projects.

1983 – 1986 Estimator and Electrical Project Manager, Taff Equipment Sales Company

TESCO owned the franchise for Tokyo Kikai Seiskusho, "TKS" newspaper printing presses. Involved at the onset of press sale, while working closely with architects and engineers on the design of the press bay, control and drive rooms, and all electrical requirements. Escorted customers to existing TKS press operations to Japan for electrical training and hands-on press operation.





# Mike Kordick, CPP

Vice President, Fire / Security / Parking Revenue

**Years of Experience:** 24+ Years Experience in Control / Fire / Security / Parking Applications

**Education:** Associates of Applied Science Degree in Hi-Tech Computer Electronics

**Professional Affiliations:** BOMA, NFPA, NBFPA, ASIS (American Society of International Security), Obtained the CPP Designation ( Certified Protection Professional )



**Summary of Qualifications:** Mike has 11+ years of experience previously with Johnson Controls as a Technician, Service Manager and Service Team Supervisor working on major DDC Control, Fire and Security Access / CCTV installations and service. Mike's extensive knowledge in the area of Card Access, CCTV, Fire and all security applications supports his position with Baker Group as VP of Fire / Security / Parking Business Unit. Mike has been with Baker Group for the last 13 years.

### Summary of Recent Experience:

Project	Client
Card Access/Enterprise Network Project Manager	Iowa State University
Card Access/CCTV/ Digital Recording Project Manager	Wells Fargo Financial
Card Access/CCTV Integration Project Manager	Continental Western Group
Card Access/CCTV Integration Project Manager	Federal Reserve Bank, Omaha
Card Access/CCTV Project Manager/Service	Casey's General Store Headquarters
Card Access/Photo ID Badge Installation	Pottawattamie County Jail
Card Access Installer and Project Manager	Wells Fargo, Omaha
Card Access/CCTV Upgrade and Retrofit	ITS Shazam
Card Access Installer and Project Manager	V. A. Medical Center
Card Access Installer and Service	Grinnell Mutual Reinsurance
Card Access Installer/Service Elevator Controls	Hub Towers
CCTV Installation- PanTilt and Fixed- Project Manager	United States Post Office
Card Access/CCTV Enterprise Network Installer	Pioneer Hi-Bred International, Inc.
Card Access/CCTV System Installation/Service	Farm Bureau Insurance Company
Card Access/CCTV System Project Manager	Nationwide Insurance
Card Access/CCTV Integration Project Manager	Iowa Student Loan Association
Card Access/CCTV Integration Project Manager	Youth Emergency Services Shelter
Card Access Project Manager	Mercy West Clinic
Fire Alarm Inspections and Service	Principal Financial Group - Multiple Buildings





# Jamie Knutson

Parking/Fire/Security Project Manager

**Years of Experience:** 26 Years

**Education:** William Penn University  
BA, Business Management  
NJATC  
Inside Journeyman Wireman  
Waldorf College  
Associate of Arts, Liberal Arts

**Professional Affiliations:** American Society of International Security  
National Institute for Certification in Engineering Technologies  
International Parking Institute



**Summary of Qualifications:** Jamie's 26 years of hands-on-experience in the electrical field makes him one of our most experienced project managers. He carries a State of Iowa, Master Electrician's License. With a background in the design and implementation of electrical, life safety, parking, and security projects, as well as planning, budgeting, and managing in a technical environment, Jamie is qualified to manage Baker Group's Parking/Fire/Security projects.

### Summary of Recent Experience:

Project	Year Completed	Contract Value
City of Cedar Rapids Skywalk Security	2012	\$60,000
City of Cedar Rapids PARCS Installation	2012	\$171,000
Regional Medical Center IP Video System	2011	\$48,900
Fort Dodge High School IP Video System	2011	\$55,000
7 <sup>th</sup> and Locust Parking Garage – PARCS	2011	\$147,000
Adventureland Vehicle Access Control	2010	\$32,000
Iowa Telecom CCTV IP Conversion	2010	\$30,000
City of Iowa City Parking Upgrade	2009	\$560,000
Iowa Telecom, CO Building security	2009	\$24,000
Iowa Telecom, Power Plant Security	2009	\$28,000
Dahl's Convenience Store IP Video	2011	\$17,500
Civic Center of Greater Des Moines Security upgrade	2008	\$98,500
Climb Iowa	2008	\$135,000
Lakeside Village Assisted Living Center	2007	\$790,000
Volleys	2007	\$110,000
Healthways, Structured Cabling	2007	\$110,000
Civic Center of Greater Des Moines, Lighting Control	2007	\$50,000
Salisbury House, Lighting Control	2007	\$90,000
Deerfield, Life Safety System Installation	2006	\$230,000





# Joel Bartlett, PE LEED, AP

Mechanical Engineer

**Years of Experience:** 12 Years

**Education:** Iowa State University  
BS Mechanical Engineering - 1999

**Professional Affiliations:** LEED AP-Building Design & Construction  
ASHRAE Member  
Licensed Professional Engineer in Iowa, North Dakota, South Dakota, Colorado, and Illinois



**Summary of Qualifications:**

Joel is a mechanical engineer responsible for the design of sheet metal, mechanical piping, and plumbing systems. As part of the design process he selects systems, performs life-cycle cost analyses, models the building's cooling and heating loads utilizing a computer model, prepares construction documents and specifications, assists with cost estimating, reviews shop drawings, and performs construction administration.

Joel has worked on projects of numerous sizes and types including governmental buildings, educational facilities, institutional facilities, commercial buildings, religious facilities, and health care facilities. He strives to select the best system for each client and then works with the Baker Group team to see the design implemented.

**Summary of Recent Experience:**

Project	Year Completed	Contract Value
Pioneer Beaver Creek Lab Building	(In progress)	\$8,615,000
St Anthony Medical Office Buildings #1 and #2	(In progress)	\$5,884,000
Grinnell College Norris Hall HVAC Replacement	(In progress)	\$762,000
American Packaging Chilled Water System	2010	\$304,000
Mainstream Living Housing	2010	\$196,000
Liberty Hyatt Place Hotel	2010	\$2,568,000
Delta Dental Office Building	2010	\$945,000
Tifereth Israel Revitalization	2010	\$473,000
Wells Fargo Home Mortgage Computer Assembly Area	2010	\$217,000
ITS Office Building Addition	2009	\$521,000
Elgin Medical Office Building	2009	\$1,478,659
Wellness Campus Building 4 Ambulatory Surgery Center	2009	\$3,436,000
John Deere Credit Phase II Expansion	2009	\$4,140,975





# Al Shoop

Project Manager, Sheet Metal Division

**Years of Experience:** 37 Years

**Education:** Iowa State University -- 1973

**Summary of Qualifications:** Al is the Sheet Metal Manager for Special Projects and for our extensive Service Division.



**Summary of Recent Experience:**

Project	Year Completed	Contract Value
Syngenta Seed (Phillips, NE)	Current	\$30,000
Kemin Expansion	Current	\$20,000
Principal Corp. 3 Relief Air Fans	Current	\$57,000
Saint Francis of Assisi System Upgrade	Current	\$23,000
Child Serve Phase III	2011	\$22,000
American Packaging Pre Press	2011	\$36,000
Mycogen Seed (Grand Ridge, Il)	2011	\$25,000
Metro Park East Landfill	2011	\$8,765
American Packaging Industrial Ventilation	2011	\$15,300
Iowa Select Farms Ventilation	2011	\$26,000
Halverson Trane Office - HVAC Upgrade	2011	\$30,200
Child Serve	2011	\$11,455
Mainstream Living	2010	\$196,235
Wells Fargo Annex	2010	\$60,500
JE Dunn Office	2010	\$23,652
Principal S-8 Air Handling Modifications	2010	\$75,000
Iowa DOT Clarinda	2010	\$96,000
East Village Lofts	2007	\$300,000
Principal Skywalk Air Handling Unit	2009	\$64,000
ITS Willomere remodel	2010	\$176,000





**Daryld D. Karloff** LEED, AP  
 Vice President, Business Development

**Years of Experience:** 27 Years

**Education:** BS, Mechanical Engineering  
 University of Nebraska

**Registrations and Certifications:** Mechanical Engineer  
 LEED Accredited Professional  
 Sigma International – Certified  
 LIST Trainer  
 Total Systems Support  
 Training Facilitator



**Professional Affiliations:**

US Green Building Council  
 American Society of Heating, Refrigeration and  
 Air Conditioning Engineers (ASHRAE)  
 Building Owners and Managers Association  
 Mechanical Contractors Association of Iowa  
 Mechanical Service Contractors Association  
 International Real Estate Management Association

Design Build Institute of America  
 American Society of Industrial Security  
 Downtown Des Moines Rotary

**Past Board of Directors:**

- Moorhead State Univ. Energy Mgmt
- TAC/SE Field Advisory Board
- TAC/SE Independent Rep Council

**Summary of Qualifications:** Daryld has over 27 years in the design, construction and operation of sophisticated commercial, industrial and institutional facilities, assisting building contractors and facility directors to build and manage the life cycle cost of mechanical and electrical systems, while improving energy efficiency and assuring code compliance.

**Summary of Recent Experience:**

Client	Project
Wellmark Blue Cross Blue Shield	Corp Headquarters Pre-Construction Services
Principal Financial Group, Des Moines, IA	Data Center Dashboard for Corp 7 Data Center
Principal Financial Group, Des Moines, IA	BAS for LEED Certified Child Development Center
University of Iowa, Coralville, IA	New Laboratory Building Automation System
Wells Fargo Home Mortgage, WDM, IA	Manage Support Services for 7 Office Buildings
Principal Financial Group, Des Moines, IA	Upgrade BAS Controls in Corp. 3 Office Building
Pioneer Hi-Bred International, Johnston, IA	Campus Freezer Monitoring System
Principal Financial Group, Des Moines, IA	Install new Building Automation Campus Network
Pioneer Hi-Bred International, Johnston, IA	Building Automation System Upgrade
Whirlpool Corporation, Newton, IA	Corporate Headquarters Cooling Optimization
Whirlpool Corporation, Newton, IA	Corporate Data Center Improvements
Whirlpool Corporation, Newton, IA	Corporate Headquarters Boiler Plant
Whirlpool Corporation, Newton, IA	Building Automation System Upgrade
Wells Fargo West Des Moines Campus	Temperature Controls for 960,000 sqft Construction





## Randy Helm, CCIFF

Chief Financial Officer

**Years of Experience:** 17 Years

**Education:** Certified Public Accountant  
State of Iowa

Bachelor of Science,  
Business Administration  
Drake University

Manufacturing Cost Strategies  
California Institute of Technology

Strategic Selling  
Miller Heiman



**Professional Affiliations:** Construction Financial Management Association,  
Financial Executive International,  
Institute of Management Accountants

### **Summary of Qualifications:**

As CFO of Baker Group, Randy manages Baker Group's accounting and clerical team and is responsible for the day-to-day financial management of the company. Responsible for general ledger through financial statements and year-end audit, ensuring that Baker Group follows generally accepted accounting principles (GAAP). Randy interfaces with our outside professionals (CPA, insurance and banking) coordinating our business needs with their services.

Randy supervises, organizes, directs, trains and controls the work of the accounting personnel in collecting, summarizing, and interpreting financial data for the use of management, creditors and taxing authorities. He support others in the Company to help them understand the information accounting has provided, and prepares forecasts and pro-forma financial reports, to get them information they need.

## Contract

### for Capitol Complex Operations Management Assistance

<u>Vendor</u>	<u>Vendor Contact</u>	<u>State Contact</u>
Baker Mechanical, Inc. 4224 Hubbell Ave. Des Moines, IA 50317 515-262-4000	Dale Drent Same Same drentd@thebakergroup.com	Steve Gross DAS CCM 109 SE 13 <sup>th</sup> Street Des Moines 50319 515-281-2137 steve.gross@iowa.gov

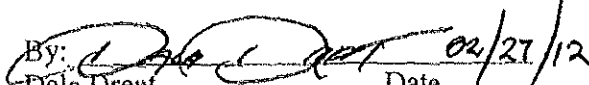
The parties to this Contract are Baker Mechanical, Inc. ("Vendor") and the Iowa Department of Administrative Services ("State").

Vendor agrees to provide Capitol Complex Operations Management Assistance in accordance with the Contract. The Contract includes, and is limited to, the following documents: 1) General Terms and Conditions for Service Contracts/Solicitations Effective from 7/20/11 ("Terms and Conditions"), 2) RFP Number 0212005030 ("RFP"), and 3) the Proposal submitted by the Vendor. The Vendor acknowledges and agrees that its Proposal is trumped by any conflicting term in the Terms and Conditions and the RFP.


The term of the Contract is one (1) year with the option of five additional one-year periods upon mutual agreement of both parties.

The fee paid to the Vendor for the services required by the Contract is \$11,950 per month plus applicable taxes. Additional services will be provided at the hourly rates set forth in the Contract on page 5 of 8 of the Proposal.

**Baker Mechanical, Inc.**

By:  02/27/12  
Dale Drent Date  
Authorized Agent/Signatory for Baker Mechanical, Inc.

**Iowa Department of Administrative Services**

By:  2/28/12  
Mike Carroll Date  
Director of Iowa Department of Administrative Services



8. **"Deliverables"** means all of the goods, products, services, work, work product, items, materials and property to be created, developed, produced, delivered, performed or provided by or on behalf of, or made available through, Contractor (or any agent, contractor or subcontractor of Contractor) in connection with this Contract.
9. **"Documentation"** means any and all technical information, commentary, explanations, design documents, system architecture documents, database layouts, test materials, training materials, guides, manuals, worksheets, notes, work papers, and all other information, documentation and materials related to or used in conjunction with the Deliverables, in any medium, including hard copy, electronic, digital, and magnetically or optically encoded media.
10. **"RFP"** means the Request for Proposals or Request for Bids (and any Addenda thereto) identified on the Contracts Declarations and Execution Page(s) that was issued to solicit the Deliverables that are subject to the Contract.
11. **"Special Contract Attachments"** means any attachment to this Contract indicated on the Contract Declarations & Execution Page(s).
12. **"Special Terms"** means the Contract attachment entitled "Special Terms" that contains terms specific to this Contract, including but not limited to the Scope of Work, contract payment terms, and any amendments to these General Terms and Conditions for Services Contracts. If there is a conflict between the General Terms for Services Contracts and the Special Terms, the Special Terms shall prevail.
13. **"Specifications"** means all specifications, requirements, technical standards, performance standards, representations and other criteria related to the Deliverables stated or expressed in this Contract, the Documentation, the RFP, and the Proposal. Specifications shall include the Acceptance Criteria and any specifications, standards or criteria stated or set forth in any applicable state, federal, foreign and local laws, rules and regulations. The Specifications are incorporated into this Contract by reference as if fully set forth in this Contract.
14. **"State"** means the State of Iowa, the Agency, and all State of Iowa agencies, boards, and commissions, and when this Contract is available to political subdivisions, any political subdivisions of the State of Iowa.

**B. Duration of Contract.**

The term of the Contract shall begin and end on the dates specified on the Contract Declarations & Execution Page(s), unless extended or terminated earlier in accordance with the termination provisions of this Contract. The Agency may, in its sole discretion, exercise any applicable extension by giving the Contractor written notice of the

agreement, pursuant to a judgment, or pursuant to any law, the State may, in its sole discretion, set off any such sum against: (1) any sum invoiced by, or owed to, Contractor under this Contract, or (2) any sum or amount owed by the State to Contractor, unless otherwise required by law. The Contractor agrees that this provision constitutes proper and timely notice under any applicable laws governing setoff.

#### E. Termination.

1. **Termination for Cause by the Agency.** The Agency may terminate this Contract upon written notice for the breach by Contractor of any material term, condition or provision of this Contract, if such breach is not cured within the time period specified in the Agency's notice of breach or any subsequent notice or correspondence delivered by the Agency to Contractor, provided that cure is feasible. In addition, the Agency may terminate this Contract effective immediately without penalty and without advance notice or opportunity to cure for any of the following reasons:

- i. Contractor furnished any statement, representation, warranty or certification in connection with this Contract, the RFP or the Proposal that is false, deceptive, or materially incorrect or incomplete;
- ii. Contractor or any of Contractor's officers, directors, employees, agents, subsidiaries, affiliates, contractors or subcontractors has committed or engaged in fraud, misappropriation, embezzlement, malfeasance, misfeasance, or bad faith;
- iii. Contractor or any parent or affiliate of Contractor owning a controlling interest in Contractor dissolves;
- iv. Contractor terminates or suspends its business;
- v. Contractor's corporate existence or good standing in Iowa is suspended, terminated, revoked or forfeited, or any license or certification held by Contractor related to Contractor's performance under this Contract is suspended, terminated, revoked, or forfeited;
- vi. Contractor has failed to comply with any applicable international, federal, state (including, but not limited to Iowa Code chapter 8F), or local laws, rules, ordinances, regulations or orders when performing within the scope of this Contract;

exercise any other rights and pursue any remedies, in law, at equity, or otherwise.

**2. Termination upon Notice.** Following thirty (30) days written notice, the Agency may terminate this Contract in whole or in part without penalty and without incurring any further obligation to Contractor. Termination can be for any reason or no reason at all.

**3. Termination Due to Lack of Funds or Change In Law.** Notwithstanding anything in this Contract to the contrary, and subject to the limitations set forth below, the Agency shall have the right to terminate this Contract without penalty and without any advance notice as a result of any of the following:

i. The legislature or governor fail in the sole opinion of the Agency to appropriate funds sufficient to allow the Agency to either meet its obligations under this Contract or to operate as required and to fulfill its obligations under this Contract; or

ii. If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Agency to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Agency in its sole discretion; or

iii. If the Agency's authorization to conduct its business or engage in activities or operations related to the subject matter of this Contract is withdrawn or materially altered or modified; or

iv. If the Agency's duties, programs or responsibilities are modified or materially altered; or

v. If there is a decision of any court, administrative law judge or an arbitration panel or any law, rule, regulation or order is enacted, promulgated or issued that materially or adversely affects the Agency's ability to fulfill any of its obligations under this Contract. The Agency shall provide Contractor with written notice of termination pursuant to this section.

**4. Limitation of the State's Payment Obligations.** In the event of termination of this Contract for any reason by either party (except for termination by the Agency pursuant to Section E.1), the Agency shall pay only those amounts, if any, due and owing to Contractor hereunder for Deliverables actually and satisfactorily provided in accordance with the provisions of this Contract up to and including the date of termination of this Contract and for which the Agency is obligated to pay pursuant to this Contract; provided however, that in the event the Agency terminates this Contract pursuant to Section E.3, the Agency's obligation to pay Contractor such amounts and

v. Immediately deliver to the Agency any and all Deliverables for which the Agency has made payment (in whole or in part) that are in the possession or under the control of the Contractor or its agents or subcontractors in whatever stage of development and form of recordation such property is expressed or embodied as that time.

**6. Termination for Cause by Contractor.** Contractor may only terminate this Contract for the breach by the Agency of any material term, condition or provision of this Contract, if such breach is not cured within sixty (60) days of the Agency's receipt of Contractor's written notice of breach.

#### **F. Confidential Information.**

**1. Access to Confidential Information.** The Contractor's employees, agents and subcontractors may have access to confidential information maintained by the Agency to the extent necessary to carry out its responsibilities under the Contract. The Contractor shall presume that all information received pursuant to this Contract is confidential unless otherwise designated by the Agency. The Contractor shall provide to the Agency a written description of its policies and procedures to safeguard confidential information. Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats. The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Contract. The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of this Contract. The private or confidential information shall remain the property of the Agency at all times.

**2. No Dissemination of Confidential Information.** No confidential information collected, maintained, or used in the course of performance of the Contract shall be disseminated by Contractor except as authorized by law and only with the prior written consent of the Agency, either during the period of the Contract or thereafter. Any data supplied by the Agency to the Contractor or created by the Contractor in the course of the performance of this Contract shall be considered the property of the Agency. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Contract in whatever form it is maintained promptly at the request of the Agency. The Contractor may be held civilly or criminally liable for improper disclosure of confidential information.

**3. Subpoena.** In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall

date any potential claim is made or discovered by the Agency or any other Indemnified Party.

#### **H. Insurance.**

1. **Insurance Requirements.** The Contractor, and any subcontractor, shall maintain in full force and effect, with insurance companies licensed by the State of Iowa, at the Contractor's expense, insurance covering its work during the entire term of this Contract and any extensions or renewals thereof. The Contractor's insurance shall, among other things, be occurrence based and shall insure against any loss or damage resulting from or related to the Contractor's performance of this Contract regardless of the date the claim is filed or expiration of the policy. The State of Iowa and the Agency shall be named as additional insureds or loss payees, or the Contractor shall obtain an endorsement to the same effect, as applicable.
2. **Types and Amounts of Insurance Required.** Unless otherwise requested by the Agency in writing, the Contractor shall cause to be issued insurance coverages insuring the Contractor and/or subcontractors against all general liabilities, product liability, personal injury, property damage, and (where applicable) professional liability in the amount specified on the Contract Declarations and Execution Page for each occurrence. In addition, the Contractor shall ensure it has any necessary workers' compensation and employer liability insurance as required by Iowa law.
3. **Certificates of Coverage.** Contractor shall maintain all insurance policies required by this Contract in full force and effect during the entire term of this Contract and any extensions or renewals thereof, and shall not permit such policies to be canceled or amended except with the advance written approval of the Agency. The Contractor shall submit certificates of the insurance, which indicate coverage and notice provisions as required by this Contract, to the Agency upon execution of this Contract. The certificates shall be subject to approval by the Agency. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least thirty (30) days' prior written notice to the Agency. Approval of the insurance certificates by the Agency shall not relieve the Contractor of any obligation under this Contract.
4. **Waiver of Subrogation Rights.** The Contractor shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the State.

#### **I. Project Management & Reporting.**

1. **Project Manager.** At the time of execution of this Contract, each party shall designate, in writing, a Project Manager to serve until the expiration of this Contract or

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

~~BLANKET ADDITIONAL INSURED - CONSTRUCTION CONTRACTS~~

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. SECTION II - WHO IS AN INSURED is amended to include as an additional insured any person or organization for whom you are performing operations when you have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
1. Your acts or omissions; or
  2. The acts or omissions of those acting on your behalf;
- In the performance of your ongoing operations for the additional insured.
- A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.
- B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
- This insurance does not apply to:
1. "Bodily injury," "property damage" or "personal and advertising injury" arising out of the rendering or failure to render, any professional architectural, engineering or surveying services, including:
    - a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
    - b. Supervisory, inspection, architectural or engineering activities.
  2. "Bodily injury" or "property damage" occurring after:
    - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
    - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
  - C. The limits of insurance applicable to the additional insured are those specified in the Declarations of this policy or in the written contract or written agreement, whichever is lower.
  - D. Any coverage provided hereunder shall be excess over any other valid and collectible insurance available to the additional insured whether that insurance is primary, excess, contingent or on any other basis, unless you and the additional insured have specifically agreed in a written contract or written agreement that this insurance be primary. When coverage is provided on a primary basis we will not seek contribution from any other insurance available to the additional insured if a written contract or written agreement requires that this insurance be noncontributory.
  - E. All other terms and conditions of this policy remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.**

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM  
GARAGE COVERAGE FORM  
TRUCKERS COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

We have the right to recover our payments from anyone liable for a "loss" covered by this policy. We will not enforce our right against the person or organization named in the schedule below.

This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.

This agreement shall not operate directly or indirectly to benefit anyone not named in the schedule below.

**SCHEDULE**

**PREMIUM**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**TORT LIABILITY OF GOVERNMENTAL SUBDIVISIONS  
IOWA**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

This policy does not apply to any claim against an insured for which the insured:

- (1) is immune from liability due to the provisions of any statute or where the action based upon such claim has been barred or abated by operation of statute or rule of civil procedure; or
- (2) is not immune from liability as described in (1) above but is immune from further liability above any specific statutory limits cap on the maximum liability of the insured. However, this item (2) does not apply to the extent (if any) this policy provides coverage up to the maximum statutory liability limits cap.

This endorsement shall not apply if, for any reason, the immunity or maximum liability cap granted by statute or rule of civil procedure is deemed void.

The immunities and statutory limits caps referred to in the foregoing paragraphs are those found in Iowa Code Chapter 670, or any succeeding statutory compilation.



i. **Written Request.** The Agency shall specify in writing the desired modifications to the same degree of specificity as in the original Scope of Work.

ii. **The Contractor's Response.** The Contractor shall submit to the Agency a firm cost proposal for the requested change order within five (5) business days of receiving the change order request.

iii. **Acceptance of the Contractor Estimate.** If the Agency accepts the cost proposal presented by the Contractor, the Contractor shall provide the modified Deliverable subject to the cost proposal included in the Contractor response. The Contractor's provision of the modified deliverables shall be governed by the terms and conditions of this Contract.

iv. **Adjustment to Compensation.** The parties acknowledge that a change order for this Contract may or may not entitle the Contractor to an equitable adjustment in the Contractor's compensation or the performance deadlines under this Contract.

#### **J. Legislative Changes.**

The Contractor expressly acknowledges that the contracted Deliverables are subject to legislative change by either the federal or state government. Should either legislative body enact measures which alter the project, the Contractor shall not hold the Agency liable in any manner for the resulting changes. The Agency shall use best efforts to provide thirty (30) days' written notice to the Contractor of any legislative change. During the thirty (30)-day period, the parties shall meet and make a good faith effort to agree upon changes to the Contract to address the legislative change. Nothing in this Subsection shall affect or impair the Agency's right to terminate the Contract pursuant to the termination provisions.

#### **K. Intellectual Property.**

1. **Ownership and Assignment of Other Deliverables.** Contractor agrees that the State and Agency shall become the sole and exclusive owners of all Deliverables. Contractor hereby irrevocably assigns, transfers and conveys to the State and the Agency all right, title and interest in and to all Deliverables and all intellectual property rights and proprietary rights arising out of, embodied in, or related to such Deliverables, including copyrights, patents, trademarks, trade secrets, trade dress, mask work, utility design, derivative works, and all other rights and interests therein or related thereto. Contractor represents and warrants that the State and the Agency shall acquire good and clear title to all Deliverables, free from any claims, liens, security interests, encumbrances, intellectual property rights, proprietary rights, or other rights or interests of Contractor or of any third party, including any employee, agent, contractor,

any third party; (ii) Contractor has not previously and will not grant any rights in any Deliverables to any third party that are inconsistent with the rights granted to the Agency herein; and (iii) the Agency shall peacefully and quietly have, hold, possess, use and enjoy the Deliverables without suit, disruption or interruption.

**3. Contractor represents and warrants that:** (i) the Deliverables (and all intellectual property rights and proprietary rights arising out of, embodied in, or related to such Deliverables); and (ii) the Agency's use of, and exercise of any rights with respect to, the Deliverables (and all intellectual property rights and proprietary rights arising out of, embodied in, or related to such Deliverables), do not and will not, under any circumstances, misappropriate a trade secret or infringe upon or violate any copyright, patent, trademark, trade dress or other intellectual property right, proprietary right or personal right of any third party. Contractor further represents and warrants there is no pending or threatened claim, litigation or action that is based on a claim of infringement or violation of an intellectual property right, proprietary right or personal right or misappropriation of a trade secret related to the Deliverables. Contractor shall inform the Agency in writing immediately upon becoming aware of any actual, potential or threatened claim of or cause of action for infringement or violation of an intellectual property right, proprietary right, or personal right or misappropriation of a trade secret. If such a claim or cause of action arises or is likely to arise, then Contractor shall, at the Agency's request and at the Contractor's sole expense: (i) procure for the Agency the right or license to continue to use the Deliverable at issue; (ii) replace such Deliverable with a functionally equivalent or superior Deliverable free of any such infringement, violation or misappropriation; (iii) modify or replace the affected portion of the Deliverable with a functionally equivalent or superior Deliverable free of any such infringement, violation or misappropriation; or (iv) accept the return of the Deliverable at issue and refund to the Agency all fees, charges and any other amounts paid by the Agency with respect to such Deliverable. In addition, Contractor agrees to indemnify, defend, protect and hold harmless the State and its officers, directors, employees, officials and agents as provided in the Indemnification section of this Contract, including for any breach of the representations and warranties made by Contractor in this section. The foregoing remedies shall be in addition to and not exclusive of other remedies available to the Agency and shall survive termination of this Contract.

**4. Contractor represents and warrants that the Deliverables (in whole and in part) shall:** (i) be free from material deficiencies; and (ii) meet, conform to and operate in accordance with all Specifications and in accordance with this Contract during the Warranty Period, as defined in the Special Terms. During the Warranty Period Contractor shall, at its expense, repair, correct or replace any Deliverable that contains or experiences material deficiencies or fails to meet, conform to or operate in accordance with Specifications within five (5) business days of receiving notice of such

Except as otherwise specified in the Scope of Work, all Deliverables shall be subject to the Agency's Acceptance Testing and Acceptance, unless otherwise specified in the Statement of Work. Upon completion of all work to be performed by Contractor with respect to any Deliverable, Contractor shall deliver a written notice to the Agency certifying that the Deliverable meets and conforms to applicable Specifications and is ready for the Agency to conduct Acceptance Tests; provided, however, that Contractor shall pretest the Deliverable to determine that it meets and operates in accordance with applicable Specifications prior to delivering such notice to the Agency. At the Agency's request, Contractor shall assist the Agency in performing Acceptance Tests at no additional cost to the Agency. Within a reasonable period of time after the Agency has completed its Acceptance Testing, the Agency shall provide Contractor with written notice of Acceptance or Non-acceptance with respect to each Deliverable that was evaluated during such Acceptance Testing. If the Agency determines that a Deliverable satisfies its Acceptance Tests, the Agency shall provide Contractor with notice of Acceptance with respect to such Deliverable. If the Agency determines that a Deliverable fails to satisfy its Acceptance Tests, the Agency shall provide Contractor with notice of Non-acceptance with respect to such Deliverable. In the event the Agency provides notice of Non-acceptance to Contractor with respect to any Deliverable, Contractor shall correct and repair such Deliverable and submit it to the Agency within ten (10) days of Contractor's receipt of notice of Non-acceptance so that the Agency may re-conduct its Acceptance Tests with respect to such Deliverable. In the event the Agency determines, after re-conducting its Acceptance Tests with respect to any Deliverable that Contractor has attempted to correct or repair pursuant to this section, that such Deliverable fails to satisfy its Acceptance Tests, then the Agency shall have the continuing right, at its sole option, to:

- (i) require Contractor to correct and repair such Deliverable within such period of time as the Agency may specify in a written notice to Contractor;
- (ii) refuse to accept such Deliverable without penalty and without any obligation to pay any fees or other amounts associated with such Deliverable (or receive a refund of any fees or amounts already paid with respect to such Deliverable);
- (iii) accept such Deliverable on the condition that any fees or other amounts payable with respect thereto shall be reduced or discounted to reflect, to the Agency's satisfaction, the Deficiencies present therein and any reduced value or functionality of such Deliverable or the costs likely to be incurred by the Agency to correct such Deficiencies; or
- (iv) terminate this Contract and/or seek any and all available remedies, including damages. Notwithstanding the provisions of Section E.1 of this Contract, the Agency may terminate this Contract pursuant to this section without providing

**4. Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when providing Deliverables under this Contract, including without limitation, all laws that pertain to the prevention of discrimination in employment and in the provision of services. For employment, this would include equal employment opportunity and affirmative action, and the use of targeted small businesses as subcontractors or suppliers. The Contractor may be required to provide a copy of its affirmative action plan, containing goals and time specifications, and non-discrimination and accessibility plans and policies regarding services to clients. Failure to comply with this provision may cause this contract to be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for future state contracts or be subject to other sanctions as provided by law or rule. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under this Contract. The Contractor may be required to submit its affirmative action plan to the Department of Management to comply with the requirements of 541 IAC chapter 4. If all or a portion of the funding used to pay for the Deliverables is being provided through a grant from the Federal Government, Contractor acknowledges and agrees that pursuant to applicable federal laws, regulations, circulars and bulletins, the awarding agency of the Federal Government reserves certain rights including, without limitation a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the Deliverables developed under this Contract and the copyright in and to such Deliverables.

**5. Procurement.** Contractor shall use procurement procedures that comply with all applicable federal, state, and local laws and regulations.

**6. Non-Exclusive Rights.** This Contract is not exclusive. The Agency reserves the right to select other contractors to provide Deliverables similar or identical to those described in the Scope of Work during the term of this Contract.

**7. Non-Supplanting Requirement.** To the extent required by state or federal law, federal and state funds made available under this Contract shall be used to supplement and increase the level of state, local and other non-federal funds that would in the absence of such federal and state funds be made available for the programs and activities for which funds are provided and will in no event take the place of state, local and other non-federal funds.

**8. Compliance with Iowa Code chapter 8F.** If the Contract is subject to the provisions of Iowa Code chapter 8F, the Contractor shall comply with Iowa Code chapter 8F with respect to any subcontracts it enters into pursuant to this Contract. Any

14. **Integration.** This Contract represents the entire Contract between the parties. The parties shall not rely on any representation that may have been made which is not included in this Contract.

15. **Headings or Captions.** The paragraph headings or captions used in this Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.

16. **Not a Joint Venture.** Nothing in this Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties hereto. Each party shall be deemed to be an independent contractor contracting for services and acting toward the mutual benefits expected to be derived herefrom. No party, unless otherwise specifically provided for herein, has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to this Contract.

17. **Joint and Several Liability.** If the Contractor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Contract, and for any default of activities and obligations.

18. **Supersedes Former Contracts or Agreements.** This Contract supersedes all prior contracts or agreements between the Agency and the Contractor for the Deliverables to be provided in connection with this Contract.

19. **Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of the Agency and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.

20. **Notice.** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by a reliable carrier which shall be addressed to the person who signed the Contract on behalf of the party at the address identified in the Contract Declarations & Execution Page(s) at the address specified on the forms. Each such notice shall be deemed to have been provided:

- i. At the time it is actually received; or,
- ii. Within one day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or,

Auditor of the State or any other authorized representative of the State and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to this Contract, wherever such records may be located. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. Based on the audit findings, the Agency reserves the right to address the Contractor's board or other managing entity regarding performance and expenditures. When state or federal law or the terms of this Contract require compliance with OMB Circular A-87, A-110, or other similar provision addressing proper use of government funds, the Contractor shall comply with these additional records retention and access requirements:

- i. Records of financial activity shall include records that adequately identify the source and application of funds. When the terms of this Contract require matching funds, cash contributions made by the Contractor and third party in-kind (property or service) contributions must be verifiable from the Contractor's records. These records must contain information pertaining to contract amount, obligations, unobligated balances, assets, liabilities, expenditures, income and third-party reimbursements.
- ii. The Contractor shall maintain accounting records supported by source documentation that may include but are not limited to cancelled checks, paid bills, payroll, time and attendance records, and contract award documents.
- iii. The Contractor, in maintaining project expenditure accounts, records and reports, shall make any necessary adjustments to reflect refunds, credits, underpayments or overpayments, as well as any adjustments resulting from administrative or compliance reviews and audits. Such adjustments shall be set forth in the financial reports filed with the Agency.
- iv. The Contractor shall maintain a sufficient record keeping system to provide the necessary data for the purposes of planning, monitoring and evaluating its program.
- v. The Contractor shall retain all medical records for a period of six (6) years from the last date of service for each patient; or in the case of a minor patient or client, for a period consistent with that established by Iowa Code section 614.1(9). Client records, which are non-medical, must be maintained for a period of five (5) years.

such prevention, delay, or impossibility is caused by a "force majeure." The term "force majeure" as used in this Contract includes an event that no human foresight could anticipate or which if anticipated, is incapable of being avoided. Circumstances must be abnormal and unforeseeable, so that the consequences could not have been avoided through the exercise of all due care, such as acts of God, war, civil disturbance and other similar causes. The delay or impossibility of performance must be beyond the control and without the fault or negligence of the parties. "Force majeure" does not include: financial difficulties of the Contractor or any parent, subsidiary, affiliated or associated company of Contractor; claims or court orders that restrict Contractor's ability to deliver the Deliverables contemplated by this Contract; strikes; labor unrest; or supply chain disruptions. If delay results from a subcontractor's conduct, negligence or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of the Contract unless the subcontractor or supplier is prevented from timely performance by a "force majeure" as defined in this Contract. If a "force majeure" delays or prevents the Contractor's performance, the Contractor shall immediately use its best efforts to directly provide alternate, and to the extent possible, comparable performance. Comparability of performance and the possibility of comparable performance shall be determined solely by the Agency. The party seeking to exercise this provision and not perform or delay performance pursuant to a "force majeure" shall immediately notify the other party of the occurrence and reason for the delay. The parties shall make every effort to minimize the time of nonperformance and the scope of work not being performed due to the unforeseen events. Dates by which performance obligations are scheduled to be met will be extended only for a period of time equal to the time lost due to any delay so caused.

**33. Suspensions and Debarment.** The Contractor certifies pursuant to 48 CFR Part 9 that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any federal Agency or agency. The Contractor certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contracts with the State of Iowa.

**34. Conflict of Interest.** Contractor represents, warrants, and covenants that no relationship exists or will exist during the Contract period between the Contractor and the Agency that is a conflict of interest. No employee, officer or agent of the Contractor or subcontractor shall participate in the selection or in the award or administration of a subcontract if a conflict of interest, real or apparent, exists. The provisions of Iowa Code ch. 68B shall apply to this Contract. If a conflict of interest is proven to the Agency, the Agency may terminate this Contract, and the Contractor shall be liable for any excess costs to the Agency as a result of the conflict of interest. The Contractor shall establish safeguards to prevent employees, consultants, or members of governing bodies from

41. **Public Records.** The laws of the State require procurement records to be made public unless otherwise provided by law.
42. **Use of Name or Intellectual Property.** Contractor agrees it will not use the Agency and/or State's name or any of their intellectual property, including but not limited to, any State, state agency, board or commission trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the Agency and/or the State.
43. **Taxes.** The State is exempt from Federal excise taxes, and no payment will be made for any taxes levied on Contractor's employee's wages. The State is exempt from State and local sales and use taxes on the Deliverables. State of Iowa Tax Exempt Letter
44. **No Minimums Guaranteed.** The contract does not guarantee any minimum level of purchases or any minimum amount of compensation.





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 66630

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE  DES MOINES IA 50319
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<b>Invoice #:</b> 66630 <b>Date:</b> 03/31/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> Salesperson:
---	---

Remarks: STATE OF IA POWER PLANT WO# 31711

Quantity	Description	U/M	Unit Price	Extension
REPLACE PURGE UNIT ON CHILLER 1, PER QUOTE.				
8.00	LABOR USED	HRS	115.00	920.00
1.00	MATERIAL USED		4,478.50	4,478.50
			<b>Subtotal:</b>	<b>5,398.50</b>
			<b>Total:</b>	<b>5,398.50</b>

RECEIVED  
 APR 17 2012

RECEIVED  
 2012 APR -3 AM 9:57  
 DAS FINANCE

Note: Fuel surcharge has been added to the material portion of your invoice \$8.00 per trip.  
 Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0360

# SERVICE ORDER

JOB NUMBER  
 3131711

DATE: 3-15-2012  
 SERVICED BY: Tim Davis  
 CUSTOMER CONTACT: \_\_\_\_\_  
 CUSTOMER PO#: \_\_\_\_\_  
 JOB NAME: \_\_\_\_\_  
 JOB LOCATION: \_\_\_\_\_  
 JOB PHONE: \_\_\_\_\_  
 COMPLETED: YES  NO

BILL TO: State of Iowa  
 Quoted with Replace Purge  
 Control Energy Plant  
 DSM, IA

DESCRIPTION OF WORK:  
 Replaced Purge unit of chiller #1. Checked for leaks, evacuated  
 system unit "on". All OK

RECOMMENDATIONS:

MAKE: \_\_\_\_\_  
 MODEL: \_\_\_\_\_  
 SERIAL #: \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS	RATE	AMOUNT
1	Purge unit	P			3/15	8.25	9.57	
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL EQUIPMENT			
TOTAL MATERIAL					TOTAL TAX			
TOTAL MATERIAL					TOTAL			

RECEIVED  
 APR 17 2012

Thank You

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

CUSTOMER SIGNATURE \_\_\_\_\_  
 I hereby acknowledge the satisfactory completion of work described above.

ENTD MAR 21 2012



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 4-16-12

CCM Administrator: *[Signature]* Date 4-17-12

Purchasing: \_\_\_\_\_ Date \_\_\_\_\_

Legal Counsel: \_\_\_\_\_ Date \_\_\_\_\_

Doug Woodley: \_\_\_\_\_ Date \_\_\_\_\_

Mike Carroll: \_\_\_\_\_ Date \_\_\_\_\_

**After all signatures – Forward to:** Name: Shirley K. Walker - Finance

Location: FMC Building

RECEIVED  
APR 17 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Emergency repair of chiller

Director's comments:  
\_\_\_\_\_  
\_\_\_\_\_

Originator to make a copy after all signatures obtained and send to: Pat Mullenbach

# SERVICE ORDER



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

JOB NUMBER

3137711

DATE 3-15-2012

SERVICED BY Tim Davis

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

**BILL TO**

State of Iowa  
Quoted Job Replace Purge  
Control Energy Plant  
DSM, IA

**DESCRIPTION OF WORK:**

Replaced purge unit of chiller #1. (checked) for leaks, evacuated  
cycled unit "on". All OK

**RECOMMENDATIONS:**

MAKE

MODEL

SERIAL #

2012 APR 11

DATE RECEIVED

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	Purge unit	P			3-15	8.00	9.57	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS		EQUIPMENT USED		P/S	PRICE / HOUR	AMOUNT	TAX	
					TOTAL			
					TOTAL EQUIPMENT			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENT'D MAR 21 2012

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 4-16-12

CCM Administrator: [Signature] Date 4-17-12

Purchasing: Kurt A. Fisen Date 4/19/12

Legal Counsel: Thom Apr 12 Date 4/18/12

Doug Woodley: [Signature] Date 04.18.12

Mike Carroll: [Signature] Date 4/20/12

**After all signatures – Forward to:**

Name: ~~Shirley K. Walker~~ Finance - A/P

Location: FMC Building

RECEIVED  
APR 17 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Emergency repair of chiller

Director's comments:

Originator to make a copy after all signatures obtained and send to: Pat Mullenbach

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 66630

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE  DES MOINES IA 50319
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<b>Invoice #:</b> 66630 <b>Date:</b> 03/31/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b>  <b>Salesperson:</b>
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Remarks: STATE OF IA POWER PLANT WO# 31711

Quantity	Description	U/M	Unit Price	Extension
REPLACE PURGE UNIT ON CHILLER 1, PER QUOTE.				
8.00	LABOR USED	HRS	115.00	920.00
1.00	MATERIAL USED		4,478.50	4,478.50
			<b>Subtotal:</b>	<b>5,398.50</b>
			<b>Total:</b>	<b>5,398.50</b>

RECEIVED  
 2012 APR -3 AM 9:57  
 DAS FINANCE

Note: Fuel surcharge has been added to the material portion of your invoice \$8.00 per trip.  
 Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 66692

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT 3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE  DES MOINES IA 50319
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<b>Invoice #:</b> 66692 <b>Date:</b> 03/31/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b>  <b>Salesperson:</b>
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Remarks: STATE OF IA POWER PLANT WO# 31700

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT CHILLER NOT WORKING. BLEED AIR OUT OF UNIT 3.				
COMPRESSOR IS BAD ON UNIT 1.				
13.00	LABOR USED	HRS	93.00	1,209.00
1.00	MATERIAL USED		16.00	16.00
			<b>Subtotal:</b>	<b>1,225.00</b>
			<b>Total:</b>	<b>1,225.00</b>

RECEIVED  
 2012 APR - 6 AM 10:40  
 DAS FINANCE

Note: Fuel surcharge has been added to the material portion of your invoice. \$8.00 per trip.  
 Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



**Norem, Lori [DAS]**

**From:** Walker, Shirley [DAS]  
**Sent:** Monday, April 30, 2012 1:52 PM  
**To:** Norem, Lori [DAS]  
**Subject:** FW: Baker-00512074940rm-over 10%- approval needed  
**Attachments:** 20120430110449527.pdf

This is ok to pay. We originally wrote a PO for the diagnosis; however, it was an emergency and Steve approved the repair.

-----Original Message-----

**From:** Norem, Lori [DAS]  
**Sent:** Monday, April 30, 2012 12:59 PM  
**To:** Walker, Shirley [DAS]  
**Subject:** Baker-00512074940rm-over 10%- approval needed

Thank you,

Lori

Lori Norem  
Accounting Tech 3-DAS Finance-A/P & A/R  
Iowa Department of Administrative Services  
Phone: (515) 281-6118  
FAX: (515) 281-6140  
[Lori.Norem@iowa.gov](mailto:Lori.Norem@iowa.gov)

-----Original Message-----

**From:** [Tera.Granger@iowa.gov](mailto:Tera.Granger@iowa.gov) [<mailto:Tera.Granger@iowa.gov>]  
**Sent:** Monday, April 30, 2012 11:05 AM  
**To:** Norem, Lori [DAS]  
**Subject:**

This E-mail was sent from "DASPRN09" (Aficio MP 3351).

Scan Date: 04.30.2012 11:04:49 (-0500)  
Queries to: [Tera.Granger@iowa.gov](mailto:Tera.Granger@iowa.gov)

Baker Group

Department of Administrative Services <b>PURCHASE REQUISITION</b>				
General Services Enterprise - Capitol Complex Maintenance				
PO Number 00512 121 940M		eDAS Work Request Number: #207030558		Date 4/30/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
31		GCA161.1U – Damper Actuator	181.82	5636.42
4		GMA121.1U – Damper Actuator	101.05	404.20
10		RIBU1C – RIB Relay	18.78	187.80
2000'		24/3 T-Stat Wire, Green	128.25	256.50
2000'		5043 18/3 Wire, Blue	211.95	423.90
2000'		24/2 TSP LAN Wire, Orange	193.70	387.40
2000'		14/2 24V Wire, Blue	321.30	642.60
2000'		20/2 Wire, Blue w/ Li. Blue Stripe	113.10	226.20
				<b>TOTAL</b>
				<b>\$8165.02</b>
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
Product/service: Pneumatic Modifications @ The Hoover Building HVAC		Requested by: Jay Young <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building: Hoover Building		Supervisor Approval: <i>[Signature]</i>		
Accounting Codes (FY12) 005- 674 - X674-406-2496				

RECEIVED  
APR 30 2012

- Contract # CT3537-09 If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

5/2/12  
mm

6-25-08



Baker Group

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

State of Iowa

4.19.12

Quantity	Part Number	Description	Price	Extended
31	GCA161.1U	DAMPER ACTUATOR	\$181.82	\$5,636.42
4	GMA121.1U	DAMPER ACTUATOR	\$101.05	\$404.20
10	RIBU1C	RIB RELAY	\$18.78	\$187.80
2000'	5603	24/3 T-stat Wire, Green	\$128.25	\$256.50
2000'	5043	5043 18/3 Wire, Blue	\$211.95	\$423.90
2000'	5200	24/2 TSP Lan Wire, Orange	\$193.70	\$387.40
2000'	5061	14/2 24V Wire, Blue	\$321.30	\$642.60
2000'	5031	20/2 Wire, Blue w/L Blue Stripe	\$113.10	\$226.20
		<b>TOTAL</b>		<b>\$8,165.02</b>

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APR 30 2012



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

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MAY 03 2012

Originator: Jay Young Date 5-3-12

CCM Administrator: [Signature] Date 5-3-12

Purchasing: [Signature] Date 5-4-12

Legal Counsel: [Signature] Date 5/14/12

Doug Woodley: [Signature] Date 5-4-12

Mike Carroll: [Signature] Date 5/14/12

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan)  
 Location: Hoover Building  
 (Pam—Please scan a signed copy to SKWalker) ✓

**Brief Overview of attached Document:**  
 (Brief Overview of documents attached & how it will be paid)

Replace remaining pneumatics at Hoover Bldg.

Director's comments:

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



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 2012 MAY 25 AM 9:59  
 DAS FINANCE

Invoice 103347

Bill To: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
--	--

Invoice #: 103347    Invoice date: 05/24/12 Payment terms: NET 30 DAYS Customer code: 18110	P.O.#: 00512121940M Ship via: UPS GROUND Salesperson:
---	---

Remarks: 73.6931

Quantity	U/M	Part Number	Description	Unit Cost	Extension
31.00	EA	IGCA161.1U	DAMPER ACTUATOR	181.820	5,636.42
4.00	EA	IGMA121.1U	DAMPER ACTUATOR	101.050	404.20
10.00	EA	IRIBU1C	RIB RELAY	18.780	187.80
2.00	EA	I24/3 WIRE	GREEN	128.250	256.50
2.00	EA	I18/3 WIRE	BLUE	211.950	423.90
2.00	EA	I24/2 LAN	ORANGE	193.700	387.40
2.00	EA	I14/2 24V	BLUE	321.300	642.60
2.00	EA	I20/2 WIRE	BLUE W/L BLUE STRIPE	113.100	226.20
				<b>Total:</b>	<b>8,165.02</b>

Quantity	U/M	Part Number	Description	Unit Cost	Extension
31.00	EA	IGCA161.1U	DAMPER ACTUATOR	181.820	5,636.42
4.00	EA	IGMA121.1U	DAMPER ACTUATOR	101.050	404.20
10.00	EA	IRIBU1C	RIB RELAY	18.780	187.80
2.00	EA	I24/3 WIRE	GREEN	128.250	256.50
2.00	EA	I18/3 WIRE	BLUE	211.950	423.90
2.00	EA	I24/2 LAN	ORANGE	193.700	387.40
2.00	EA	I14/2 24V	BLUE	321.300	642.60
2.00	EA	I20/2 WIRE	BLUE W/L BLUE STRIPE	113.100	226.20
				<b>Total:</b>	<b>8,165.02</b>







**Baker Group**

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

May 7, 2012

Mr. Jay Young  
State of Iowa, Dept of Admin  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Prices on Setra Sensors, 4-20 ma:

Qty. 3 M264-005WD-C, 0-5"WC	\$186.17	\$558.51
Qty. 3 M265-2R5WB-C, -2.5 – 2.5"WC	\$186.17	\$558.51
Qty. 3 M264-2R5WD-C, 0-2.5"WC	\$186.17	\$558.51
Total		\$1,675.53

No shipping charge per State Contract. Lead time is approx 5 days.

Thank you,

Marla Schmitz  
Baker Group

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MAY 10 2012

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



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2012 MAY 25 AM 9:59

DAS FINANCE

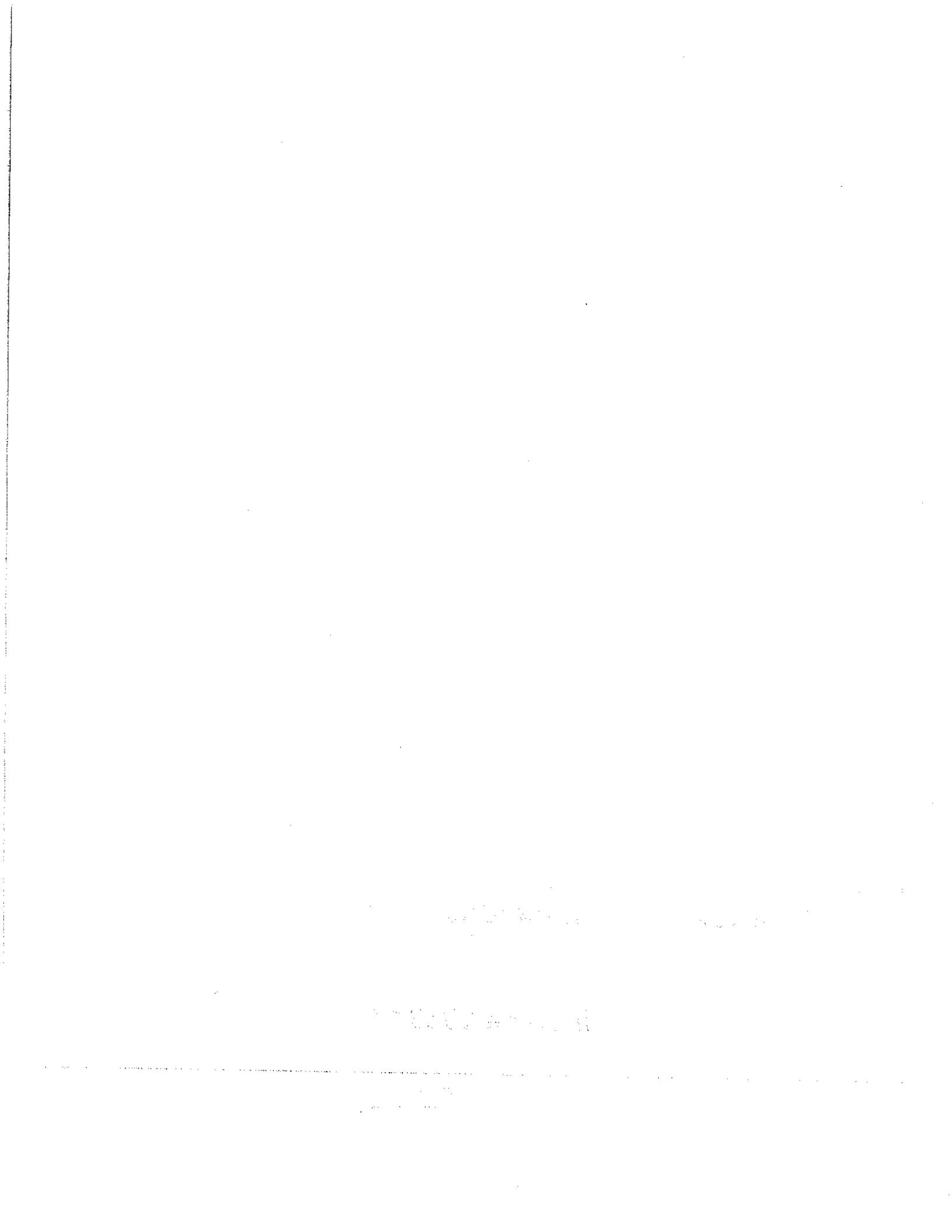
# Invoice 103375

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FACILITIES MGMT CTR-CCM DES MOINES, IA 50319
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<b>Invoice #:</b> 103375 <b>Invoice date:</b> 05/24/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00512131940M <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	--

Remarks: 73.7095

Quantity	U/M	Part Number	Description	Unit Cost	Extension
3.00	EA	!M264-005WDC	0-5" WC	186.170	558.51
3.00	EA	!M265-2R5WB-C	-2.5 - 2.5"WC	186.170	558.51
3.00	EA	!M265-2RWD-C	0-2.5"WC	186.170	558.51
				<b>Total:</b>	<b>1,675.53</b>







Baker Group

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

May 17, 2012

Mr. Jay Young  
State of Iowa, Dept of Admin  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Price on Setra Sensors, 4-20 ma:

Qty. 8 M264-005WD-C, 0-5"WC	\$186.17	\$1,489.36
Total		\$1,489.36

No shipping charge per State Contract. Lead time is approx 5 days.

Thank you,

Marla Schmitz  
Baker Group

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MAY 17 2012

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 103396

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FACILITIES MGMT JAY YOUNG DES MOINES, IA 50319
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<b>Invoice #:</b> 103396 <b>Invoice date:</b> 06/13/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00512138944RM <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.7100

Quantity	U/M	Part Number	Description	Unit Cost	Extension
8.00	EA	IM264-005WDC	SETRA SENSOR, 0-5"WC	186.170	1,489.36
				<b>Total:</b>	<b>1,489.36</b>

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 2012 JUN 15 AM 10:45  
 DAS FINANCE









**Baker Group**  
 4224 Hubble Avenue  
 Des Moines, Iowa 50317  
 Direct Phone 515-299-4248  
 Direct Fax 515-299-4249  
[robertsr@thebakergroup.com](mailto:robertsr@thebakergroup.com)  
 Main Phone: 515.262.4000  
 Main Fax: 515.266.1025  
[www.thebakergroup.com](http://www.thebakergroup.com)

5/15/12

David Haines  
 Energy Management Technician  
 Iowa Department of Administrative Services  
 Phone: (515)242-5120 ext 3  
[David.haines@iowa.gov](mailto:David.haines@iowa.gov)

Dear, David

Baker Group is pleased to provide you the following scope of work and proposal for the installation of the following system. **Bid # 1**

**OUR SCOPE OF WORK WILL INCLUDE THE FOLLOWING:**

**Boiler # 1 steam valve replacement**

- We will provide demo of existing 4" steam stop/check valve.
- We will provide demo of existing 4" steam header gate valve.
- We will provide and install (1) 4" Crane 30E stop check valve, 250#, angle pattern free blow drain tapping.
- We will provide and install (1) 4" Crane 7 1/2 E header gate valve, 250#
- We will provide and install new b-7 studs with XH nuts
- We will provide and install new flex type flange gaskets.
- **We exclude insulation from our work.**
- **All work to be completed during normal working hours 7:00-3:30**

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 MAY 23 2012

Price for Above Work:      **\$4593.00**

As always all work would be performed not to exceed the estimated price as long as the scope of work remains as stated.

Thank You,

*Ryan Roberts*

APPROVED BY: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Project Manager / Service Department  
Baker Group  
Office 515-299-4248  
Cell 515-208-3045  
[robertsr@thebakergroup.com](mailto:robertsr@thebakergroup.com)

Date: \_\_\_\_\_

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MAY 23 2012

**GENERAL**

1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Baker Group may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery or any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Baker Group must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Baker Group all court costs and attorney's fees incurred by Baker Group.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. This Proposal valid for a period of 60 days after issuance.

**LIMITATIONS OF LIABILITY AND INDEMNITIES**

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
4. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.

RECEIVED  
MAY 28 2012



*An Iowa Company, Specializing in Boiler Sales, Service and Repair. . . Since 1981*

May 9, 2012

Ryan Jones  
State of Iowa Power House  
109 SE 13<sup>th</sup> Street  
Des Moines, Iowa 50319

RE: Boiler #1 Steam Valve Replacement Quote

Provide labor and materials to replace the 4" steam stop and check valve and 4" steam header gate valves on the #1 high pressure steam boiler. The installation materials will include new 300# flex type flange gaskets, new stud bolts, and XH nuts. The new steam valves are as follows:

- 1ea Crane 30E stop check valve, 4", 250 #, angle pattern, free blow drain tapping
- 1ea Crane 7 ½E header gate valve, 4", 250 #

The cost to do this work is: **\$4,995.00**  
(Sales tax is not included)

The above quote is valid for 30 days. Net is due upon the completion of work.

If there are any questions or comments on the above quote, please contact me at our office.

Thank you,

Jonas Hildreth  
Boiler Sales Manager  
7092

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MAY 23 2012



# THE WALDINGER CORPORATION

2601 BELL AVENUE / P.O. BOX 1612 / DES MOINES, IOWA 50306 / PHONE 515-284-1911 / FAX 515-323-5150

## PROPOSAL

To: David Haines

Date: 5/14/12

Attention: David Haines

Project: Central Energy Plant, Boiler #1 Steam Valve Replacement Bld #1

We propose to furnish the materials and/or perform the work described below:

Provide labor and material to replace the 4" steam stop and check valve and the 4" steam header gate valve on boiler #1.

We have included the following:

We have included the following; all labor and materials needed to perform the work described above which include; (1) one 4" 250# Crane 30E stop check valve. (1) One 4" 250# Crane 7 1/2E header gate valve. New flex type flange gaskets, new stud bolts, and XH nuts. **The Valves are non-stock items and require a 3-4 week lead time.**

We have not included:

We have excluded any overtime work in this proposal. We have excluded any pipe insulation of any type.

All for the sum of: \$5,550.00

This Proposal is subject to the terms and conditions as shown on attached page.

RECEIVED  
MAY 23 2012

PURCHASER'S ACCEPTANCE:

Respectfully Submitted,

THE WALDINGER CORPORATION

\_\_\_\_\_  
Signature

Brian Patton  
Signature

\_\_\_\_\_  
Printed Name

Brian Patton  
Printed Name

\_\_\_\_\_  
Date

5/15/12  
Date

# THE WALDINGER CORPORATION

## TERMS AND CONDITIONS

### 1 SCOPE OF WORK

This Proposal, upon notice to proceed by the Purchaser, shall constitute the entire Agreement between The Waldinger Corporation (TWC) and the Purchaser and supersedes any prior representations or understandings. No change or modification of any of the terms and conditions stated herein shall be binding upon TWC unless accepted by TWC in writing.

Unless it is specifically noted otherwise, TWC's obligation under this Agreement expressly excludes any work or service associated with clean up, control, removal or disposal of environmental hazards or dangerous substances including but not limited to asbestos or PCB's discovered in or on the premises.

Unless it is specifically noted otherwise, this Proposal is based upon the use of straight time labor only.

### 2 INVOICING AND PAYMENTS

TWC may invoice Purchaser monthly for all materials delivered to the jobsite or to an off-site storage facility and for all work performed on-site and off-site. Purchaser agrees to pay TWC the amount invoiced upon receipt of invoice. Invoices not paid within 30 days of the Invoice date will be considered delinquent and subject to a service charge and interest computed at the maximum allowable legal interest rate.

The Purchaser agrees that he will pay and reimburse TWC for any and all reasonable attorney's fees or other costs which are incurred by TWC in the collection of the amounts due and payable hereunder.

### 3 WARRANTY

TWC warrants and agrees to replace any of its workmanship which is disclosed within a period of 30 days after the performance thereof to be defective. TWC warrants materials and parts purchased by TWC from others only to the extent the same are warranted by the suppliers thereof.

### 4 TAXES

The price stated in this Proposal does not include sales, use, excise or other similar taxes unless specifically noted otherwise. Purchaser shall pay any and all such taxes as required by federal, state or local law.

### 5 COMPLIANCE WITH LAWS

TWC shall comply with all applicable federal, state or local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.

### 6 LIABILITY

TWC shall indemnify the Purchaser from liabilities, losses or damages which may arise in connection with the execution of the work herein specified, and which are caused solely by the negligent act or omission of TWC. Notwithstanding the foregoing, in no event shall TWC be liable for any special, indirect or consequential damages which may arise in any manner in connection with the execution of the work, nor shall TWC's liability under this indemnification exceed the greater of \$25,000.00 or the price of the work stated in this Proposal.

TWC shall not be liable for any delay in the performance of the work resulting from or attributable to acts or circumstances beyond TWC's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, owner, or other contractors or delays caused by suppliers or subcontractors of TWC.

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MAY 23 2012

**STATE OF IOWA  
TARGETED SMALL BUSINESS  
48 Hour Procurement Notice System**

**Procurement Information Review**

This is the information you provided, please verify your input:

---

**Reference Number:** CCM0610005616  
**Bid Closing Date:** 05/21/2012  
**Contact Name:** David Haines  
**Contact Phone:** (515) 208-4399  
**Contact Email:** [david.haines@iowa.gov](mailto:david.haines@iowa.gov)  
**Division:** 005 - Administrative Services  
**County:** Polk

**Procurement Description:**

Provide labor and materials to replace the 4" steam stop and check valve and 4" steam header gate valve on #1 high pressure steam boiler. The installation materials will include new 300# flex type flange gaskets, new stud bolts, and XH nuts. The new steam valves are as follows: 1 Crane 30E stop check valve, 4", 250#, angle pattern free blow down drain tapping; 1 ea Crane 7 1/2 Header gate valve, 4", 250#

---

If the information is correct, click the Finished button.  
If you need to make changes, press the Make Changes button.

**RECEIVED**  
MAY 23 2012

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



# Invoice 68905

Bill to: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 30.8792 STATE IA BOILER VALVE COURT AVE ENERGY PLANT DES MOINES, IA 50319
--	--

Invoice #: 68905	Date: 06/26/12	Customer P.O. #: 00512144949RM
Payment Terms: NET 30 DAYS	Salesperson:	
Customer Code: 18110		

Remarks: 30.8792

Quantity	Description	U/M	Unit Price	Extension
0.00	BOILER VALVE		0.00	4,593.00
AUTHORIZED BY DAVID HAINES PO 00512144949RM				
<b>Subtotal:</b>				<b>4,593.00</b>
<b>Total:</b>				<b>4,593.00</b>

RECEIVED  
2012 JUN 27 AM 9:58  
DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.







**Baker Group**

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
[www.thebakergroup.com](http://www.thebakergroup.com)

May 30, 2012

Mr. Jay Young  
State of Iowa, Dept of Admin  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Price on Siemens ASK71.11:

Qty. 2 ASK71.11	\$38.34 each	Total	\$76.68
-----------------	--------------	-------	---------

No shipping charge per State Contract. Lead time is approx 5 days.

Thank you,

Marla Schmitz  
Baker Group

RECEIVED  
MAY 30 2012

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 103404

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 103404 <b>Invoice date:</b> 06/13/12 <b>Payment terms:</b> DUE UPON RECEIPT <b>Customer code:</b> 18110	<b>P.O.#:</b> 00512151940RM <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
---	---

Remarks: 73.7109

Quantity	U/M	Part Number	Description	Unit Cost	Extension
2.00	EA	IASK71.11	ACTUATOR MTG KIT	38.340	76.68
				<b>Total:</b>	<b>76.68</b>

RECEIVED  
 2012 JUN 15 AM 10:47  
 DAS FINANCE

# PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

**00512 151 941AM**

eDAS Work Request Number:

Date

5-29-12

Bill To:

Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 E. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr.—CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot chiller-CEP		\$240.50
<b>TOTAL</b>				<b>\$240.50</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317-4508  
515-262-4000

RECEIVED  
MAY 30 2012

Product/service:

Requested by: Steve Gross

Check here to receive a copy of this requisition with the PO#

Building:

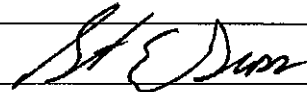
CEP

Supervisor

CCM Administrator

Approval:

Approval:



Accounting Codes

(FY12) 005-0674-X674-406-2496 (\$168.35) and 5330 (\$72.15)

70%

30%

Contract # \_\_\_\_\_ If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

AB 6-18-12

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000

**Baker** RECEIVED  
GROUP  
2012 MAY 25 AM 10:00

DAS FINANCE

# Invoice 68003

06512151941 RM

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE ENERGY PLANT DES MOINES IA 50319
---	---

<b>Invoice #:</b> 68003 <b>Date:</b> 05/22/12	<b>Customer P.O. #:</b>
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>
<b>Customer Code:</b> 18110	

Remarks: STATE OF IA POWER PLANT WO# 32454

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT CHILLER MAKING NOISE. SHUT CHILLER DOWN SO IT COULD PURGE AIR OUT OF SYSTEM.				
1.00	LABOR USED	HRS	139.50	139.50
1.00	LABOR USED	HRS	93.00	93.00
1.00	MATERIAL USED		8.00	8.00
			<b>Subtotal:</b>	<b>240.50</b>
			<b>Total:</b>	<b>240.50</b>

Note: Fuel surcharge has been added to the material portion of your invoice. \$8.00 per trip.  
Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**31-32454**

DATE **5-7-12** REF FIVE  
 CUSTOMER CONTACT **2012 MAY 25** CUSTOMER PO#  
 JOB NAME **State of IA DASH FINANCE**  
 JOB LOCATION \_\_\_\_\_  
 JOB PHONE \_\_\_\_\_ COMPLETED YES \_\_\_\_\_ NO

**BILL TO** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF WORK**  
*Called to State of IA chiller plant - chiller making noise - Found chiller #1 surging. Purge was running, could not keep up with air in system. Shut chiller down and let purge run overnight. Will re start tomorrow.*

**RECOMMENDATIONS**

MAKE TRANE  
 MODEL CVHF770  
 SERIAL # L99D01701M

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					5/7/12	1	R	
					5/7/12	1	OT	
					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			
					<b>TOTAL</b>			
HRS	EQUIPMENT USED	P/S	PRICE/HOUR	AMOUNT	TAX			
					<b>TOTAL EQUIPMENT</b>			

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENT'D MAY 08 2012



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508

(515) 262-4000



RECEIVED  
 2012 MAY 25 AM 10:01  
 DAS FINANCE

# Invoice 67960

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD  ANKENY IA 500239093
---	--

<b>Invoice #:</b> 67960 <b>Date:</b> 05/22/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: STATE OF IOWA LABS 03-31-09 WO# 32387

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT DEHUMIDIFIER NOT WORKING. FOUND DISCONNECT WAS				
TURNED OFF.				
1.00	LABOR USED	HRS	93.00	93.00
1.00	MATERIAL USED		8.00	8.00
			<b>Subtotal:</b>	<b>101.00</b>
			<b>Total:</b>	<b>101.00</b>

Note: Fuel surcharge has been added to the material portion of your invoice. \$8.00 per trip.  
 Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 31-32387-000

DATE 5/3/12 2012 MAY 25 11:00 AM R.  
 CUSTOMER CONTACT Tom CUSTOMER PO# 1001  
 JOB NAME DASH FINANCE  
 JOB LOCATION State of Iowa Labs  
 JOB PHONE \_\_\_\_\_ COMPLETED  
 YES  NO

BILL TO State of Iowa Dept of Admin  
MS Finance Accts Payable  
305 Walnut 3rd floor Hou  
Des Moines IA 50309

**DESCRIPTION OF WORK:**  
 Call to check out dehumidifier above cooler not working. Checked electrical - no power - breakers good found disconnect off - turned on - operation good. Also checked 2 dehumidifiers above decomposing room - both working good. User to be satisfied at this time.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
 MODEL \_\_\_\_\_  
 SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					5/3	1	RT	
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE Don For Aaron

I hereby acknowledge the satisfactory completion of work described above.

ENT'D MAY 04 2012



# Invoice 103452

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

Invoice #: 103452      Invoice date: 06/27/12	P.O.#: 00512163948RM
Payment terms: DUE UPON RECEIPT	Ship via: UPS GROUND
Customer code: 18110	Salesperson:

Remarks: 73.7120

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	I172M-10330S	2" NC BALL VALVE	374.100	374.10
				<b>Total:</b>	<b>374.10</b>

RECEIVED  
2012 JUN 29 AM 10:42  
DAS FINANCE



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



# Invoice 103555

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH STREET ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 103555 <b>Invoice date:</b> 07/19/12	<b>P.O.#:</b> 00512177940M
<b>Payment terms:</b> DUE UPON RECEIPT	<b>Ship via:</b> UPS GROUND
<b>Customer code:</b> 18110	<b>Salesperson:</b>

Remarks: 73.7139

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	I371-03131	ACTUATOR ASSEMBLY	449.190	449.19
				<b>Total:</b>	<b>449.19</b>

**RECEIVED**  
JUL 23 2012  
D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.  
Print Date: 07/19/12





Proof of Delivery

[Close Window](#)

Dear Customer,

This notice serves as proof of delivery for the shipment listed below.

Tracking Number:	1Z6371960395187466
Service:	UPS Ground
Weight:	2.00 lbs
Shipped/Billed On:	06/26/2012
Delivered On:	06/27/2012 3:43 P.M.
Delivered To:	DES MOINES, IA, US
Signed By:	WALKER
Left At:	Office

Thank you for giving us this opportunity to serve you.

Sincerely,

UPS

Tracking results provided by UPS: 07/10/2012 1:27 P.M. ET

[Print This Page](#)

[Close Window](#)

*Shipment - qty 4 RIBUIC  
PO# 00512177945RM*





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 103556

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FAC MGMT/JAY YOUNG DES MOINES, IA 50319
---	--

<b>Invoice #:</b> 103556 <b>Invoice date:</b> 07/19/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00512177945RM <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.7190

Quantity	U/M	Part Number	Description	Unit Cost	Extension
4.00	EA	RIBU1C	RELAY 10 AMP SPDT	15.160	60.64
				<b>Total:</b>	<b>60.64</b>

**RECEIVED**  
 JUL 23 2012  
 D.A.S. FINANCE



**STATE OF IOWA  
TARGETED SMALL BUSINESS  
48 Hour Procurement Notice System**

**Procurement Information Review**

This is the information you provided, please verify your input:

---

<b>Reference Number:</b>	CCM0610005465
<b>Bid Closing Date:</b>	04/23/2011
<b>Contact Name:</b>	Ken Thornton
<b>Contact Phone:</b>	(515) 242-5123
<b>Contact Email:</b>	<a href="mailto:ken.thornton@iowa.gov">ken.thornton@iowa.gov</a>
<b>Division:</b>	005 - Administrative Services
<b>County:</b>	Polk

**Procurement Description:**

Provide labor and materials for annual chiller preventative maintenance. The preventative maintenance shall include the following chillers. 2 Carrier Chillers, 1 Carrier Heat Pump, 8 Trane Chillers, 1 York Chiller.

---

If the information is correct, click the Finished button.  
If you need to make changes, press the Make Changes button.

RECEIVED  
JUL 05 2011

OMA  
5-16-11



**Haines, David [DAS]**

---

**From:** Scott Bolk [bolks@TheBakerGroup.com]  
**Sent:** Friday, May 06, 2011 9:20 AM  
**To:** Haines, David [DAS]  
**Subject:** FW: Bid for Annual Chiller Maintenance  
**Attachments:** SOI Chiller scope of work.pdf

Dave,

Total Labor cost for the attached scope would be \$7,600.00  
Total Material cost for the attached scope would be \$2,700.00  
Total is \$10,300.00

Please let me know if you have any questions. Thanks.

Scott Bolk  
Account Executive  
**Baker Group**  
*Expect the Best*  
Office: 515.299.4218  
Cell: 515.208.3053  
Fax: 515.299.4219

*App x \$1,144 ea*

---


**From:** Haines, David [DAS] [mailto:David.Haines@iowa.gov]  
**Sent:** Wednesday, April 27, 2011 12:00 PM  
**To:** Mike Wolfe  
**Subject:** Bid for Annual Chiller Maintenance

Would you be interested on bidding for our chiller preventative maintenance? Please review the project scope statement and if you have any questions please contact me.  
Thank You  
David Haines



David Haines  
Iowa Department of Administrative Services  
Capitol Complex Maintenance  
109 S.E. 13th St  
Des Moines, Iowa 50319  
Office: 515.281.6036  
Fax: 515.281.8748

[David.Haines@iowa.gov](mailto:David.Haines@iowa.gov)

 BE GREEN -- Please consider the environment before printing this e-mail.


RECEIVED  
JUL 05 2011

*OMA  
5-16-11*

LETTER OF AGREEMENT

The Baker Group agrees to perform the work on the attached scope and AGA form within the noted time period.

This agreement will be in pursuant to the State of Iowa master agreement 3537-09.

  
D. WADLEY - COO  
Mike Carroll OR DESKTOP 22  
Department of Administrative Services

  
Scott Boik  
The Baker Group

PC  
6/12/11

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JUL 05 2011

# Exhibit A Accountable Government Act Requirements and Fees

## PROJECT: Chiller Preventative Maintenance

Project: Chiller Preventative Maintenance

Consultant: Selected Contractor

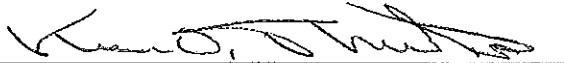
State Contract: N/A

Item to be Measured and Monitored	Person Responsible
Provide labor and materials for preventative maintenance on multiple chillers.	Owners rep: David Haines Contractor:
Contractor shall provide oil analysis reports, oil and filter change out, inspect chiller for proper operation, check safety controls and check for refrigerant leaks. The contractor shall provide a detailed report of work performed.	Owners rep: David Haines Contractor:
All work performed by contractor shall be at a rate in accordance with the master agreement.	Owners rep: David Haines Contractor:
Payment Clause	Person Responsible
Payment in full within 60 days of submittal of invoice after delivery of services. Project to begin within two weeks of receipt of Delivery order. All work shall be completed by July 15, 2011	Owners rep: David Haines Contractor:

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JUL 05 2011

This Exhibit A is an attachment to the proposal from.

OWNER



(Signature)

Director or Designee

(Printed name and title)



(Signature)

Scott Boik - Account Executive

(Printed name and title)

**BID TABULATION SHEET**  
**STATE OF IOWA - CHILLER PREVENTATIVE MAINTENANCE**  
**RFB**

**BID DATE/TIME: FRIDAY, MAY 06, 2011 AT 2:00 P.M. CST**

GENERAL CONTRACTOR	Addendum #1	Add. #2	Add. #3	Bid Bond 5%	Base Bid	Alternate #1 IA Bidg	Alternate #2 CEP	Alternate #3 IA Labs	Alternate #4 DPS	Alternate #5
Waldinger					\$28,345.16	\$10,914.00	\$9,238.76	\$5,445.75	\$2,746.65	
Baker					\$10,300.00					
Wolin					No Bid					

RECEIVED  
 JUN 05 2011

11-21-11  
 RFB







# THE WALDINGER CORPORATION

2601 BELL AVENUE / P.O. BOX 1612 / DES MOINES, IOWA 50306 / PHONE 515-323-5100 / FAX 515-323-5168

March 17, 2-11

## Pricing Breakdown

Annual maintenance Iowa Building (Mercy Capitol)

Chiller #1 Trane S# L82J06569

Chiller #2 Trane S# L82J06568

Chiller #3 Trane S# L86M00287

Chiller #4 Trane S# L86M00286

Mechanical master agreement # MA 005 2930 09

Labor:

Refrigeration Specialist: \$90.00 per hour. 96 hours \$8,640.00

Materials cost: \$1,480.00

Mark up 15%: \$1,702.00

Equipment Use: \$400.00

Shipping: \$172.00

Total: \$10,914.00

No sales tax has been included.

Labor and service truck rates are determined by the existing master agreement, in place at the time of this proposal.

Purchaser's Acceptance 

Purchaser's PO# \_\_\_\_\_

50% A674 } split  
50% 0613 }

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JUL 05 2011

RECEIVED

APR 19 2011

DWA  
5-16-11





**Haines, David [DAS]**

---

**From:** Benita Heldt [BHeldt@WOLIN.com]  
**Sent:** Monday, May 02, 2011 7:58 AM  
**To:** Haines, David [DAS]  
**Subject:** RE: State of IA annual chiller maintenance

Mr. Haines,  
Thank you for the notification but Wolin will be unable to bid this project.

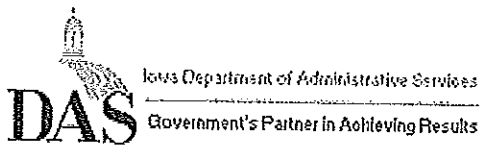
Benita



---


**From:** Haines, David [DAS] [<mailto:David.Haines@iowa.gov>]  
**Sent:** Friday, April 29, 2011 12:18 PM  
**To:** Bid Requests  
**Subject:** State of IA annual chiller maintenance

We are requesting for a bid for preventative maintenance for multiple chillers for the Capitol Complex with our closing date on May 6<sup>th</sup> at 4:00pm. Please refer to the project scope statement with what we are looking for.



David Haines  
Iowa Department of Administrative Services  
Capitol Complex Maintenance  
109 S.E. 13th St  
Des Moines, Iowa 50319  
Office: 515.281.6036  
Fax: 515.281.8748

[David.Haines@iowa.gov](mailto:David.Haines@iowa.gov)

 BE GREEN -- Please consider the environment before printing this e-mail.

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JUL 05 2011

DHWB  
5-16-11



### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: [Signature] Date 6-6-11

CCM Administrator: [Signature] Date 6/17/11

Purchasing: \_\_\_\_\_ Date \_\_\_\_\_

Legal Counsel: [Signature] Date 6/21/11

Doug Woodley: < \$50,000 for [unclear] [unclear] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 6/23/11

After all signatures – Forward to: Name: David Haines

Location: FMC Building

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Paul  
Per your request

Director's comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Originator to make a copy after all signatures obtained and send to: Pat Mullenbach

RECEIVED  
JUN 27 2011  
<http://das.iowa.gov>

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



# Invoice 60100

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 30.7852 STATE IA CAPITOL CHILLER ANNUAL CHILLER INSPECTION OIL ANALYSIS , IA
---	--

<b>Invoice #:</b> 60100 <b>Date:</b> 07/29/11	<b>Customer P.O. #:</b> 0512186940
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>
<b>Customer Code:</b> 18110	

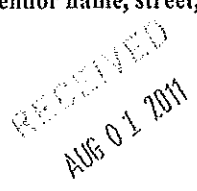
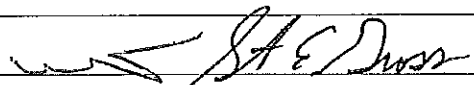
Remarks: 30.7852

Quantity	Description	U/M	Unit Price	Extension
0.00	ANNUAL CHILLER INSPECTION AND OIL ANALYSIS WORK AUTH BY KEN THORNTON		0.00	10,300.00
<b>Subtotal:</b>				<b>10,300.00</b>
<b>Total:</b>				<b>10,300.00</b>

RECEIVED  
2011 AUG -1 AM 10:09  
DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

Baker Group

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		<b>PURCHASE REQUISITION</b>		
PO Number <b>00512213944</b>		eDAS Work Request Number:		Date 7/26/11
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace compressor on condenser unit	6,758.00	6,758.00
				<b>TOTAL</b>
				<b>\$6,758.00</b>
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317				
				
Product/service:	Service: HVAC	Requested by: David Haines		
		___ Check here to receive a copy of this requisition with the PO#		
Building:	150 DSM St			
Supervisor Approval:	CCM Administrator Approval:			
Accounting Codes (FY12) 005-0674- <del>A674</del> -406-2496				

Contract # 3537-09 If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000 and vendor is not on contract, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

8/2/11  
mm



**STATE OF IOWA  
TARGETED SMALL BUSINESS  
48 Hour Procurement Notice System**

**Procurement Information Review**

This is the information you provided, please verify your input:

---

<b>Reference Number:</b>	CCM0610005490
<b>Bid Closing Date:</b>	07/26/2011
<b>Contact Name:</b>	David Haines
<b>Contact Phone:</b>	(515) 208-4399
<b>Contact Email:</b>	<a href="mailto:david.haines@iowa.gov">david.haines@iowa.gov</a>
<b>Division:</b>	005 - Administrative Services
<b>County:</b>	Polk
<b>Procurement Description:</b>	
Replace compressor on large capacity rooftop A/C unit	

---

If the information is correct, click the Finished button.  
If you need to make changes, press the Make Changes button.

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AUG 01 2011



Baker Group  
4224 Hubbell Avenue  
Des Moines, Iowa 50317  
Direct Phone 515-299-4030  
Direct Fax 515-299-4030  
barrt@thebakergroup.com

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

July 22, 2011

Attn: Ken Thornton  
General Services Enterprise  
Maintenance Building  
Des Moines, IA 50319

Re: Replace Compressor – 150 Des Moines Street

Dear Ken,

Below please find a scope of work and price for the above referenced job.

- Valve off and recover refrigerant from compressor
- Disconnect service valves
- Remove hold down bolts
- Disconnect power and control wiring
- Remove top of unit
- Hoist out compressor
- Remove unloader head from existing compressor and install on new compressor
- Hoist new compressor in
- Reinstall hold down bolts
- Reconnect service valves
- Reinstall top of unit
- Evacuate compressor
- Reconnect power and controls
- Start and check
- All work to be performed during our normal working hours

The above work is quoted at \$6,758.00. Please note: Price is based on existing compressor **NOT** being burnt 7 service valves holding. Please feel free to call with questions.

Sincerely

Tom Barr  
Project Manager  
Baker Group

RECEIVED  
AUG 01 2011

APPROVED BY: \_\_\_\_\_  
Date: \_\_\_\_\_

Item Description

Condenser Replacement

Vendor Information for 3 informal bids

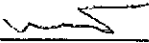
Name	Baker Group	Waldinger	Wolin
Address	4224 Hubbell Ave	2601 Bell Ave	1720 Fuller Rd
City (& State if not IA)	Des Moines	Des Moines	West Des Moines
Phone	515-299-4030	(515) 284-1911	(515) 243-5191
Person Contacted	Tom	Brian	Dave
Date Contacted	7/22/11	7/22/11	7/22/11
Price	\$6,758.00	No bid submitted	No bid submitted
Notes/Comments			

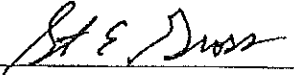
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AUG 01 2011



### GSE Routing Slip Summary Sheet

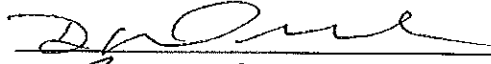
(Purchase Requisitions, Contracts and Change Orders over \$5,000)

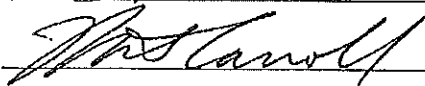
Originator: Ken Thornton  Date 7-26-11

CCM Administrator:  Date 7-26-11

~~Purchasing:~~ \_\_\_\_\_ Date \_\_\_\_\_

Legal Counsel: \_\_\_\_\_ Date \_\_\_\_\_

Doug Woodley:  Date 07.27.11

Mike Carroll:  Date 7/27/11

After all signatures – Forward to: Name: Shirley K. Walker

Location: FMC Building

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

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AUG 01 2011

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director's comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Originator to make a copy after all signatures obtained and send to: Pat Mullenbach

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508

(515) 262-4000



# Invoice 60842

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> 30.7917 STATE IA REPL COMPRESSOR 150 DES MOINES ST DES MOINES, IA 50309
---	--

<b>Invoice #:</b> 60842 <b>Date:</b> 08/31/11 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00512213944 <b>Salesperson:</b>
---	--

Remarks: 30.7917

Quantity	Description	U/M	Unit Price	Extension
0.00	REPLACED COMPRESSOR		0.00	6,758.00
<b>Subtotal:</b>				<b>6,758.00</b>
<b>Total:</b>				<b>6,758.00</b>

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 2011 SEP -1 AM 10:02  
 DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

**Mowery, Melody [DAS]**

---

**From:** Haines, David [DAS]  
**Sent:** Tuesday, September 13, 2011 2:46 PM  
**To:** Walker, Shirley [DAS]  
**Subject:** FW: Invoice breakdown of costs

FYI

---

**From:** Tom Barr [<mailto:Barrt@TheBakerGroup.com>]  
**Sent:** Tuesday, September 13, 2011 2:43 PM  
**To:** Haines, David [DAS]  
**Subject:** RE: Invoice breakdown of costs

David here is a breakdown of what I quoted.  
Compressor \$4,515.00  
Labor \$1,613.00 roughly 18 hrs (\$89.00 per HR)  
Crane \$630.00

There was extra on the job since it was burnt we had to change the refrigerant, Dryer cores and new contactors from what I can see this did not get billed.

Tom Barr  
Service Project Manager

**Baker Group**  
*Expect the Best*

Office Phone: 515-299-4030  
Direct Fax: 515-299-4031  
Cell Phone 515-208-7723  
[barrt@thebakergroup.com](mailto:barrt@thebakergroup.com)

---

**From:** Haines, David [DAS] [<mailto:David.Haines@iowa.gov>]  
**Sent:** Wednesday, September 07, 2011 8:33 AM  
**To:** Tom Barr  
**Subject:** Invoice breakdown of costs

Tom, I received an email from our accounting department. They requested more information for the compressor replacement at 150 Des Moines Street rooftop unit. Could you provide us a breakdown of the parts/ equipment and labor (#of hours at the hourly rate)?

Thank you for your help  
Dave



David Haines  
Energy Management Technician



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 60679

*FWD*

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA WORKFORCE 1000 EAST GRAND  DES MOINES IA 50319
---	---

<b>Invoice #:</b> 60679 <b>Date:</b> 08/23/11 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> BRAD <b>Salesperson:</b>
---	---

Remarks: STATE OF IOWA WORKFORCE WO# 28923

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT COMPRESSOR NOT RUNNING. FOUND PHASE TO GROUND IS BAD.				
2.00	LABOR USED	HRS	79.40	158.80
1.00	MATERIAL USED		61.24	61.24
			<b>Subtotal:</b>	<b>220.04</b>
			<b>Total:</b>	<b>220.04</b>

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 SEP 02 2011

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 2011 AUG 25 AM 10:07  
 DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0360

# SERVICE ORDER

JOB NUMBER  
31,289.03

DATE 8/11	SERVED BY Thomas B.
CUSTOMER CONTACT Tom Bledsoe	CUSTOMER PO#
JOB NAME State of Iowa workforce	
JOB LOCATION 1000 E. Grand	
JOB PHONE 333-6713 (local)	COMPLETED YES _____ NO <u>X</u>

BILL TO: State of Iowa Dept. of Admin.  
DAS Finance Accts. Payable  
1305 E. Walnut - 3rd Floor Knoxville  
Des Moines, IA 50319

### DESCRIPTION OF WORK

Call for Compressor down on Lichert. told to pick up fuses. Checked comp before adding fuses - Phase to phase ok. Phase to ground is bad on all 3 legs. Need to replace comp with hercut drier and replan refrigerant. told Bled, will fax a price asap.

### RECOMMENDATIONS

MAKE Lichert  
MODEL DH125A0AAE.I  
SERIAL # 5062112-003

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR				
					DATE	HRS	RATE	AMOUNT	
3	1000V 15 Amp fuses	P	Part 195.19		8/1	2	RT		
					RECEIVED SEP 02 2011				RECEIVED
TOTAL MATERIAL				TOTAL MATERIALS					
TOTAL EQUIPMENT				TOTAL EQUIPMENT					
TOTAL TAX				TOTAL TAX					
TOTAL				TOTAL					
TOTAL EQUIPMENT				TOTAL EQUIPMENT					

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENT'D AUG 03 2011



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4808



(515) 262-4000

## Invoice 61401

<b>Bill to:</b> STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	<b>Job:</b> STATE OF IA DESIGN & CONST DIV 109 SE 13TH STREET  DES MOINES IA 50319
---	---

<b>Invoice #:</b> 61401 <b>Date:</b> 09/19/11 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18105	<b>Customer P.O. #:</b> 00511013943 <b>Salesperson:</b>
---	--

Remarks: STATE OF IA DESIGN & CONST DIV WO# 26496

Quantity	Description	U/M	Unit Price	Extension
4.00	LABOR USED	HRS	96.60	386.40
<b>Subtotal:</b>				<b>386.40</b>
<b>Total:</b>				<b>386.40</b>

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 OCT 10 2011

RECEIVED  
 2011 SEP 27 PM 2:48  
 GAS FINANCE

RECEIVED  
 SEP 21 2011

STATE DESIGN & CONSTRUCTION  
 RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 61401

<b>Bill to:</b> STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	<b>Job:</b> STATE OF IA DESIGN & CONST DIV 109 SE 13TH STREET  DES MOINES IA 50319
---	---

Invoice #: 61401      Date: 09/19/11 Payment Terms: NET 30 DAYS Customer Code: 18105	Customer P.O. #: 00511013943 Salesperson:
--	--

Remarks: STATE OF IA DESIGN & CONST DIV WO# 26496

Quantity	Description	U/M	Unit Price	Extension
4.00	LABOR USED	HRS	96.60	386.40
<b>Subtotal:</b>				<b>386.40</b>
<b>Total:</b>				<b>386.40</b>

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 2011 SEP 27 PM 2:48  
 DAS FINANCE

**RECEIVED**  
 SEP 21 2011

STATE DESIGN & CONSTRUCTION  
 RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
31.26496

DATE 9-12-11	SERVICED BY Donny
CUSTOMER CONTACT Jay Young	CUSTOMER PO#
JOB NAME STATE CENTRAL PLANT	
JOB LOCATION C	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** STATE OF IOWA

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**DESCRIPTION OF WORK:**

SHORTERED AND INSTALLED

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**RECOMMENDATIONS:**

MAKE	_____
MODEL	_____
SERIAL #	_____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	FUEL SENSOR					4	PM 24.8	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
					TOTAL EQUIPMENT			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENT'D SEP 14 2011



Baker Group  
4224 Hubbell Ave  
Des Moines, Iowa 50317  
Direct Phone 515-299-4050  
Direct Fax 515-299-4051  
schmitzm@thebakergroup.com  
Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

November 3, 2010

Mr. Jay Young  
State of Iowa  
109 SE13th Street  
Des Moines, IA 50310

Dear Jay:

As per your request, we are providing an installation price only to replace the fuel level sensor. This is separate from the fuel level sensor & factory startup.

We will provide a service technician at the labor rate of \$96.60/hour with a 4-hour maximum. The Baker Group service technician will replace the fuel level sensor and work with the factory technician on physical adjustments. The factory technician may need to work with your on-site technician to coordinate settings with the PLC/automation system.

Total Price for the installation is: \$386.40

Thank you,

  
Marla J. Schmitz  
Baker Group

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2011 SEP 27 PM 2:48  
DAS FINANCE

*Baker Group*

Department of Administrative Services		<b>PURCHASE REQUISITION</b>		
General Services Enterprise - Capitol Complex Maintenance				
PO Number <i>00512 291 944 M</i>		eDAS Work Request Number: 1230.03 Per Barb Bendon		Date 10/18/11
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
5		544-339-18 Duct Temp Sensor	33.02	165.10
1		QFM2101 Humidity Sensor	129.20	129.20
2		536-811 Duct Temp Sensor (TEC	17.52	35.04
1		QPM2100 CO2 duct sensor	300.58	300.58
1		271-03005 1" 2-way HW Valve and actuator	426.73	426.73
1		271-03024 1 1/4" 2- Way CW Valve and Actuator	476.25	476.25
		Shipping Estimate		110.00
				<b>TOTAL</b>
				<b>\$ 1642.90</b>
<p>VENDOR INFORMATION (Vendor name, street, city/state/zip, &amp; phone number)</p> <p>Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000</p> <p style="text-align: center;"><b>Baker Group - CT3537-09</b></p>				
Product/service: Automation parts for Grimes Basement conference room Remodel <i>HVAC</i>		Requested by: Jay Young <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building: Grimes				
Supervisor Approval:		CCM Administrator Approval: <i>[Signature]</i>		
Accounting Codes (FY11) 005-0674 - <i>X674-406-2496</i>				

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OCT 18 2011

*Bill Proj 1230.03*  
*Barb Bendon*

- Contract # CT3537-09 If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000 and vendor is not on contract, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

*10/18/11*  
*mm*

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 102524

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN FACILITIES MGMT CTR 109 SE 13TH STREET DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 102524 <b>Invoice date:</b> 10/28/11 <b>Payment terms:</b> DUE UPON RECEIPT <b>Customer code:</b> 18110	<b>P.O.#:</b> 00512291944M <b>Ship via:</b> UPS RED <b>Salesperson:</b>
---	---

Remarks: 73.6341

Quantity	U/M	Part Number	Description	Unit Cost	Extension
5.00	EA	I544-339-18	DUCT TEMP SENSOR	33.020	165.10
1.00	EA	IQFM2101	HUMIDITY SENSOR	129.200	129.20
2.00	EA	I536-811	DUCT TEMP SENSOR	17.520	35.04
1.00	EA	IQPM2100	C02 DUCT SENSOR	300.580	300.58
1.00	EA	I371-03005	1" 2W VALVE ASSEMBLY	426.730	426.73
1.00	EA	I371-03024	1 1/4" 2W VALVE ASSEMBLY	476.250	476.25
1.00	EA	ISHIPPING	OVERNIGHT SHIPPING	110.000	110.00
				<b>Total:</b>	<b>1,642.90</b>

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 2011 OCT 31 AM 10:55  
 DAS FINANCE







Baker Group

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

November 1, 2011

Mr. Jay Young  
Iowa Dept of Admin Services  
Buildings & Grounds  
119 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Jay:

Pricing on the steam pressure sensor is as follows:

Part # PTX1	\$297.71 each	sensor
Part #DCP-250-D	\$ 58.50 each	power supply

No shipping charged per State Contract.

Thank you,

Marla J. Schmitz  
Baker Group

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NOV 01 2011

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 102572

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN FACILITIES MGMT CTR - CCM 109 SE 13TH ST DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 102572 <b>Invoice date:</b> 11/17/11 <b>Payment terms:</b> DUE UPON RECEIPT <b>Customer code:</b> 18110	<b>P.O.#:</b> 00512 305942 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
---	--

Remarks: 73.6358

Quantity	U/M	Part Number	Description	Unit Cost	Extension
2.00	EA	!PTX-1	SS PRESSURE TRANSMITTER	297.710	595.42
2.00	EA	IDCP-250-D	POWER SUPPLY	58.500	117.00
				<b>Total:</b>	<b>712.42</b>

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 2011 NOV 21 AM 10:56  
 DAS FINANCE



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 74051

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE ENERGY PLANT DES MOINES IA 50319
---	---

<b>Invoice #:</b> 74051 <b>Date:</b> 12/31/12	<b>Customer P.O. #:</b> 00513 003 941
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>
<b>Customer Code:</b> 18110	

Remarks: STATE OF IA POWER PLANT WO# 33805

Quantity	Description	U/M	Unit Price	Extension
1.00	MATERIAL USED		1,434.72	1,434.72
			<b>Subtotal:</b>	<b>1,434.72</b>
			<b>Total:</b>	<b>1,434.72</b>

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JAN 04 2013  
D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 104395

Bill To: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN 119 SE13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
--	---

Invoice #: 104395    Invoice date: 02/19/13	P.O.#: 00513035940
Payment terms: NET 30 DAYS	Ship via: UPS GROUND
Customer code: 18110	Salesperson:

Remarks: 73.7942

Quantity	U/M	Part Number	Description	Unit Cost	Extension
10.00	EA	ISSC81U	SSC81U	66.480	664.80
				Total:	664.80

RECEIVED

FEB 22 2013

FINANCE







Baker Group

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

11/20/12

Steven Gross  
Facilities Administrator  
Iowa Department of Administrative Services  
Facilities Management Center  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319-0150

Dear Steve,

Baker Group is pleased to provide you with the requested proposal for the creation of two skills test for HVAC technicians. Tests will be created by Brad Perkins, PE, who is an instructor at Iowa State University and has extensive experience with not only building systems, but also with test creation.

**HVAC Technicians Basic Skills Test Description:**

- Twenty five (25) multiple choice questions
- Time limit of one (1) hour, allowing for two (2) minutes per question with ten (10) minutes for review answers
- Questions will cover basic maintenance skills in a very general manner and evaluate:
  - o HVAC systems
  - o Indoor environmental air quality
  - o Facility electrical systems
  - o Lighting Systems

**HVAC Technicians Advanced Skills Test Description:**

- Twenty five (25) multiple choice questions
- Time limit of one (1) hour, allowing for two (2) minutes per question with ten (10) minutes for review answers
- Questions will cover the same topics as the Basic Skills Test, but the knowledge level will be more in-depth to recognize higher skill levels among employees

**Price for creation of both tests: \$4,300.00 (plus applicable taxes)**

Exams demonstrating a higher skill level in a specific field can be discussed and developed in the future as the need arises.

Thank You,

**Dale Drent**  
Service Division Manager  
Baker Group  
Work: 515-299-4054  
Mobile: 515-208-3081  
[ddrent@thebakergroup.com](mailto:ddrent@thebakergroup.com)

APPROVED BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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MAR 05 2013



## PROJECT TERMS AND CONDITIONS

### GENERAL

1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Baker Group may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery of any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Baker Group must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Baker Group all court costs and attorney's fees incurred by Baker Group.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. This Proposal valid for a period of 60 days after issuance.

### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
4. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.

RECEIVED

MAR 05 2013

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



# Invoice 76415

<b>Bill to:</b> STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	<b>Job:</b> 30.9690 STATE IA HVAC TESTS 301 E 7TH DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 76415	<b>Date:</b> 03/27/13	<b>Customer P.O. #:</b> 00513064940
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>	
<b>Customer Code:</b> 18105		

Remarks: 30.9690

Quantity	Description	U/M	Unit Price	Extension
1.00	HVAC SKILLS TEST		2,150.00	2,150.00
PROGRESS BILLING				
			<b>Subtotal:</b>	<u>2,150.00</u>
			<b>Total:</b>	<u>2,150.00</u>

**RECEIVED**  
APR - 2 2013  
D.A.S. FINANCE

**RECEIVED**  
APR 01 2013

STATE DESIGN & CONSTRUCTION  
RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





Baker Group

Main Phone: 515.262.4000  
Main Fax: 515.265.1025  
www.thebakergroup.com

11/20/12

Steven Gross  
Facilities Administrator  
Iowa Department of Administrative Services  
Facilities Management Center  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319-0150

Dear Steve,

Baker Group is pleased to provide you with the requested proposal for the creation of two skills test for HVAC technicians. Tests will be created by Brad Perkins, PE, who is an instructor at Iowa State University and has extensive experience with not only building systems, but also with test creation.

**HVAC Technicians Basic Skills Test Description:**

- Twenty five (25) multiple choice questions
- Time limit of one (1) hour, allowing for two (2) minutes per question with ten (10) minutes for review answers
- Questions will cover basic maintenance skills in a very general manner and evaluate:
  - HVAC systems
  - Indoor environmental air quality
  - Facility electrical systems
  - Lighting Systems

**HVAC Technicians Advanced Skills Test Description:**

- Twenty five (25) multiple choice questions
- Time limit of one (1) hour, allowing for two (2) minutes per question with ten (10) minutes for review answers
- Questions will cover the same topics as the Basic Skills Test, but the knowledge level will be more in-depth to recognize higher skill levels among employees

**Price for creation of both tests: \$4,300.00 (plus applicable taxes)**

Exams demonstrating a higher skill level in a specific field can be discussed and developed in the future as the need arises.

Thank You,

**Dale Drent**  
Service Division Manager  
Baker Group  
Work: 515-299-4054  
Mobile: 515-208-3081  
[drentd@thebakergroup.com](mailto:drentd@thebakergroup.com)

APPROVED BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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MAR 05 2013



## PROJECT TERMS AND CONDITIONS

### GENERAL

1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Baker Group may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery of any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Baker Group must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Baker Group all court costs and attorney's fees incurred by Baker Group.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. This Proposal valid for a period of 60 days after issuance.

### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
4. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.

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MAR 05 2015

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



# Invoice 78160

Bill to: STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	Job: 30.9690 STATE IA HVAC TESTS 301 E 7TH  DES MOINES, IA 50319
--	--

Invoice #: 78160	Date: 05/31/13	Customer P.O. #: 00513064940
Payment Terms: NET 30 DAYS	Salesperson:	
Customer Code: 18105		

Remarks: 30.9690

Quantity	Description	U/M	Unit Price	Extension
1.00	HVAC SKILLS TEST		2,150.00	2,150.00
				<b>Subtotal:</b>
				<b>2,150.00</b>
				<b>Total:</b>
				<b>2,150.00</b>

2ND HALF BILLING

RECEIVED  
JUN 07 2013  
D.A.S. FINANCE

RECEIVED  
JUN 04 2013  
STATE DESIGN & CONSTRUCTION  
RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

Department of Administrative Services

# PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00513 085 941 M

eDAS Work Request Number:

20703 6759

Date

~~1/15/13~~  
3-26-13

Bill To:

Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 E. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr.—CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
	77408	Purchase and install duct, VAV boxes for eDAS project	11,300	11,300
<b>TOTAL</b>				
				<b>\$11,300</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group

**RECEIVED**  
MAR 26 2013

Product/service:

HVAC

Requested by: Jay Young

Check here to receive a copy of this requisition with the PO#

Building:

Hoover 3<sup>rd</sup> Floor Dept. of Revenue

Supervisor

CCM Administrator

Approval:

Approval: 

Accounting Codes

(FY13) 005-0674-X674-12-406-2496-4185  
~~005-~~

Contract #

If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.





### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Jay Young Date 3/26/2013

CCM Administrator: [Signature] Date 3/26/13

Purchasing: Kim J. Bennett Date 5/8/13

Legal Counsel: \_\_\_\_\_ Date \_\_\_\_\_

Doug Woodley: [Signature] Date 05.09.13

Mike Carroll: [Signature] Date 5/8/13

**After all signatures – Forward to:** Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

RECEIVED  
MAR 26 2013

**Brief Overview of attached Document:**

(Brief Overview of documents attached & how it will be paid)

Purchase and install VAV boxes for Hoover 3<sup>rd</sup> floor eDAS project 207036759

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director's comments:

\_\_\_\_\_  
\_\_\_\_\_

**Young, Jay [DAS]**

---

**From:** Alan Shoop <ShoopA@TheBakerGroup.com>  
**Sent:** Wednesday, April 03, 2013 12:16 PM  
**To:** Young, Jay [DAS]  
**Subject:** Hoover

Jay  
See below

**Hoover Basement**

Labor	\$3,880
Equipment and duct	\$3,220
<b>Total</b>	<b>\$7,100</b>

---

**Hoover 3<sup>rd</sup> floor**

Labor	\$6,910
Equipment and duct	\$5,720
<b>Total</b>	<b>\$11,300</b>

*Equip Description  
hours and rate breakdown*

Call if you need this a different way, I should be here this afternoon  
AI

---

Please consider the environment before printing this email

This message and its attachments contains confidential information and is intended only for the highly valued individual customer or team member named. Please notify the Baker Group sender immediately by e-mail or telephone if you have received this e-mail by mistake and delete this e-mail from your system. Please do not distribute or copy this e-mail. Because e-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses, Baker Group cannot accept liability for the contents of this message. If verification is required please request a hard-copy version. Thank you for the opportunity to work with you!

**Boyd, Michelle [DAS]**

---

**From:** Walker, Shirley [DAS]  
**Sent:** Wednesday, April 03, 2013 2:24 PM  
**To:** Boyd, Michelle [DAS]  
**Cc:** Young, Jay [DAS]  
**Subject:** RE: POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

The contract number is 3537-09.

-----Original Message-----

**From:** Boyd, Michelle [DAS]  
**Sent:** Wednesday, April 03, 2013 2:19 PM  
**To:** Walker, Shirley [DAS]  
**Cc:** Young, Jay [DAS]  
**Subject:** RE: POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

Was there a Master Agreement that is reflective of using Baker group on this project? If not was there an informal bid done for the work and parts?

Michelle L. Boyd  
Hoover Building, 1305 E. Walnut  
Des Moines, Iowa 50319  
Phone: 515-725-2275  
[michelle.boyd@iowa.gov](mailto:michelle.boyd@iowa.gov)

-----Original Message-----

**From:** Walker, Shirley [DAS]  
**Sent:** Wednesday, April 03, 2013 1:22 PM  
**To:** Boyd, Michelle [DAS]  
**Cc:** Young, Jay [DAS]  
**Subject:** POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

Attached is the breakout for these 2 POs as provided by Jay Young.

**Boyd, Michelle [DAS]**

---

**From:** Young, Jay [DAS]  
**Sent:** Wednesday, April 03, 2013 2:50 PM  
**To:** Walker, Shirley [DAS]; Boyd, Michelle [DAS]  
**Subject:** RE: POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

Hi Guys,

I need to replace state contract # 3537-09 with # 3165-12 for Baker Group Mechanical, this was my error, thanks!

Jay

---

**From:** Walker, Shirley [DAS]  
**Sent:** Wednesday, April 03, 2013 2:23 PM  
**To:** Boyd, Michelle [DAS]  
**Cc:** Young, Jay [DAS]  
**Subject:** RE: POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

The contract number is 3537-09.

-----Original Message-----

**From:** Boyd, Michelle [DAS]  
**Sent:** Wednesday, April 03, 2013 2:19 PM  
**To:** Walker, Shirley [DAS]  
**Cc:** Young, Jay [DAS]  
**Subject:** RE: POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

Was there a Master Agreement that is reflective of using Baker group on this project? If not was there an informal bid done for the work and parts?

---

Michelle L. Boyd  
Hoover Building, 1305 E. Walnut  
Des Moines, Iowa 50319  
Phone: 515-725-2275  
[michelle.boyd@iowa.gov](mailto:michelle.boyd@iowa.gov)

-----Original Message-----

**From:** Walker, Shirley [DAS]  
**Sent:** Wednesday, April 03, 2013 1:22 PM  
**To:** Boyd, Michelle [DAS]  
**Cc:** Young, Jay [DAS]  
**Subject:** POs 00513085941M and 00513085942M-Baker Group-\$11,300 & \$7,100--breakout

Attached is the breakout for these 2 POs as provided by Jay Young.

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 74408

<b>Bill to:</b>  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE PO BOX 33121 ST PAUL, MN 55133-3121	<b>Job: 50.9627</b> HOOVER BLDG VAV INSTALL INSTALL 3 NEW VAV AND REHEAT CORRIDORS DES MOINES, IOWA
---	---

<b>Invoice #:</b> 74408	<b>Date:</b> 1/15/13	<b>Customer P.O. #:</b> JAY YOUNG
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>	
<b>Customer Code:</b> 18110		

Remarks: 50.9627

Quantity	Description	U/M	Unit Price	Extension
<b>LABOR:</b>				
	50 FIELD LABOR	HRS	75.75	5,101.76
	50 PROJECT MANAGER	HRS	21.00	1,890.00
	50 DETAILER	HRS	6.50	555.20
<b>EQUIP/DUCT:</b>				
	BG TRUCK TIME	HRS	37.75	641.72
	BG SHEET METAL DIV DUCT FABRICATION			1,750.43
<b>MATERIALS:</b>				
	RIST & ASSOCIATES			701.82
	BRILCO COMPANY			312.14
	HEATING & COOLING SUPPLY			81.48
	BG TICKET 96271			265.45

<b>Subtotal:</b>	<b>11,300.00</b>
<b>Total:</b>	<b>11,300.00</b>

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 74408

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 50.9627 HOOVER BLDG VAV INSTALL INSTALL 3 NEW VAV AND REHEAT CORS , IA
--	---

Invoice #: 74408	Date: 01/15/13	Customer P.O. #: JAY YOUNG
Payment Terms: NET 30 DAYS	Salesperson:	
Customer Code: 18110		

Remarks: 50.9627

Quantity	Description	U/M	Unit Price	Extension
0.00	INSTALL 3 VAV BOXES/REHEAT COR		0.00	11,300.00
WORK AUTH BY JAY YOUNG-AMOUNT DUE FOR COST INCURRED TO DATE				
CONTRACT AMOUNT \$11,300 - NO PRIOR BILLINGS				
Subtotal:				11,300.00
Total:				11,300.00

RECEIVED  
MAR 26 2013

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



PRC 005

00513085942M 1

State of Iowa

Page: 1 of 2

## PAYMENT REQUEST - COMMODITY BASED

---

BFY:	FY:	PERIOD:	DOCUMENT TOTAL:	\$7,100.00	CREATION DATE: 2013-05-20
DOCUMENT DESCRIPTION:					
ENTERED BY: tmattso					
LAST USER: tmattso					

---



PAYMENT REQUEST - COMMODITY BASED

VNDR LN: 1 VENDOR #: 00002109043 DISB TYPE: EFT AMOUNT: \$7,100.00

NAME: BAKER MECHANICAL INC ADDRESS: BAKER GROUP 4224 HUBBELL AVE DES MOINES, IA 50317 ADDRESS OVERRIDE:

REF INV DOC: INV #: VND INV DT: TRACKING DT: 05-20-2013

COMM LN: 1 COMM#: 91019 TYPE: F/A: RECEIVED SERVICE FROM: TO: QTY: 1.00000 UNIT: EA UNIT PRICE: 4470.170000 TOTAL: \$4,470.17 DISC UNIT PRICE: CONTRCT AMT: REF INV DOC: INV #: 76054 VND INV DT: 03-08-2013 TRACKING DT: COMMODITY DESCRIPTION: BUILDING Automation CL DESCRIPTION: BUILDING Automation

ACCT LN: 1 BFY: 2013 FY: PERIOD: EVENT TYPE: AP01 LINE AMOUNT: \$4,470.17 REF DOC: PO 005 00513085942M REF VNDR LN: 1 REF ACTG LN: 1

CHECK DESCR: 76054

ACCT LINE DESC: 76054

Table with columns: FUND, DEPT, UNIT / SUB, APPR, OBJT / SUB, REV / SUB. Values: 0674, 005, X674 12, 0000, 2496, BSA, OBSA, DPT OBJ, DPT REV, 4185

COMM LN: 2 COMM#: 90627 TYPE: F/A: RECEIVED SERVICE FROM: TO: QTY: 1.00000 UNIT: EA UNIT PRICE: 2629.830000 TOTAL: \$2,629.83 DISC UNIT PRICE: CONTRCT AMT: REF INV DOC: INV #: 76054 VND INV DT: 03-08-2013 TRACKING DT: COMMODITY DESCRIPTION: Energy Management CL DESCRIPTION: Energy Management

ACCT LN: 1 BFY: 2013 FY: PERIOD: EVENT TYPE: AP01 LINE AMOUNT: \$2,629.83 REF DOC: PO 005 00513085942M REF VNDR LN: 1 REF ACTG LN: 1

CHECK DESCR: 76054

ACCT LINE DESC: 76054

Table with columns: FUND, DEPT, UNIT / SUB, APPR, OBJT / SUB, REV / SUB. Values: 0674, 005, X674 12, 0000, 2496, BSA, OBSA, DPT OBJ, DPT REV, 4185







### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Jay Young Date 3/26/2013

CCM Administrator: [Signature] Date 3/26/13

Purchasing: [Signature] Date 5/8/11

Legal Counsel: \_\_\_\_\_ Date \_\_\_\_\_

Doug Woodley: [Signature] Date 05.09.13

Mike Carroll: [Signature] Date 5/8/13

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

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MAR 26 2013

**Brief Overview of attached Document:**

(Brief Overview of documents attached & how it will be paid)

Purchase and install VAV boxes for Hoover B level Edas project 207038241

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director's comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Baker Group**  
4224 Hubbell Ave.  
Des Moines, IA 50317  
Direct Phone 515-299-4100  
Direct Fax 515-299-4101  
Cell Phone 515-208-2099  
shoop@thebakergroup.com

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

**To:** State of Iowa

**Attention:** Jay Young

**Project:** Hoover Building Lower level

**Date:** 1/21/13

**Dear:** Jay

**Scope:**

1. Remove and cap diffusers serving new offices form VAV B-8 and VAV B-15.
2. Supply and install two new vav boxes to serve the two new offices.
3. Fabricate and install new low pressure duct to serve the new offices.
4. Supply and install two new medium pressure duct runs to feed the new vav boxes.
5. Supply and install new supply diffusers and return grilles on the two new offices as required.
6. Provide duct wrap on the medium pressure duct to match existing building standard.
7. New vav zones will not require hot water reheat.
8. All Controls and actuators to be by others.
9. All work figured for off hours (nights). Overtime and weekend work has not been included.

**Quote:** \$7,100

Please let me know if you have any questions – my cell # is 515-208-2099.

Thank you for this opportunity.

Sincerely,

*Al Shoop*

Al Shoop

Project Manager

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MAR 26 2013

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



EDAS#  
~~2070338865~~  
 207038241

(515) 262-4000

# Invoice 76054

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 50.9481 HOOVER BLDG LEVEL B VAV SUPPLY AND INSTALL 2 NEW VAV BOXES FOR PROPOSED PRIVATE OFFICES, IA
--	--

Invoice #: 76054      Date: 03/08/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: JAY YOUNG Salesperson:
--	--

Remarks: 50.9481

Quantity	Description	U/M	Unit Price	Extension
0.00	HOOVER BLDG LEVEL B VAV BOXES		0.00	7,100.00

WORK AUTH BY JAY YOUNG - AMOUNT DUE FOR COST INCURRED TO DATE

CONTRACT LUMP SUM \$7,100 - NO PRIOR BILLINGS

**Subtotal:** 7,100.00

**Total:** 7,100.00

RECEIVED  
 MAR 26 2013

RECEIVED

MAR 13 2013

DAS FINANCE

RECEIVED  
 MAR 15 2013

STATE DESIGN & CONSTRUCTION  
 RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 76054

<b>Bill to:</b>  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE PO BOX 33121 ST PAUL, MN 55133-3121	<b>Job: 50.9481</b> HOOVER BLDG LEVEL B VAV SUPPLY AND INSTALL 2 NEW VAV BOXES FOR PROPOSED PRIVATE OFFICES DES MOINES, IOWA
---	---

<b>Invoice #:</b> 76054	<b>Date:</b> 3/8/13	<b>Customer P.O. #:</b> JAY YOUNG
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>	
<b>Customer Code:</b> 18110		

Remarks: 50.9481

Quantity	Description	U/M	Unit Price	Extension
----------	-------------	-----	------------	-----------

**LABOR:**

50	FIELD LABOR	HRS	43.00	2,883.90
50	PROJECT MANAGER	HRS	6.00	540.00
50	DETAILER	HRS	12.25	1,046.27

**EQUIP/DUCT:**

	BG TRUCK TIME	HRS	22.00	374.41
	BG SHEET METAL DIV DUCT FABRICATION			1,050.99

**MATERIALS:**

	WSM INDUSTRIES			513.54
	HEATING & COOLING SUPPLY			13.40
	HEATING & COOLING SUPPLY			14.90
	RIST & ASSOCIATES			157.86
	RIST & ASSOCIATES			331.61
	BRILCO COMPANY			173.12

**Subtotal:** 7,100.00

**Total:** 7,100.00

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 76054

<b>Bill to:</b>  STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE PO BOX 33121 ST PAUL, MN 55133-3121	<b>Job: 50.9481</b> HOOVER BLDG LEVEL B VAV SUPPLY AND INSTALL 2 NEW VAV BOXES FOR PROPOSED PRIVATE OFFICES DES MOINES, IOWA
---	---

Invoice #:	76054	Date:	3/8/13	Customer P.O. #:	JAY YOUNG
Payment Terms:	NET 30 DAYS	Salesperson:			
Customer Code:	18110				

Remarks: 50.9481

Quantity	Description	U/M	Unit Price	Extension
<b>LABOR:</b>				
	50 FIELD LABOR	HRS	43.00	2,883.90
	50 PROJECT MANAGER	HRS	6.00	540.00
	50 DETAILER	HRS	12.25	1,046.27
<b>EQUIP/DUCT :</b>				
	BG TRUCK TIME	HRS	22.00	374.41
	BG SHEET METAL DIV			1,050.99
	DUCT FABRICATION			
<b>MATERIALS:</b>				
	WSM INDUSTRIES			513.54
	HEATING & COOLING SUPPLY			13.40
	HEATING & COOLING SUPPLY			14.90
	RIST & ASSOCIATES			157.86
	RIST & ASSOCIATES			331.61
	BRILCO COMPANY			173.12

<b>Subtotal:</b>	<b>7,100.00</b>
<b>Total:</b>	<b>7,100.00</b>

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 77528

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA LUCAS BLDG GRAND AVE  DES MOINES IA 50319
---	--

<b>Invoice #:</b> 77528 <b>Date:</b> 04/30/13	<b>Customer P.O. #:</b>
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>
<b>Customer Code:</b> 18110	

Remarks: STATE OF IOWA LUCAS BLDG WO# 37209

Quantity	Description	U/M	Unit Price	Extension
ASSIST SMITH SEWER COMPANY WITH A EMERGENCY CALL FOR A PLUGGED				
CAST IRON LINE BETWEEN FLOORS 2 AND 5.				
14.00	LABOR USED	HRS	151.50	2,121.00
<b>Subtotal:</b>				<b>2,121.00</b>
<b>Total:</b>				<b>2,121.00</b>

**RECEIVED**

MAY 07 2013

D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
31.37209

DATE 4/25/13  
CUSTOMER CONTACT  
SERVICED BY KUSS FOUST  
CUSTOMER PO#

JOB NAME  
LUCAS BLDG.  
JOB LOCATION

JOB PHONE  
COMPLETED  
YES \_\_\_\_\_ NO

BILL TO  
STATE OF IOWA

**DESCRIPTION OF WORK:**

3" CI LINE FROM THE KITCHEN WAS  
PLACED SOMEWHERE IN BETWEEN 2 & 3 FLOOR  
SMITH'S SEWER HAD TO RUN FROM BSMT UP  
BROKE A 3" WYE NEED TO REPAIR.

**RECOMMENDATIONS:**

LINE IS WORKING CURRENTLY  
ALSO NEED A 2 1/2 PLUG FOR 5TH  
FLOOR (WILL CONTACT MIKE LIPP)

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					4/25	7	OT	
					4/25	7	OT	Chad
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE/HOUR	AMOUNT	TAX			
					TOTAL			

TOTAL MATERIAL  
TOTAL EQUIPMENT  
RECEIVED  
MAY 07  
D.A.S. FINANCE

This is time on the job and travel. Please sign if above time is correct.  
90 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

EMTD APR 26 2013



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 104797

00513135946

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 104797 <b>Invoice date:</b> 05/30/13 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513135946 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.8032

Quantity	U/M	Part Number	Description	Unit Cost	Extension
5.00	EA	IGAP191.1P	DAMPER ACTUATOR	182.650	913.25
<b>Total:</b>					<b>913.25</b>

**RECEIVED**  
 JUN 04 2013  
 D.A.S. FINANCE

Baker Group

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		<b>PURCHASE REQUISITION</b>		
PO Number <b>00513 150 943</b>		eDAS Work Request Number:		Date <b>5-30-13</b>
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty.	Invoice #	Description	Unit Cost	Total Cost
<b>3</b>	<b>77910</b>	<b>Trouble shooting for camera's @ 150 Des Moines st</b>	<b>\$105.00</b>	<b><del>\$315.00</del> 315.00</b>
				<b>TOTAL</b>
				<b><del>\$315.00</del></b>
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				<b>\$315.00</b>
<b>Baker Group</b>				
<b>RECEIVED MAY 30 2013</b>				
Product/Service:		Requested by: <b>Josh Davenport</b>		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	<b>150 Des Moines st</b>			
Supervisor Approval:	<b>[Signature]</b>	CCM Administrator Approval:	<b>[Signature]</b>	
Accounting Codes	<b>(FY13) 005-0674-X674 - 08 - 406 - 2370 - 3881 -005-</b>			

Contract # \_\_\_\_\_ If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

*[Handwritten signature]*

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 77910

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA 150 BLDG 150 DES MOINES STREET  DES MOINES IA 50309
---	--

Invoice #: 77910	Date: 05/23/13	Customer P.O. #:
Payment Terms: NET 30 DAYS		Salesperson:
Customer Code: 18110		

Remarks: STATE OF IA 150 BLDG WO# 37194

Quantity	Description	U/M	Unit Price	Extension
	TROUBLE SHOOT PTZ CAMERA DROPPING OFF LINE. MOVED TO DIFFERENT ENCODER AND MOVE CABLE TO DIFFERENT PORT.			
2.00	LABOR USED	HRS	105.00	210.00
			<b>Subtotal:</b>	<b>210.00</b>
			<b>Total:</b>	<b>210.00</b>

**RECEIVED**

MAY 29 2013

**D.A.S. FINANCE**

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 77.37194

DATE 4/24/13	SERVED BY Craed
CUSTOMER CONTACT Josh D.	CUSTOMER PO#
JOB NAME State of IA	
JOB LOCATION Town Workforce Development	
JOB PHONE	COMPLETED YES _____ NO _____

**BILL TO** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF WORK:**  
 Exterior PTZ camera constantly dropping offline, checked the camera with spot monitor and image was still present swapped camera lead to different encoder, also moved patch cable on switch from port 8 to 16 for PTZ camera & reception camera from port 11 to 18.  
 Need to monitor for dropping offline.

**RECOMMENDATIONS:**

MAKE _____
MODEL _____
SERIAL # _____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					4/24	2	RT	
<b>TOTAL LABOR</b>					<b>RECEIVED</b> MAY 29 2013 D.A.S. FINANCE			
<b>TOTAL MATERIAL</b>								
<b>TOTAL EQUIPMENT</b>								
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX	TOTAL		
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

ENTERED MAY 03 2013

CUSTOMER SIGNATURE \_\_\_\_\_  
 I hereby acknowledge the satisfactory completion of work described above.



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 77910

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA 150 BLDG 150 DES MOINES STREET  DES MOINES IA 50309
---	--

<b>Invoice #:</b> 77910 <b>Date:</b> 05/23/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: STATE OF IA 150 BLDG WO# 37194

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT PTZ CAMERA DROPPING OFF LINE. MOVED TO DIFFERENT ENCODER AND MOVE CABLE TO DIFFERENT PORT.				
2.00	LABOR USED	HRS	105.00	210.00
			<b>Subtotal:</b>	<b>210.00</b>
			<b>Total:</b>	<b>210.00</b>

**RECEIVED**

MAY 29 2013

D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 7137194

DATE 4/24/13	SERVICED BY Cred
CUSTOMER CONTACT Josh O.	CUSTOMER PO#
JOB NAME Stank of IA	
JOB LOCATION Town Workarea Development	
JOB PHONE	COMPLETED YES _____ NO _____

BILL TO \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF WORK:**  
 Exterior PTZ camera constantly dropping offline, checked the camera with spot monitor and image was still present. Swapped camera head to different encoder, also moved patch cable on switch from port 8 to 16 for PTZ camera & reception camera from port 11 to 19.  
 Need to monitor for dropping offline.

**RECOMMENDATIONS:**

MAKE _____
MODEL _____
SERIAL # _____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					4/24	2	RT	
					<b>RECEIVED</b>			
					MAY 29 2013			
TOTAL MATERIAL					TOTAL LABOR		TOTAL MATERIALS FINANCE	
TOTAL EQUIPMENT					TAX		TOTAL	
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT				
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
 90 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

ENTERED MAY 03 2013

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000

*Linda*



00513 150 943

### Invoice 77090

<b>Bill to:</b> STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	<b>Job:</b> STATE OF IA 150 BLDG 150 DES MOINES STREET  DES MOINES IA 50309
---	--

Invoice #: 77090	Date: 04/22/13	Customer P.O. #:
Payment Terms: NET 30 DAYS		Salesperson:
Customer Code: 18105		

Remarks: STATE OF IA 150 BLDG WO# 37056

Quantity	Description	U/M	Unit Price	Extension
CALLED TO CHECK CAMERA ISSUES. ASKED TO LEAVE UPON ARRIVAL AND DIFFERENT COMPANY WAS THERE DOING REPAIR.				
1.000	LABOR USED	HRS	105.00	105.00
<b>Subtotal:</b>				<b>105.00</b>
<b>Total:</b>				<b>105.00</b>

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JUL 02 2013  
D.A.S. FINANCE

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 78271

<b>Bill to:</b> TERRACE HILL 2300 GRAND AVE ATTN MIKE MINOR DES MOINES, IA 50312	<b>Job:</b> TERRACE HILL 2300 GRAND AVE  DES MOINES IA 50312
--	---

<b>Invoice #:</b> 78271 <b>Date:</b> 05/31/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 10436	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: TERRACE HILL WO# 37497

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT NO COOLING ON THIRD FLOOR. DEBRIS WAS FOUND IN				
CONDENSATE WATER LEVEL SENSOR, REMOVED, AND RESET UNIT.				
3.00	LABOR USED	HRS	101.00	303.00
1.00	LABOR USED	HRS	151.50	151.50
			<b>Subtotal:</b>	<b>454.50</b>
			<b>Total:</b>	<b>454.50</b>

0001-005-THIL-2512 ✓

RECEIVED  
 JUN 26 2013  
 D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

# SERVICE ORDER



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

JOB NUMBER  
31-37497

DATE 5/9/13	SERVED BY Steve C.
CUSTOMER CONTACT Mike Minor	CUSTOMER PO#
JOB NAME No Cooling on third floor of Governor's Mansion	
JOB LOCATION Terrace Hill	
JOB PHONE 515-494-4679	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

Third Floor of Governor's Mansion has no cooling. Checked out condensing unit and found nothing wrong with unit. Tried to reset system and that wouldn't work. Checked out code and found that unit # 25 FCU not working. Found a dead fly at condensate water level sensor in condensate. It was giving a false reading on water level. Removed fly and reset system and working good.

**RECOMMENDATIONS:**

MAKE FCU # 25  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					5/9	3	R	
					5/9	1.5	OT	
RECEIVED JUN 26 2013 D.A.S. FINANCE					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
					TOTAL EQUIPMENT			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

PAID MAY 15 2013





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JUL 10 2012

### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Jay Young Date 6-25-12

CCM Administrator: [Signature] Date 6-25-12

Purchasing: Kirk A. Fisher Date 7/11/12

Legal Counsel: Thomas Lynn Date 7/20/12

Doug Woodley: [Signature] Date 7.11.12

Mike Carroll: [Signature] Date 7/24/12

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan)

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker) ✓

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

This is to replace the pneumatic actuators with electric when the faulty outside air dampers are replaced on air handlers 1 and 2 at the Lucas Building.

Director's comments:

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



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AUG 28 2012

D.A.S. FINANCE

Invoice 103695

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FACILITIES MGMT CTR - CCM DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 103695 <b>Invoice date:</b> 08/24/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513192994 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.7217

Quantity	U/M	Part Number	Description	Unit Cost	Extension
24.00	EA	IGCA161.1U	ACTUATOR	213.910	5,133.84
6.00	EA	IRIBU1C	RELAYS	15.160	90.96
1.00	EA	I20/2 WIRE	BLUE W/LT BLUE STRIPE	113.100	113.10
1.00	EA	I14/2 WIRE	24V, BLUE	321.200	321.20
				<b>Total:</b>	<b>5,659.10</b>







**Shipment Receipt**

Transaction Date: 26 Jun 2012

Tracking Number: 1Z5371960395187468

1 Address Information		
<b>Ship To:</b> STATE OF IOWA DEPT. OF ADMIN. ATTN: JAY YOUNG 109 SE. 13TH. ST. FAC.MGMT / JAY YOUNG DES MOINES IA 503199018	<b>Ship From:</b> BAKER GROUP Jimmy Fane 4224 HUBBELL AVE DES MOINES IA 50317 Telephone:5152624000 x4292	<b>Return Address:</b> BAKER GROUP Jimmy Fane 4224 HUBBELL AVE DES MOINES IA 50317 Telephone:5152624000 x4292

2 Package Information			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1. 2.0 lbs	Other Packaging		Cost Center - 70 Job Number/Description - 73.7190

3 UPS Shipping Service and Shipping Options	
<b>Service:</b> Guaranteed By: 27, 2012 Shipping Fees Subtotal: Transportation Fuel Surcharge	UPS Ground Service End of Day Wednesday, Jun 6.34 USD 5.84 USD 0.50 USD

4 Payment Information	
Bill Shipping Charges to: Daily rates were applied to this shipment Total Charged:	Shipper's Account 537196 6.34 USD

Note: Your invoice may vary from the displayed reference rates.  
 \* For delivery and guarantee information, see the UPS Service Guide. To speak to a customer service representative, call 1-800-PICK-UPS for domestic services and 1-800-782-7892 for international services.

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 103557

Bill To: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN ATTN: JAY YOUNG 109 SE 13TH ST DES MOINES, IA 50319
--	--

Invoice #: 103557    Invoice date: 07/19/12	P.O.#: 00513192945
Payment terms: DUE UPON RECEIPT	Ship via: UPS GROUND
Customer code: 18110	Salesperson:

Remarks: 73.7190A

Quantity	U/M	Part Number	Description	Unit Cost	Extension
6.00	EA	IGCA161.1U	DAMPER ACTUATOR	213.910	1,283.46
				Total:	1,283.46

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JUL 23 2012  
D.A.S. FINANCE



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 103562

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 19TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 103562 <b>Invoice date:</b> 07/19/12	<b>P.O.#:</b> 00513192947
<b>Payment terms:</b> DUE UPON RECEIPT	<b>Ship via:</b> UPS GROUND
<b>Customer code:</b> 18110	<b>Salesperson:</b>

Remarks: 73.7201

Quantity	U/M	Part Number	Description	Unit Cost	Extension
30.00	EA	IRIBU1C	RIBU1C	15.160	454.80
				<b>Total:</b>	<b>454.80</b>

**RECEIVED**

JUL 23 2012

**D.A.S. FINANCE**



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



RECEIVED

AUG 28 2012

D.A.S. FINANCE

Invoice 103699

Bill To: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
--	--

Invoice #: 103699      Invoice date: 08/24/12 Payment terms: DUE UPON RECEIPT Customer code: 18110	P.O.#: 00513212940M Ship via: UPS GROUND Salesperson:
--	---

Remarks: 73.7222

Quantity	U/M	Part Number	Description	Unit Cost	Extension
10.00	EA	1106694103	MCQUAY HEAT PUMP REV VALVE	30.770	307.70
10.00	EA	1056792402	MCQUAY HEAT PUMP MARK 4 BD	303.080	3,030.80
10.00	EA	1668105601	MCQUAY HEAT PUMP MTIII BD	137.150	1,371.50
				<b>Total:</b>	<b>4,710.00</b>

**Mattson, Teresa [DAS]**

---

**From:** Walker, Shirley [DAS]  
**Sent:** Tuesday, September 18, 2012 1:10 PM  
**To:** Mattson, Teresa [DAS]  
**Subject:** FW: Baker Group-Jay Y  
**Attachments:** Baker Group 00513212940M.pdf

This one is ok to pay for \$4,710.00 per Jay Young. Thanks.

---

**From:** Mattson, Teresa [DAS]  
**Sent:** Tuesday, September 18, 2012 9:28 AM  
**To:** Walker, Shirley [DAS]  
**Subject:** Baker Group-Jay Y and Lennie C (hold until Baker checks who's oil was used)

I apologize in advance for the amount of emails but figured it is better to break this stuff up. I have a pile of issues so bear with me.

**BAKER GROUP**

PO# 00513212940M – We have an invoice for 4710 of the 4810. Wondering if we are getting a bill for the Solenoid coils or if this is done.

Invoice 70848 – No PO. Work done on CEP

Thanks,  
Teresa





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



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AUG 28 2012

D.A.S. FINANCE

Invoice 103704

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 103704 <b>Invoice date:</b> 08/24/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513219947M <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	--

Remarks: 73.7227

Quantity	U/M	Part Number	Description	Unit Cost	Extension
10.00	EA	ITR75VA005	TRANSFORMER	26.950	269.50
10.00	EA	IRIBL3C	RELAY	43.490	434.90
1.00	EA	ITECUMSEH	COMPRESSOR	492.750	492.75
1.00	EA	IBRISTOL	COMPRESSOR	979.550	979.55
				<b>Total:</b>	<b>2,176.70</b>



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



RECEIVED

AUG 28 2012

D.A.S. FINANCE

# Invoice 103703

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
---	---

<b>Invoice #:</b> 103703 <b>Invoice date:</b> 08/24/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513219948 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.7226

Quantity	U/M	Part Number	Description	Unit Cost	Extension
5.00	EA	1171A-10210	BALL VALVE ASSEMBLY	96.700	483.50
				<b>Total:</b>	<b>483.50</b>



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



00513 228 841

# Invoice 69944

<b>Bill to:</b> STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	<b>Job:</b> IOWA HIGHWAY PATROL POST 1 260 NW 48TH PL DES MOINES IA 50313
---	--

<b>Invoice #:</b> 69944 <b>Date:</b> 07/31/12	<b>Customer P.O. #:</b>
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>
<b>Customer Code:</b> 18105	

Remarks: IOWA HIGHWAY PATROL WO# 33379

Quantity	Description	U/M	Unit Price	Extension
ADDED REFRIGERANT TO ATTIC A/C UNIT.				
2.50	LABOR USED	HRS	100.00	250.00
1.00	MATERIAL USED		70.00	70.00
			<b>Subtotal:</b>	<b>320.00</b>
			<b>Total:</b>	<b>320.00</b>

RECEIVED  
AUG 15 2012

I certify this work was done after/before

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

RECEIVED  
AUG 06 2012

STATE DESIGN & CONSTRUCTION  
RESOURCES BUREAU

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 31.33379

DATE 7-20-2012	SERVED BY KYLE M
CUSTOMER CONTACT Craig	CUSTOMER PO#
JOB NAME IA State Patrol	
JOB LOCATION	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO IA State Patrol

---



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**DESCRIPTION OF WORK:**

checked out AC unit in attic. Charged system with R-22 Rechargeant 2lbs total. ~~W/RT~~ to return to fix leak.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
 MODEL \_\_\_\_\_  
 SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
2 lbs	R22 recharge.	5			7/20	2 1/2	RT	
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
TOTAL EQUIPMENT					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

RECEIVED  
 AUG 15 2012

Thank You

ENT'D JUL 25 2012

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 103789

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH STREET FACILITIES MGMT CTR--CCM DES MOINES, IA 50319
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<b>Invoice #:</b> 103789 <b>Invoice date:</b> 09/18/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513236942 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.7342

Quantity	U/M	Part Number	Description	Unit Cost	Extension
6.00	EA	IGCA121.1U	DAMPER ACTUATOR	166.600	999.60
1.00	EA	ISHIPPING	NO CHARGE PER STATE CONTRACT	0.000	0.00
				<b>Total:</b>	<b>999.60</b>

**RECEIVED**  
 SEP 21 2012  
 D.A.S. FINANCE





BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 103797

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
<b>Invoice #:</b> 103797 <b>Invoice date:</b> 09/18/12	<b>P.O.#:</b> 00513249940
<b>Payment terms:</b> NET 30 DAYS	<b>Ship via:</b> UPS GROUND
<b>Customer code:</b> 18110	<b>Salesperson:</b>

Remarks: 73.7351

Quantity	U/M	Part Number	Description	Unit Cost	Extension
5.00	EA	IA70GA-1C	LOW TEMP SENSOR	150.460	752.30
				<b>Total:</b>	<b>752.30</b>

**RECEIVED**  
SEP 21 2012  
D.A.S. FINANCE

Baker Group

Department of Administrative Services		<b>PURCHASE REQUISITION</b>		
General Services Enterprise - Capitol Complex Maintenance				
PO Number <b>00513 265 940</b>		eDAS Work Request Number: #		Date 9/20/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
15		540-680FB Thermostat, White	113.40	1701.00
5		GDE131.1P Open Air Actuator	59.86	299.30
10		536-811 Discharge Air Sensor	18.44	184.40
5		QFM2101 Humidity/Temperature Sensor	136.00	680.00
				<b>TOTAL</b>
				<b>\$2864.70</b>
<b>VENDOR INFORMATION (Vendor name, street, city/state/zip, &amp; phone number)</b>				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000 <div style="text-align: center; opacity: 0.5;">RECEIVED SEP 21 2012</div>				
Product/service:	HVAC Replacement Stock	Requested by: Jay Young and Phil Pickett		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Capitol Complex			
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>			
Accounting Codes	(FY13) 005-674-4674-35-406-2496-4185 (70% - \$2,005.29) 005-0001-5330-35-406-2496-4185 (30% - \$859.41)			

- Contract # CT3537-09 If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30<sup>th</sup>), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

AB 9-26-12

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 103896

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FACILITIES MGMT CTR DES MOINES, IA 50319
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<b>Invoice #:</b> 103896 <b>Invoice date:</b> 10/16/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513265940 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
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Remarks: 73.7367

Quantity	U/M	Part Number	Description	Unit Cost	Extension
15.00	EA	I540-680FB	THERMOSTAT	113.400	1,701.00
5.00	EA	IGDE131.1P	ACTUATOR	59.860	299.30
10.00	EA	I536-811	D/C SENSOR	18.440	184.40
5.00	EA	IQFM2101	HUM/TEMP SENSOR	136.000	680.00
				<b>Total:</b>	<b>2,864.70</b>

**RECEIVED**

OCT 18 2012

**D.A.S. FINANCE**



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 103893

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH STREET FACILITIES MGMT CTR, CCM DES MOINES, IA 50319
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<b>Invoice #:</b> 103893 <b>Invoice date:</b> 10/16/12 <b>Payment terms:</b> DUE UPON RECEIPT <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513265948 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
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Remarks: 73.7364

Quantity	U/M	Part Number	Description	Unit Cost	Extension
2.00	EA	!DCPA-1.2	DCPA-1.2	86.520	173.04
2.00	EA	!DT13E-24	DT13E-24	151.440	302.88
2.00	EA	!CSP-5001	CSP-5001	235.200	470.40
				<b>Total:</b>	<b>946.32</b>

RECEIVED  
 OCT 18 2012  
 D.A.S. FINANCE



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 70848

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE ENERGY PLANT DES MOINES IA 50319
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<b>Invoice #:</b> 70848 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Date:</b> 08/31/12 <b>Salesperson:</b>	<b>Customer P.O. #:</b>
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Remarks: STATE OF IA POWER PLANT WO# 33805

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT GEAR BOX 3 ON COOLING TOWER MAKING NOISE. FLUSH WATER, OIL AND SLUDGE OUT OF GEAR BOX AND PUT IN FRESH OIL.				
6.50	LABOR USED	HRS	100.00	650.00
1.50	LABOR USED	HRS	150.00	225.00
1.00	MATERIAL USED			
			<del>1,865.14</del>	<del>1,865.14</del>
			<b>Subtotal:</b>	<del>2,740.14</del>
			<b>Total:</b>	<u>2,740.14</u>

9-24-12  
 CCM provided the oil so Baker will credit \$1,865.14 per Lannie C. shw

Pay \$825.00

RECEIVED  
 SEP 25 2012

D.A.S. FINANCE  
 SEP 10 2012

RECEIVED

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 70848

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA POWER PLANT COURT AVE ENERGY PLANT DES MOINES IA 50319
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<b>Invoice #:</b> 70848 <b>Date:</b> 08/31/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: STATE OF IA POWER PLANT WO# 33805

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT GEAR BOX 3 ON COOLING TOWER MAKING NOISE. FLUSH WATER, OIL AND SLUDGE OUT OF GEAR BOX AND PUT IN FRESH OIL.				
6.50	LABOR USED	HRS	100.00	650.00
1.50	LABOR USED	HRS	150.00	225.00
1.00	MATERIAL USED		1,865.14	1,865.14
			<b>Subtotal:</b>	<b>2,740.14</b>
			<b>Total:</b>	<b>2,740.14</b>

**RECEIVED**  
 SEP 10 2012  
 D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
3133825

DATE <u>8-7-12</u>	SERVICED BY <u>MIKE MORAN</u>
CUSTOMER CONTACT <u>LENNY</u>	CUSTOMER PO#
JOB NAME <u>NOISY TOWER GEARBOX #3</u>	
JOB LOCATION <u>STATE OF IA ENERGY PLANT</u>	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO STATE OF IA

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**DESCRIPTION OF WORK:**  
COOLING TOWER #3 - GEARBOX MAKING NOISES - CHECKED OIL, LEVEL OVER FILLED -  
DRAINED GEARBOX - 6 gal FLUID DRAINED OUT - WATER, OIL, SLUDGE, FLUSHED  
GEARBOX WITH FRESH OIL UNTIL DRAIN LINE RUN CLEAN OIL - FILLED GEARBOX  
TO FULL MARK WITH TOWER NOT RUNNING - 3gal SAE 68 - GEARBOX STILL  
MAKING NOISE

**RECOMMENDATIONS:**

MAKE MARLEY

MODEL \_\_\_\_\_

SERIAL # \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					<u>8-7</u>	<u>5.5</u>	<u>R</u>	
<b>TOTAL LABOR</b>								
<b>TOTAL MATERIALS</b>								
<b>TOTAL EQUIPMENT</b>								
<b>TOTAL</b>								

**RECEIVED**  
 SEP 10 2012  
 D.A.S. FINANCE

<small>This is time on the job and travel. Please sign if above time is correct.          90 Days Warranty on labor. Parts Warranty as per manufacturer.</small>					<b>TOTAL EQUIPMENT</b>			
--	--	--	--	--	------------------------	--	--	--

Thank You



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**31.33805**

DATE <b>8-15-16</b>	SERVICED BY <b>MIKE MORIN</b>
CUSTOMER CONTACT <b>LENNY</b>	CUSTOMER PO#
JOB NAME <b>NOISY TOWER #3</b>	
JOB LOCATION <b>STATE OF IOWA</b>	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>

BILL TO STATE of IA

**DESCRIPTION OF WORK:**  
 COOKING TOWER #3 = NOISY + VIBRATION IN STRUCTURES; AS SPEED WAS REDUCED, ABLE TO TELL NOISE COMING FROM GEARBOX - CHECKED OIL LEVEL FOR GEARBOX, IT WAS 3/4" ABOVE FULL ON DIPSTICK - SHUT DOWN UNIT TO DRAIN DOWN OIL - WATER DRAINED FROM STAND PIPE FIRST - THEN CONTAMINATED OIL (THICK-CLUMPY) GEARBOX AND INSIDE OF TOWER HAD OIL SPRAY ON IT - CHECKED GEARBOX VENT AND IT WAS CLEAR - LOOKED LIKE OIL WAS COMING OUT OF VENT AND THEN BEING BLOWN BY FAN

**RECOMMENDATIONS:**  
 DRAIN + FLUSH OIL

MAKE <b>MARLEY</b>
MODEL
SERIAL #

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					8-15	1.0	R	
					8-15	1.5	OT	
<b>RECEIVED</b> SEP 10 2012 <b>D.A.S. FINANCE</b>					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
TOTAL MATERIAL					TAX			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TOTAL			
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
 90 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENTD AUG 17 2012



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 103903

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319
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<b>Invoice #:</b> 103903 <b>Invoice date:</b> 10/16/12 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00513269943 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
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Remarks: 73.7374

Quantity	U/M	Part Number	Description	Unit Cost	Extension
7.00	EA	IGCA121.1U	ACTUATOR	166.600	1,166.20
4.00	EA	IGCA161.1U	ACTUATOR	213.910	855.64
14.00	EA	IASK75.1U	ASK75.1U	69.490	972.86
				<b>Total:</b>	<b>2,994.70</b>

RECEIVED

OCT 18 2012

D.A.S. FINANCE

Baker Group

Department of Administrative Services <b>PURCHASE REQUISITION</b> General Services Enterprise - Capitol Complex Maintenance				
PO Number <b>00513 286 940</b>		eDAS Work Request Number: #		Date 10/12/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
10		PXP2.3GFS	192.00	1920.00
				<b>TOTAL</b>
				<b>\$1920.00</b>
<b>VENDOR INFORMATION (Vendor name, street, city/state/zip, &amp; phone number)</b>				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000 <div style="text-align: center; margin-top: 20px;"> <b>RECEIVED</b>  <b>OCT 17 2012</b> </div>				
Product/service:	HVAC Replacement Stock		Requested by: Jay Young and Phil Pickett	
			<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#	
Building:	New Historical			
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>			
Accounting Codes	(FY13) 005- 674-X674-18-406-2496-4185 (70% - \$1,374.00) 005-0001-5330-18-406-2496-4185 (30% - \$576.00)			

Contract # CT3537-09 If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30<sup>th</sup>), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 103944

Bill To: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
--	--

Invoice #: 103944    Invoice date: 10/31/12	P.O.#: 00513286940
Payment terms: NET 30 DAYS	Ship via: UPS GROUND
Customer code: 18110	Salesperson:

Remarks: 73.7391

Quantity	U/M	Part Number	Description	Unit Cost	Extension
10.00	EA	IPXP2.3FGS	PXP	192.000	1,920.00
				Total:	1,920.00

**RECEIVED**  
NOV 06 2012  
D.A.S. FINANCE





**Haines, David [DAS]**

---

**From:** Gates, Daniel [DAS]  
**Sent:** Wednesday, November 28, 2012 10:07 AM  
**To:** Haines, David [DAS]  
**Subject:** FW: Reconnection of the Cooler Condensing unit on the Roof of the Labs  
**Attachments:** Baker group.pdf

Can we get this one changed also

---

**From:** Ryan English [mailto:englishr@TheBakerGroup.com]  
**Sent:** Wednesday, November 28, 2012 9:45 AM  
**To:** Gates, Daniel [DAS]  
**Subject:** Reconnection of the Cooler Condensing unit on the Roof of the the Labs

Dan

*ok Steve*

I have the final bill setting on my desk and the total is \$3,016.44. I am sure this exceed the original PO because the scope of work is completely different than we discussed. Please send me a revised PO today as I need to get this bill out by tomorrow

Thanks

Ryan English  
Project Manager

**Baker Group**  
*Expect The Best*

Office: 515.299-4052  
Cell: 515-559-3704  
Fax: 515.299-4053

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Please consider the environment before printing this email

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BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 72991

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD  ANKENY IA 500239093
---	--

<b>Invoice #:</b> 72991 <b>Date:</b> 11/29/12 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00513 298 945 <b>Salesperson:</b>
---	--

Remarks: STATE OF IOWA LABS 03-31-09 WO# 34702

Quantity	Description	U/M	Unit Price	Extension
HOOK UP BOHN COOLER ON ROOF. LEAK CHECKED, PRESSURIZED REFRIGERANT LINES.				
26.50	LABOR USED	HRS	100.00	2,650.00
1.00	MATERIAL USED		366.44	366.44
			<b>Subtotal:</b>	<b>3,016.44</b>
			<b>Total:</b>	<b>3,016.44</b>

**RECEIVED**  
 DEC 04 2012  
 D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 282-4000  
Fax (515) 282-0380

# SERVICE ORDER

JOB NUMBER  
31-34709

DATE 10-31-12	SERVICED BY Scott
CUSTOMER CONTACT Dan Gates	CUSTOMER PO#
JOB NAME State of Ia. Labs	
JOB LOCATION 250 S. Ankeny Blvd	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**  
Checked operation of cooler. Found compressor oil due to oil press. safety switch, Reset, Checked operating refrigerant pressure, low pressure and ton, cold cooler temperature. Troubleshoot with Dan, Determined hot gas by-pass valve not operating, located control wires to valve disconnected at control panel, Connected wiring and checked operation

**RECOMMENDATIONS:**  
Continued to monitor cooler temp and comp operation, Maintaining temp. at this time

Moisture in system is a concern

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					10-31	3 1/2	R	
<b>RECEIVED</b>								
DEC 04 2012								
<b>D.A.S. FINANCE</b>								
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL MATERIALS</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENTD NOV 07 2012



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
31-34702

DATE 10-30-12	SERVICED BY JOSH
CUSTOMER CONTACT Dan Gates	CUSTOMER PO#
JOB NAME State of Iowa Lab.	
JOB LOCATION 2250 S. ANTHONY BLVD	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

**BILL TO** State of Iowa Dept. of  
Admin, State Accounting  
Enterprise, 1305 E. Walnut  
5<sup>th</sup> Fl. Hoover, DSM IA 50319

**DESCRIPTION OF WORK:**  
Connect BOHN related to cool to cooler evapor unit  
Found refrigerant lines on roof exposed to rain and  
outdoor conditions, Pressurized lines to reduce  
water. Gathered material, piped section from  
roof penetration to condensing unit (Suction, Liquid,  
Hot gas By-pass) Leak checked, started to evapor.  
system, Found a large amount of water in

**RECOMMENDATIONS:**  
Vacuum pump oil, Changed pump oil  
three times, Before final step,  
installed liquid lines dryer,  
pulled final vacuum, Added refrigerant  
and started unit, Oil press. issued?

MAKE BOHN-Cooler  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
<b>RECEIVED</b>					10-26	8	R	
DEC 04 2012					10-27	7	R	
<b>D.A.S. FINANCE</b>					10-30	8	R	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
	Vacuum pump				TOTAL			
	Torch set							
					TOTAL EQUIPMENT			

Thank You

This is time on the job and travel. Please sign if above time is correct.  
Days Warranty on labor, Parts Warranty as per manufacturer.

CUSTOMER  
SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENTD OCT 31 2012



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



# Invoice 104030

Bill To: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN 109 SE 13TH STREET ATTN: JAY YOUNG DES MOINES, IA 50319
--	--

Invoice #: 104030    Invoice date: 11/29/12	P.O.#: 00513324940
Payment terms: DUE UPON RECEIPT	Ship via: UPS GROUND
Customer code: 18110	Salesperson:

Remarks: 73.7418

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	18G2SHLD	18/2 SHIELDED WIRE	155.250	155.25
				<b>Total:</b>	<b>155.25</b>

**RECEIVED**  
DEC 04 2012  
**D.A.S. FINANCE**



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 104153

Bill To: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Ship To: STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FACILITIES MGMT CTR--CCM DES MOINES, IA 50319
--	---

Invoice #: 104153    Invoice date: 12/26/12 Payment terms: NET 30 DAYS Customer code: 18110	P.O.#: 00513345943 Ship via: UPS GROUND Salesperson:
---	--

Remarks: 73.7797

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	1171E-10321S	BALL VALVE ASSEMBLY, 1 1/4"	235.200	235.20
				<b>Total:</b>	<b>235.20</b>

RECEIVED  
 DEC 28 2012  
 D.A.S. FINANCE



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 84601

<b>Bill to:</b> TERRACE HILL 2300 GRAND AVE ATTN MIKE MINOR DES MOINES, IA 50312	<b>Job:</b> TERRACE HILL 2300 GRAND AVE  DES MOINES IA 50312
--	---

<b>Invoice #:</b> 84601 <b>Date:</b> 12/31/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 10436	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: TERRACE HILL WO# 40894

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT NO HEAT IN BASEMENT AND FIRST FLOOR. ADDED SIXTEEN POUNDS OF REFRIGERANT. WILL NEED TO DRAIN AND LEAK TEST IN THE SPRING.				
7.500	LABOR USED	HRS	103.00	772.50
1.000	LABOR USED	HRS	154.50	154.50
1.000	MATERIAL USED		106.56	106.56
			<b>Subtotal:</b>	<b>1,033.56</b>
			<b>Total:</b>	<b>1,033.56</b>

2496

RECEIVED

JAN 22 2014

D.A.S. FINANCE



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
31-40894

DATE 12/27/13	SERVED BY Steve C.
CUSTOMER CONTACT Mike Minor	CUSTOMER PO#
JOB NAME 1A21B not heating	
JOB LOCATION Terrace Hill	
JOB PHONE 494-4679	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

Mitsubishi unit not heating basement and First Floor. Hooked up computer to system and found that we have a leak in system. Talked with Mike Minor and decided to add refrigerant to system to make it to spring. In spring, we need to take out refrigerant to look for leak. I added 6 pounds of refiig. to get system back to working correctly.

**RECOMMENDATIONS:**

MAKE Mitsubishi 1A21B  
MODEL PQR4-P120V11HA  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	R410-A bottle	5			12/27	7.5	R	
					12/27	1	OT	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			

TOTAL EQUIPMENT RECEIVED

Thank You

JAN 22 2014

D.A.S. FINANCE

ENT'D DEC 30 2013

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.



35-2,730,96

State of Iowa CCTV

10/08/2013

Picked up three PTZ cameras and sent into Pelco for repair.

Sn/ 34339E, s/n 02010090056 and s/n 94858C, BG PO# 69015 \$980.00 35

Labor 1 HR @ 105.00 \$105.00

Total \$1,085.00

11/07/2013 & 11/18/2013

Tunnel entry Camera

Trouble shoot tunnel entry camera and cabling.

BG PO # 70374 & 73807 \$798.00

Labor 4.5 HR @ \$015.00 \$472.50

Total \$1,270.50

11/08/2013

Trouble shoot PTZ camera in the Jessie Parker Building. 05

Labor 5.5 HR @ \$105.00 \$577.50

RECEIVED

JAN 28 2014

11/19/2013

Trouble shoot and repair parking gate at east end of the Old Historical Building 35

Labor 2 HR @ \$105.00 \$210.00

BG PO# 74855 \$165.46

Total \$375.46

01/09/2014

Third Floor DPS Building PTZ 14

Labor 2 HR @ \$105.00

\$210.00

BG PO # 74875

\$752.00

Total

\$962.00

RECEIVED  
JAN 28 2014

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 85561

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: CAPITOL BUILDING  DES MOINES IA 50319
--	--

Invoice #: 85561	Date: 01/31/14	Customer P.O. #: 00514028957
Payment Terms: NET 30 DAYS	Salesperson:	
Customer Code: 18110		

Remarks: CAPITOL BUILDING WO# 39645

Quantity	Description	U/M	Unit Price	Extension
CAPITOL COMPLEX - CCTV REPAIRS				
15.00	LABOR USED	HRS	105.00	1,575.00
1.00	MATERIAL USED		2,655.25	2,655.25
1.00	TRIP CHARGE		39.71	39.71
			<b>Subtotal:</b>	<b>4,269.96</b>
			<b>Total:</b>	<b>4,269.96</b>

The original invoice is not available and has not been paid as of 1-4-14 TC

RECEIVED  
FEB 14 2014  
D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.









Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 282-4000  
Fax (515) 282-0380

# SERVICE ORDER

JOB NUMBER  
77-39645

DATE 11-07-13	SERVED BY Jason M. Brown
CUSTOMER CONTACT Travis Christensen	CUSTOMER PO#
JOB NAME State of Iowa Complex	
JOB LOCATION	
JOB PHONE	COMPLETED YES _____ NO <u>X</u>

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11-07 The replaced camera in the tunnel entry was still not online. Travis had found what he believed to be the cable but it was cut. I put a connector on it but still had no video. After tracing the cable through the frame of the wall I found a short. After repairing this with a splice the camera has video down to the tunnel where the cable is cut. We found the fiber link in the energy plant. We will need to run a new wire to this point to get the camera online.  
11-08 We started working on the Jessle Parker Building ptz camera. This unit had stopped moving. When we put the camera in we can hear it trying to move but it can't do a self test.

When we disconnect the power to the fans and heaters it works fine. We tried to replace the control board with the one from Travis' test bench but when we installed we got the same response. The power supply is not strong enough to power the camera and the heaters. We were unable to find the power.

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

	DATE	HRS.	RATE	AMOUNT
Picked up some cable and connectors for replacing the tunnel camera line and for extra stock	11-07	3	REG	
	11-08	5.5	REG	
PO#73807				


This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor, Parts Warranty as per manufacturer.

*Thank You*

ENTERED NOV 15 2013

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.





Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 282-4000  
 Fax (515) 282-0380

# SERVICE ORDER

JOB NUMBER

77-39645

DATE

10-08-2013

SERVED BY

Jason M. Brown

CUSTOMER CONTACT

Cody Smith

CUSTOMER PO#

JOB NAME

Capitol Complex

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

BILL TO

Picked up 3 Pelco PTZ cameras from the site and sent them to Pelco for repairs.

MAKE

MODEL

SERIAL #

							DATE	HRS.	RATE	AMOUNT
							10-08	1	reg	

Time on the job and travel. Please sign if above time is correct.  
 Warranty on labor. Parts Warranty as per manufacturer.

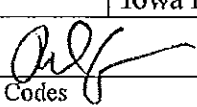
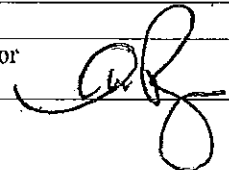
Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENTERED OCT 09 2013

*Baker Group*

Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number		eDAS or Work Order Number (circle one):		Date
00514 038 952		19444		1-30-2014
Bill To:		Ship To:		
Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Iowa Dept. of Administrative Services Iowa Labs---CCM Room C115 2224 S Ankeny Blvd Ankeny, IA 50023		
Qty	Invoice #	Description	Unit Cost	Total Cost
1		Sensor Conductivity w/10ft Cord, Myron L CS-51		\$284.70
1		Myron L Digital Conductivity/TDS Monitor/Controller, Model 758II		\$741.25
		Conductivity probe and meter for the cooling tower water treatment		
				TOTAL
				\$1,025.95
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave. Des Moines, Iowa 50317 515-262-4000		RECEIVED FEB 07 2014		
Product/service:	Product	Requested by: Dan Gates		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Iowa Labs			
Supervisor Approval:			CCM Administrator Approval:	
Accounting Codes				
	(FY14) 005-0674-X674-15-302-2222-4185 005-			

Contract # 3165-12 If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport.
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See Dave to submit electronic forms)
3. If purchase is greater than \$5,000, attach a Departmental approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



Baker Group

Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

January 6, 2014

Mr. Jay Young  
State of Iowa, Dept of Admin  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty. 1 Sensor Conductivity w/10ft Cord, Myron L CS-51 Price: \$284.70

Qty. 1 Myron L Digital Conductivity/TDS Monitor/Controller, Model 758II  
Price: \$741.25

Lead time is one week. No charge for shipping.

Thank you,

Marla Schmitz  
Baker Group  
515.299.4050

RECEIVED  
FEB 07 2014

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 106187

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> IOWA LABS 2224 S. ANKENY BLVD CCM RM C115 ANKENY, IA 50023
---	--

<b>Invoice #:</b> 106187 <b>Invoice date:</b> 03/18/14 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00514038952 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.9024

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	IMODEL 75811	CONDUCTIVITY CONTROLLER	741.250	741.25
1.00	EA	ICS51	SENSOR CONDUCTIVITY W/10'CORD	284.700	284.70
				<b>Total:</b>	<b>1,025.95</b>

RECEIVED

MAR 20 2014

DAS FINANCE



207047182

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



### Invoice 84560

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> CAPITAL COMPLEX MAINTENANCE 5912 NW 2ND AVE  DES MOINES IA
---	---

<b>Invoice #:</b> 84560 <b>Date:</b> 12/31/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: CAPITAL COMPLEX MAINTENANCE WO# 40871

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT MAKE UP AIR UNIT NOT FIRING. CLEANED UNIT AND REPLACED DISCHARGE TEMP SENSOR.				
4.000	LABOR USED	HRS	103.00	412.00
1.000	MATERIAL USED		170.00	170.00
			<b>Subtotal:</b>	<b>582.00</b>
			<b>Total:</b>	<b>582.00</b>

RECEIVED  
FEB 12 2014

RECEIVED  
JAN 09 2014  
D.A.S. FINANCE





Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER

31-40671

DATE	12/12/13	SERVED BY	Steve C.
CUSTOMER CONTACT	Lenny	CUSTOMER PO#	
JOB NAME	MAU not heating		
JOB LOCATION	Post 1 1/2 State		
JOB PHONE		COMPLETED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

MAU not heating. Unit is surging. Cleaned burner and ignition probes. Belt in good shape. Found that the discharge temp. sensor was ~~corroded~~ corroded. Cleaned up sensor and unit went to high fire. Unit running good. Need to replace sensor in future.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12/12	3	R	
<p style="text-align: center;">RECEIVED FEB 12 2014</p>					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT

RECEIVED

JAN 09 2014

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

D.A.S. FINANCE

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 282-4000  
Fax (515) 282-0380

# SERVICE ORDER

JOB NUMBER  
31-40671

DATE	12/27/13	SERVICED BY	Steve C.
CUSTOMER CONTACT	Lenny	CUSTOMER PO#	
JOB NAME	MAU not heating		
JOB LOCATION	Post 1 1/2 Capital Complex		
JOB PHONE	208-3589	COMPLETED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

Installed new Discharge temp. sensor. Unit heating good.

**RECOMMENDATIONS:**

MAKE Rapid MAU  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	discharge Temp. sensor T-5144 C P.O. # 78328	P			12/30	1	R	
RECEIVED FEB 12 2014					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL EQUIPMENT					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
TOTAL					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT RECEIVED

Thank You

JAN 09 2014

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

D.A.S. FINANCE

ENT'D JAN 02 2014

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 86451

Bill to: TERRACE HILL 2300 GRAND AVE ATTN MIKE MINOR DES MOINES, IA 50312	Job: TERRACE HILL 2300 GRAND AVE  DES MOINES IA 50312
---	--

Invoice #: 86451	Date: 02/28/14	Customer P.O. #:
Payment Terms: NET 30 DAYS		Salesperson:
Customer Code: 10436		

Remarks: TERRACE HILL WO# 41560

Quantity	Description	U/M	Unit Price	Extension
	PICK UP AND DELIVER BLOWER MOTOR.			
1.50	LABOR USED	HRS	122.00	183.00
			<b>Subtotal:</b>	<b>183.00</b>
			<b>Total:</b>	<b>183.00</b>

RECEIVED

MAR 12 2014

D.A.S. FINANCE

*Sub- 2512*

*# 1000 2109043*

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

# SERVICE ORDER

JOB NUMBER

31-41560



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

DATE	2/25/14	SERVED BY	Steve C.
CUSTOMER CONTACT	Mike Minor	CUSTOMER PO#	
JOB NAME	Ordered & delivered new blower motor		
JOB LOCATION	Terrace Hill		
JOB PHONE	515-494-4679	COMPLETED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

Mike Minor called with bad blower motor. Ordered new blower motor. Picked-up and delivered new motor. Returned old motor to Halverson Trane For Credit. Old motor still under warranty.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	blower motor P.O. # 79759	P			2/25	1.5	R	
1	blower motor Returned For Credit P.O. # 79771							
RECEIVED MAR 12 2014 D.A.S. FINANCE								
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
TOTAL MATERIAL								
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

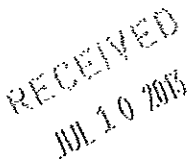
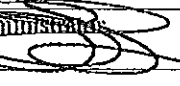
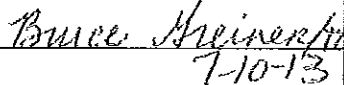
Thank You

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENT'D FEB 28 2014

Baker Group

Department of Administrative Services <b>PURCHASE REQUISITION</b> General Services Enterprise - Capitol Complex Maintenance				
PO Number <b>00514 191 947</b>		eDAS Work Request Number:		Date <b>07/09/13</b>
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
1		VS-7213-812-4-09 1 1/4" 2W Control Valve	279.30	279.30
1		VS-7213-812-4-10, 1 1/2" 2W Control Valve	333.30	333.30
				<b>TOTAL</b>
				<b>\$612.60</b>
<b>VENDOR INFORMATION (Vendor name, street, city/state/zip, &amp; phone number)</b> Baker Group				
				
Product/service:	Product: HVAC	Requested by: David Haines		
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Lucas			
Supervisor Approval:	 CCM Administrator Approval:		 Bruce Heinert 7-10-13	
Accounting Codes (FY14) 005-0674-X674-10-406-2496-4185				

- Contract # 3165-12 If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

AB 6 7-18-13

## Haines, David [DAS]

---

**From:** Marla Schmitz <Schmitzm@TheBakerGroup.com>  
**Sent:** Friday, May 31, 2013 8:13 AM  
**To:** Haines, David [DAS]  
**Subject:** Quote for Steam Valves

**Categories:** Purchases

David:

Here are prices for the steam valves that you had visited with Dustin about the other day:

VS-7213-812-4-09, 1 1/4", 2W, Globe     \$279.30 each

VS-7213-812-4-10, 1 1/2", 2W, Globe     \$333.30 each

Both have a 5-business day lead time.

Please let me know when you are ready to order – Thank you!

*Marla J. Schmitz*  
Purchasing & Material Mgmt

**Baker Group**  
*Expect the Best*

Office: 515.299.4050  
Fax: 515.299.4051

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JUL 10 2013

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**Lane, Teresa [DAS]**

---

**From:** Greiner, Bruce [DAS]  
**Sent:** Wednesday, July 10, 2013 2:19 PM  
**To:** Lane, Teresa [DAS]  
**Subject:** Re: PO FY 14

Approved

Bruce G.  
515-829-6219  
Sent from my iPhone

On Jul 10, 2013, at 10:22 AM, "Lane, Teresa [DAS]" <[Teresa.Lane2@iowa.gov](mailto:Teresa.Lane2@iowa.gov)> wrote:

Bruce  
Attached are 3 Po's that are for FY 14.

<Image001.png>  
Teresa Lane  
Capitol Complex Maintenance  
DAS Customer Service  
(515) 242-5120 option 3  
Email: [CustServ.GSE@iowa.gov](mailto:CustServ.GSE@iowa.gov)

Teresa Lane Contact info  
Phone: (515)725-0049  
FAX: (515)281-8748

109 SE 13<sup>th</sup> St.  
Des Moines, IA 50319

[teresa.lane2@iowa.gov](mailto:teresa.lane2@iowa.gov)  
<http://das.iowa.gov>

<Image002.png>BE GREEN -- Please consider the environment before printing this e-mail.

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<PO IA DOT.pdf>  
<PO Adventure Lighting.pdf>  
<PO Baker Group.pdf>

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JUL 10 2013

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 105157

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRI 1305 E WALNUT-3RD FLR HOO DES MOINES, IA 50319
---	--

<b>Invoice #:</b> 105157 <b>Invoice date:</b> 07/29/13 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00514191947 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.8381

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	IVS7213812409	VS-7213-812-4-09	279.300	279.30
1.00	EA	IVS7213812410	VS-7213-812-4-10	333.300	333.30
				<b>Total:</b>	<b>612.60</b>

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JUL 31 2013

DAS FINANCE





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 105328

<b>Bill To:</b> STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	<b>Ship To:</b> STATE OF IA DEPT OF ADMIN FAC MGMT CTR CCM 109 SE 13TH ST DES MOINES, IA 50319-9018
---	---

<b>Invoice #:</b> 105328 <b>Invoice date:</b> 08/30/13 <b>Payment terms:</b> NET 30 DAYS	<b>P.O.#:</b> 00514232942 <b>Ship via:</b> UPS GROUND
<b>Customer code:</b> 18105	<b>Salesperson:</b>

Remarks: 73.8514

Quantity	U/M	Part Number	Description	Unit Cost	Extension
2.00	EA	IPR274R2VDC	PRESSURE TRANSDUCER	112.500	225.00
				<b>Total:</b>	<b>225.00</b>

RECEIVED

SEP 03 2013

DAS FINANCE



WOT# 15329

**Haines, David [DAS]**

---

**From:** Young, Jay [DAS]  
**Sent:** Tuesday, August 20, 2013 10:44 AM  
**To:** Haines, David [DAS]  
**Subject:** Fwd: Valve pricing please

Could I get a PO for 3 of these valves for Miller building? Thanks

Sent from my iPhone

Begin forwarded message:

**From:** Marla Schmitz <[Schmitzm@TheBakerGroup.com](mailto:Schmitzm@TheBakerGroup.com)>  
**Date:** August 20, 2013, 8:39:05 AM CDT  
**To:** "Young, Jay [DAS]" <[Jay.Young@iowa.gov](mailto:Jay.Young@iowa.gov)>  
**Subject:** RE: Valve pricing please

This is the valve & actuator.

---

**From:** Young, Jay [DAS] [<mailto:Jay.Young@iowa.gov>]  
**Sent:** Tuesday, August 20, 2013 8:23 AM  
**To:** Marla Schmitz  
**Subject:** RE: Valve pricing please

Valve and actuator combo for this price??

---

**From:** Marla Schmitz [<mailto:Schmitzm@TheBakerGroup.com>]  
**Sent:** Tuesday, August 20, 2013 8:18 AM  
**To:** Young, Jay [DAS]  
**Subject:** RE: Valve pricing please

Good Morning!!!

\$99.72 each

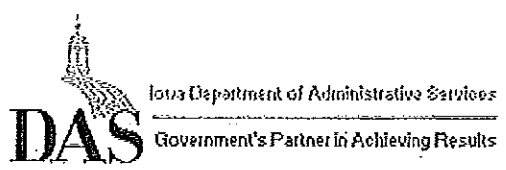
RECEIVED  
AUG 20 2013

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**From:** Young, Jay [DAS] [<mailto:Jay.Young@iowa.gov>]  
**Sent:** Tuesday, August 20, 2013 7:46 AM  
**To:** Marla Schmitz  
**Subject:** Valve pricing please

Howdy,

Can you check on a price for a 25902030 1/2" Globe valve, thanks.  
I am going to get a PO for the quote you sent me on the DP sensors.



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 105329

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319		<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FAC MGMT CTR - CCM DES MOINES, IA 50319	
<b>Invoice #:</b> 105329	<b>Invoice date:</b> 08/30/13	<b>P.O.#:</b> 00514232943	<b>Ship via:</b> UPS GROUND
<b>Payment terms:</b> NET 30 DAYS		<b>Salesperson:</b>	
<b>Customer code:</b> 18110			

Remarks: 73.8516

Quantity	U/M	Part Number	Description	Unit Cost	Extension
3.00	EA	I259-02030	VALVE ASSEMBLY	99.720	299.16
				<b>Total:</b>	<b>299.16</b>

RECEIVED  
 SEP 03 2013  
 DAS FINANCE



**Mattson, Teresa [DAS]**

---

**From:** Haines, David [DAS]  
**Sent:** Tuesday, November 19, 2013 9:34 AM  
**To:** Mattson, Teresa [DAS]  
**Subject:** FW: Older POs  
**Attachments:** Baker Group 00514233940.pdf; CI3 00514232940.pdf

We did call in CI3 to do some camera work and some things could not be accomplished. Please close the PO for CI3. We have a couple of other items that are still open for Baker Group. That one can stay open.

David Haines  
Iowa Department of Administrative Services  
Phone: (515)242-5120 ext 3  
Cell: (515)208-4399  
[David.Haines@iowa.gov](mailto:David.Haines@iowa.gov)



Studies show trees live longer when they're not cut down.  
BE GREEN -- Please consider the environment before printing this e-mail.

---

**From:** Mattson, Teresa [DAS]  
**Sent:** Monday, November 18, 2013 3:32 PM  
**To:** Haines, David [DAS]  
**Subject:** Older POs

These appear to be for the same work. We have paid CI3 for some work on this. I was told to partial pay and leave open. Can you help?

Teresa

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508

(515) 262-4000



## Invoice 83277

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 76.10323 STATE CAP COMPLEX CCTV PO: 00514233940 109 SE 13TH ST DES MOINES, IA 50319
--	--

Invoice #: 83277	Date: 11/20/13	Customer P.O. #: 00514233940
Payment Terms: NET 30 DAYS	Customer Code: 18110	Salesperson:

Remarks: 76.10323

Quantity	Description	U/M	Unit Price	Extension
1.00	CCTV EQUIPMENT		4,500.00	4,500.00

TROUBLE SHOOT AND REPAIR CCTV EQUIPMENT IN LUCAS, HISTORICAL, CEP  
AND ORAN PAPE (15322, 15323, 15324, AND 15325).  
CONTRACT \$4,500.00, NO PRIOR BILLING.  
ATTN: JAY YOUNG

Subtotal: 4,500.00

Total: 4,500.00

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NOV 25 2013  
D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 105603

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319		<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FAC MGMT CTR--CCM DES MOINES, IA 50319	
<b>Invoice #:</b> 105603 <b>Invoice date:</b> 10/29/13 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00514282942 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>		

Remarks: 73.8596

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	I172M10330S	2-WAY 2" BALL VALVE SS	381.580	381.58
				<b>Total:</b>	<b>381.58</b>

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 D.A.S. FINANCE

*Baker Group*

Department of Administrative Services **PURCHASE REQUISITION**  
 General Services Enterprise - Capitol Complex Maintenance

PO Number <i>00514 284 946</i>	eDAS Work Request Number: <i>16592</i>	Date 10-9-2013
-----------------------------------	---	-------------------

Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Iowa Labs---CCM Room C115 2224 S Ankeny Blvd Ankeny, IA 50023
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
10		GAP191.1P Siemens Fast acting Actuators	186.30	1863.00
<b>TOTAL</b>				<b>1863.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**  
 Baker Group  
 4224 Hubbell Ave.  
 Des Moines, Iowa 50317  
 515-262-4000

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 OCT 11 2013

Product/service:		Requested by: Dan Gates Jay Young and Phil Pickett <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Building:	Iowa Labs	
Supervisor Approval:		CCM Administrator Approval: <i>Bruce Green</i>
Accounting Codes	(FY13) 005-0674-X674-15-406-2496 -- <i>4185</i>	

- Contract # CT3165-12 If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport. If they are not available, contact Lois S (242-6118) or Barb S (281-5922).
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

*DH*  
*10/16/13*

**Pickett, Phillip [DAS]**

---

**From:** Marla Schmitz <Schmitzm@TheBakerGroup.com>  
**Sent:** Wednesday, October 09, 2013 1:16 PM  
**To:** Pickett, Phillip [DAS]  
**Subject:** RE: Price quote

Your cost is: \$186.30.

Marla J. Schmitz  
Purchasing & Material Mgmt

**Baker Group**  
*Expect the Best*

Office: 515.299.4050  
Fax: 515.299.4051

**From:** Pickett, Phillip [DAS] [<mailto:Phillip.Pickettjr@iowa.gov>]  
**Sent:** Wednesday, October 09, 2013 12:41 PM  
**To:** Marla Schmitz  
**Subject:** Price quote

Good afternoon Marla,

I need to get a price on (10) GAP191.1P Actuators.

Thanks,

PJ Pickett  
Mechanical & Automation Services/Security Team  
State of Iowa – Dept. of Administrative Services  
119 S.E. Thirteenth Street  
Des Moines, IA 50319  
[Phillip.pickettjr@iowa.gov](mailto:Phillip.pickettjr@iowa.gov)  
515-208-9036

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BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



# Invoice 105606

Bill To: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319		Ship To: IA DEPT OF ADMIN SERVICES IOWA LABS - CCM RM C115 2224 S. ANKENY BLVD ANKENY, IA 50023	
Invoice #: 105606	Invoice date: 10/29/13	P.O.#: 00514284946	
Payment terms: DUE UPON RECEIPT		Ship via: UPS GROUND	
Customer code: 18110		Salesperson:	

Remarks: 73.8601

Quantity	U/M	Part Number	Description	Unit Cost	Extension
10.00	EA	IGAP191.1P	ACTUATORS	186.300	1,863.00
				Total:	1,863.00

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Department of Administrative Services  
General Services Enterprise - Capitol Complex Maintenance

### PURCHASE REQUISITION

PO Number

00514 287 944

eDAS or Work Order Number:

15561, 16098, 16225

Date

10/14/13

Bill To:

Iowa Dept. of Administrative Services  
Finance (CCM)  
1305 E. Walnut, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services  
Facilities Mgmt. Ctr.—CCM  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Make repairs to Iowa Labs camera systems		
		Camera 2, 25, 29 and Southwest corner of A building	4,500.00	4,500.00
			Estimate	TOTAL
				\$4,500.00

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)

Baker Group

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573.00

Product/service:

Service: Camera Systems

Requested by: Jay Young, Phil Pickett, Cody Smith

Check here to receive a copy of this requisition with the PO#

Building:

Iowa Labs

Supervisor

CCM Administrator

Approval:

Approval:

*Bruce Diggins*

Accounting Codes

(FY14) 005-0674-X674-15-406-2370-4185

Contract # 3165-12 If not on a state contract, attach the following:

1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport.
2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
3. If purchase is greater than \$5000, attach a Director's approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.

# 10/16/13

**WORK ORDER**

Page: 1

Zone 01 - CENTRAL ENERGY PLANT (Default)  
DAS - CAPITOL COMPLEX MAINTENANCE

\*015561\*

WO: 015561      Account:      Project:      Status: I

Submitted By:	Dan Gates	Phone:	
Contact:		Phone:	
Date,Time:	08/28/13,10:54	Required:	08/30/13
Type:	R	Dispatched To:	Zzzphysical Security
Priority:	3	Rating:	7
Failure:		Action:	
Est Down:		Downtime:	
OS Date,Time:		RS Date,Time:	
Safety Procs:		PM Desc:	

**COST CENTER INFORMATION**

Cost Center: IOWA\_LABS      IOWA LABORATORIES  
Department:

**PROBLEM DESCRIPTION**

Camera 2, 25 and 29 are not working.

Foreman	Craft	Crew	Schedule	SFT	Men	Hours	Est Hrs	Act Hrs
Jay Young	LOCK	PST		02			.00	

**COMMENTS**

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OCT 14 2013

**AUTHORIZATION/COMPLETION INFORMATION**

Authorized By:		Authorized:	
Planned By:	David Haines	Planned:	08/28/13
Completed By:		Completed:	

**WORK ORDER**

Page: 1

Zone 01 - CENTRAL ENERGY PLANT (Default)  
DAS - CAPITOL COMPLEX MAINTENANCE

\*016098\*

WO: 016098      Account:      Project:      Status: P

Submitted By:	PM SCHEDULE	Phone:	
Contact:		Phone:	
Date,Time:	09/16/13,14:19	Required:	10/28/13
Type:	PM	Dispatched To:	Zzzphysical Security
Priority:	7	Rating:	3
Failure:		Action:	
Est Down:		Downtime:	
OS Date,Time:		RS Date,Time:	
Safety Procs:		PM Desc:	PM1739 SECURITY CAMERA TIME CHECK QTY

**LOCATION INFORMATION**

Location: IOWA\_LABS      IOWA LABS  
Keyword:  
Loc Hier: IOWA\_LABS

**PM DESCRIPTION**

(PM) SECURITY CAMERA TIME CHECK QUARTERLY

Foreman	Craft	Crew	Schedule	SFT	Men	Hours	Est Hrs	Act Hrs
Jay Young	LOCK	PST		02	1	.75	.75	

**JOB STEPS**

1. FOLLOW ALL LOCK OUT TAG OUT PROCEDURES
2. VERIFY SECURITY CAMERA SYSTEM COMPUTER FOR CORRECT TIME.
3. MAKE ADJUSTMENTS AS NECESSARY.
4. FILL OUT PREVENTATIVE MAINTENANCE FORM AND REPORT DEFICIENCIES.

**COMMENTS**

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OCT 14 2013

**AUTHORIZATION/COMPLETION INFORMATION**

Authorized By:	PM SCHEDULE	Authorized:	09/16/13
Planned By:		Planned:	
Completed By:		Completed:	



**WORK ORDER**

Page: 1

Zone 01 - CENTRAL ENERGY PLANT (Default)  
DAS - CAPITOL COMPLEX MAINTENANCE

\*016225\*

WO: 016225      Account:      Project:      Status: |

Submitted By:	Dan Gates	Phone:	
Contact:		Phone:	
Date,Time:	09/18/13,10:09	Required:	09/20/13
Type:	R	Dispatched To:	Zzzphysical Security
Priority:	3	Rating:	7
Failure:		Action:	
Est Down:		Downtime:	
OS Date,Time:		RS Date,Time:	
Safety Procs:		PM Desc:	

**COST CENTER INFORMATION**

Cost Center: IOWA\_LABS      IOWA LABORATORIES  
Department:

**PROBLEM DESCRIPTION**

The DCI camera on the Southwest corner of A building has stopped working

Foreman	Craft	Crew	Schedule	SFT	Men	Hours	Est Hrs	Act Hrs
Jay Young	LOCK	PST		02			.00	

**COMMENTS**

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OCT 14 2013

**AUTHORIZATION/COMPLETION INFORMATION**

Authorized By:		Authorized:	
Planned By:	David Haines	Planned:	09/18/13
Completed By:		Completed:	

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 84470

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD  ANKENY IA 500239093
---	--

<b>Invoice #:</b> 84470 <b>Date:</b> 12/31/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> <b>Salesperson:</b>
---	--

Remarks: STATE OF IOWA LABS 03-31-09 WO# 40582

Quantity	Description	U/M	Unit Price	Extension
TROUBLE SHOOT PELCO COMPUTER NOT STARTING UP. DID A WINDOWS INSTALL CHECK DISK TO REPAIR.				
3.00	LABOR USED	HRS	109.00	327.00
2.00	LABOR USED	HRS	123.00	246.00
			<b>Subtotal:</b>	<b>573.00</b>
			<b>Total:</b>	<b>573.00</b>

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JAN 09 2014

D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
77.40582

DATE 12/6/13	SERVED BY Robert Anhalt
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME Iowa Labs	
JOB LOCATION	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO Iowa Labs

### DESCRIPTION OF WORK:

Craig Knutson called for help with a Pelco DVR that runs Windows XP, did not boot up.  
I used a Windows install CD to run chkdisk and repair it. It boots now.

### RECOMMENDATIONS:

It is an old unit running old OS that now has history of failure. Will need to be replaced at some point.

MAKE	_____
MODEL	_____
SERIAL #	_____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12/6/13	2		
					TOTAL LABOR			
					TOTAL MATERIALS			
			TOTAL MATERIAL		TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT

*Thank You*

RECEIVED

JAN 09 2014

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

D.A.S. FINANCE

ENT'D DEC 18 2013

White-Customer Copy    Yellow-Billing Copy    Pink-Accounting Copy

# SERVICE ORDER



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

JOB NUMBER  
**77.40582**

DATE <i>12/6/13</i>	SERVED BY <i>Craig Knutson</i>
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME <i>Iowa Labs</i>	
JOB LOCATION <i>2224 S. Ankeny Blvd Ankeny 50023</i>	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

*Windows on the Pelco computer would not boot up. I called Robert out with a windows XP recovery disk and we were able to get the system up and running for the time being. We have no idea how long this fix will last, may want to think about upgrading.*

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					<i>12/6</i>	<i>3</i>	<i>RT</i>	
<b>RECEIVED</b>								
<i>JAN 09 2014</i>								
<b>D.A.S. FINANCE</b>								
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL MATERIALS</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

Thank You

ENTERED DEC 11 2013

**Mattson, Teresa [DAS]**

**From:** Haines, David [DAS]  
**Sent:** Wednesday, January 15, 2014 3:13 PM  
**To:** Mattson, Teresa [DAS]  
**Subject:** RE: Baker Group 00514 287 944

Yes, this invoice goes with the PO.

David Haines, Energy Management Tech  
Iowa Department of Administrative Services  
Phone: (515)242-5120 ext 3  
Cell: (515)208-4399  
FAX: (515)281-8748

[David.Haines@iowa.gov](mailto:David.Haines@iowa.gov)

BE GREEN

Please consider the environment before printing this email

No employee or agent of the department or the State of Iowa is authorized to enter into a contractual agreement on behalf of the department or the State of Iowa with another party by email without the express written consent of the director of the department. This email and any files attached to it are intended solely for the use of the individuals or entities to whom the email is addressed. If you receive this email in error, any review, use, dissemination, distribution, copying, or storing of the email or its attachments is prohibited. Notify me immediately of the error by return email, and delete this message from your system. Any views or opinions in this email are the author's and do not necessarily represent the views or opinions of the department or the State of Iowa.

-----Original Message-----

**From:** Mattson, Teresa [DAS]  
**Sent:** Wednesday, January 15, 2014 2:50 PM  
**To:** Haines, David [DAS]  
**Subject:** Baker Group 00514 287 944

Baker Group is not putting our PO numbers on the invoices so it is making it hard to match. Can you tell if this invoice goes with this PO?

Teresa Mattson, Accounting Tech  
Iowa Department of Administrative Services



WORK ORDER

Page: 1

Zone 01 - CENTRAL ENERGY PLANT (Default)  
DAS - CAPITOL COMPLEX MAINTENANCE

\*015561\*

WO: 015561 Account: Project: Status: 1

Submitted By:	Dan Gates	Phone:	
Contact:		Phone:	
Date,Time:	08/28/13,10:54	Required:	08/30/13
Type:	R	Dispatched To:	Zzzphysical Security
Priority:	3	Rating:	7
Failure:		Action:	
Est Down:		Downtime:	
OS Date,Time:		RS Date,Time:	
Safety Procs:		PM Desc:	

COST CENTER INFORMATION

Cost Center:	IOWA_LABS	IOWA LABORATORIES
Department:		

PROBLEM DESCRIPTION

Camera 2, 25 and 29 are not working.

Foreman	Craft	Crew	Schedule	SFT	Men	Hours	Est Hrs	Act Hrs
Jay Young	LOCK	PST		02			.00	

COMMENTS

RECEIVED  
OCT 14 2013

AUTHORIZATION/COMPLETION INFORMATION

Authorized By:		Authorized:	
Planned By:	David Haines	Planned:	08/28/13
Completed By:		Completed:	

**WORK ORDER**

Page: 1

Zone 01 - CENTRAL ENERGY PLANT (Default)  
DAS - CAPITOL COMPLEX MAINTENANCE

\*016098\*

WO: 016098      Account:      Project:      Status: P

Submitted By:	PM SCHEDULE	Phone:	
Contact:		Phone:	
Date,Time:	09/16/13,14:19	Required:	10/28/13
Type:	PM	Dispatched To:	Zzzphysical Security
Priority:	7	Rating:	3
Fallure:		Action:	
Est Down:		Downtime:	
OS Date,Time:		RS Date,Time:	
Safety Procs:		PM Desc:	PM1739 SECURITY CAMERA TIME CHECK QTY

**LOCATION INFORMATION**

Location: IOWA\_LABS      IOWA LABS  
Keyword:  
Loc Hier: IOWA\_LABS

**PM DESCRIPTION**

(PM) SECURITY CAMERA TIME CHECK QUARTERLY

Foreman	Craft	Crew	Schedule	SFT	Men	Hours	Est Hrs	Act Hrs
Jay Young	LOCK	PST		02	1	.75	.75	

**JOB STEPS**

1. FOLLOW ALL LOCK OUT TAG OUT PROCEDURES
2. VERIFY SECURITY CAMERA SYSTEM COMPUTER FOR CORRECT TIME.
3. MAKE ADJUSTMENTS AS NECESSARY.
4. FILL OUT PREVENTATIVE MAINTENANCE FORM AND REPORT DEFICIENCIES.

**COMMENTS**

RECEIVED  
OCT 14 2013

**AUTHORIZATION/COMPLETION INFORMATION**

Authorized By:	PM SCHEDULE	Authorized:	09/16/13
Planned By:		Planned:	
Completed By:		Completed:	



WORK ORDER

Page: 1

Zone 01 - CENTRAL ENERGY PLANT (Default)  
DAS - CAPITOL COMPLEX MAINTENANCE

\*016225\*

WO: 016225 Account: Project: Status: I

Submitted By:	Dan Gates	Phone:	
Contact:		Phone:	
Date,Time:	09/18/13,10:09	Required:	09/20/13
Type:	R	Dispatched To:	Zzzphysical Security
Priority:	3	Rating:	7
Fallure:		Action:	
Est Down:		Downtime:	
OS Date,Time:		RS Date,Time:	
Safety Procs:		PM Desc:	

COST CENTER INFORMATION

Cost Center:	IOWA_LABS	IOWA LABORATORIES
Department:		

PROBLEM DESCRIPTION

The DCI camera on the Southwest corner of A building has stopped working

Foreman	Craft	Crew	Schedule	SFT	Men	Hours	Est Hrs	Act Hrs
Jay Young	LOCK	PST		02			.00	

COMMENTS

RECEIVED  
OCT 14 2013

AUTHORIZATION/COMPLETION INFORMATION

Authorized By:		Authorized:	
Planned By:	David Haines	Planned:	09/18/13
Completed By:		Completed:	

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4608



(515) 262-4000

# Invoice 85558

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> CAPITOL BUILDING <i>LABS</i> DES MOINES IA 50319
---	--

<b>Invoice #:</b> 85558	<b>Date:</b> 01/31/14	<b>Customer P.O. #:</b> RA 0418890 <i>00514287944</i>
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>	
<b>Customer Code:</b> 18110		

**Remarks:** CAPITOL BUILDING WO# 39645

Quantity	Description	U/M	Unit Price	Extension
ANKENY LABS - CCTV REPAIRS				
12.50	LABOR USED	HRS	105.00	1,312.50
1.00	MATERIAL USED		1,672.54	1,672.54
1.00	TRIP CHARGE		21.52	21.52
			<b>Subtotal:</b>	<b>3,006.56</b>
			<b>Total:</b>	<b>3,006.56</b>

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**77-39645**

DATE  
**11-01-2013**

SERVICED BY  
**Jason M. Brown**

CUSTOMER CONTACT  
**Travis Christensen**

CUSTOMER PO#

JOB NAME  
**State of Iowa - State Labs**

JOB LOCATION

JOB PHONE

COMPLETED  
YES \_\_\_\_\_ NO

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11-01-13** DCI interior gate camera not showing any video. Found a bird's nest inside the camera mount and housing. Cleared that all out, replaced the coax and power wires going up the pole. The existing camera tube broke when I removed it, it will be sent for repairs. The camera at the gate on the opposite side of the complex would not pan left/right. It was replaced with one of the repaired cameras I picked up this morning at BGA shop. A third camera inside the maintenance entrance was shaking violently enough to be erratic.

The rubber mounts are very worn down and soft. They are not providing stiff enough mounts and with the high winds the camera is getting shaken. I removed the camera until a replacement mount can be installed.

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

**11-04-13** RMA paperwork and shipping 2 PT2 cameras to Polk

DATE	HRS.	RATE	AMOUNT
11-01	7.5	reg	
11-04	0.5	reg	

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

ENTERED NOV 07 2013

CUSTOMER SIGNATURE \_\_\_\_\_  
I hereby acknowledge the satisfactory completion of work described above.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 282-4000  
Fax (515) 282-0390

# SERVICE ORDER

JOB NUMBER  
**77-39645**

DATE <b>10-11-2013</b>	SERVED BY <b>Jason M. Brown</b>
CUSTOMER CONTACT <b>Cody Smith</b>	CUSTOMER POS
JOB NAME <b>State of Iowa CCTV</b>	
JOB LOCATION	
JOB PHONE	COMPLETED YES _____ NO <b>X</b>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At the State Labs \* The special autopsy room PTZ was not displaying video. When we tried to remove the camera we found that the base was broken and the camera wouldn't come loose until the clips were broken. It will be sent for repairs.  
\* The SW PTZ was offline. We used the bucket truck to reach the camera and it was merely disconnected from it's base dropping power to the camera.  
\* The 2nd floor west entrance to the crime scene unit was out of focus. The camera was on auto focus feature on the camera itself. I adjusted the

\* The front parking lot camera wouldn't hold it's patterns. We installed their spare camera here and it saves properly now.  
\* The west PTZ - drops horizontally every turn. After a while it's looking straight down and spinning.

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

I installed the front lot camera and after it had been powered down it now stores patterns. The removed camera will be sent for repairs as well.  
\* Adjusted some of the PTZ patterns on the other cameras. Some were high enough you could see the dome housings.

DATE	HRS.	RATE	AMOUNT
10-11	4.5	100.00	450.00

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_  
I hereby acknowledge the satisfactory completion of work described above.

ENTERED OCT 17 2013



BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



# Invoice 105696

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST FAC MGMT CTR-CCM DES MOINES, IA 50319
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<b>Invoice #:</b> 105696 <b>Invoice date:</b> 11/21/13	<b>P.O.#:</b> 00514312942
<b>Payment terms:</b> NET 30 DAYS	<b>Ship via:</b> UPS GROUND
<b>Customer code:</b> 18110	<b>Salesperson:</b>

Remarks: 73.8627

Quantity	U/M	Part Number	Description	Unit Cost	Extension
5.00	EA	I25902030	1/2" GLOBE VALVE	101.220	506.10
				<b>Total:</b>	<b>506.10</b>

RECEIVED  
NOV 25 2013  
D.A.S. FINANCE



## Haines, David [DAS]

---

**From:** Gates, Daniel [DAS]  
**Sent:** Wednesday, November 06, 2013 3:52 PM  
**To:** Haines, David [DAS]

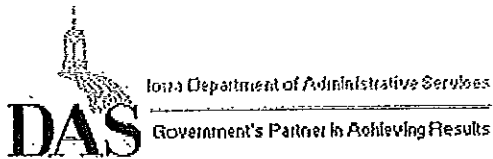
David

I called Proctor Mechanical Monday talked to a receptionist; explained I had a Fuseal P trap leaking. The receptionist told me someone would call me.

Jim from Proctor called back Tuesday, I explained we had Fuseal P trap. he said he did not have the machine needed to repair the Fuseal P trap.

I asked if he could get one he said he never heard of fuseal and told me he could not help us.

Dan



Daniel Gates  
HVAC Tech  
Iowa Department of Administrative Services  
(515) 208-2014  
[Daniel.Gates@iowa.gov](mailto:Daniel.Gates@iowa.gov)  
<http://das.iowa.gov>

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NOV 08 2013



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 83555

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD  ANKENY IA 500239093
---	--

<b>Invoice #:</b> 83555 <b>Date:</b> 11/30/13 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00514 312 950 <b>Salesperson:</b>
---	--

Remarks: STATE OF IOWA LABS 03-31-09 WO# 40091

Quantity	Description	U/M	Unit Price	Extension
REPLACE FUSEL ACID P TRAP UNDER AUTOCLAVE.				
5.00	LABOR USED	HRS	103.00	515.00
1.00	MATERIAL USED		132.74	132.74
			<b>Subtotal:</b>	<b>647.74</b>
			<b>Total:</b>	<b>647.74</b>

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 DEC 03 2013  
 D.A.S. FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER

31.40691

DATE	SERVED BY <i>Andy Bloomer</i>
CUSTOMER CONTACT <i>Daniel Gates</i>	CUSTOMER PO#
JOB NAME <i>State of Iowa Labs 03 3109</i>	
JOB LOCATION <i>2250 S. Ankeny Blvd.</i>	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**BILL TO**  
*State of Iowa Dept. Admin.*  
*1305 E. Walnut 3rd Floor*  
*Des Moines, Iowa 50319*

**DESCRIPTION OF WORK:**

*Replaced P-trap under autoclave - (fused fittings)*

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
 MODEL \_\_\_\_\_  
 SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1					11/14	2.5	R	
1								
1								
RECEIVED DEC 03 2013 D.A.S. FINANCE								
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

CUSTOMER SIGNATURE

*[Handwritten Signature]*

I hereby acknowledge the satisfactory completion of work described above.

*Thank You*



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER

31,40091

DATE 11/12/13  
CUSTOMER CONTACT

SERVICED BY Andy Bloomer  
CUSTOMER PO#

**BILL TO**

State of Iowa Dept. Administr.  
1305 E. Walnut 3rd fl. Hoover  
Des Moines, Iowa 50319

JOB NAME State of Iowa Labs

JOB LOCATION 2250 S. Anthony Blvd

JOB PHONE

COMPLETED

YES \_\_\_\_\_ NO

**DESCRIPTION OF WORK:**

Inspected P-trap that needs to be replaced. Tracked down material and ordered. Through manufacturer.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					11/12	2.5	R	
RECEIVED								
DEC 03 2013								
D.A.S. FINANCE								
TOTAL MATERIAL					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.



**Haines, David [DAS]**

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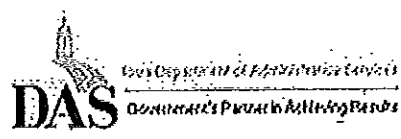
**From:** Greiner, Bruce [DAS]  
**Sent:** Tuesday, November 26, 2013 7:34 AM  
**To:** Haines, David [DAS]  
**Cc:** Lane, Teresa [DAS]; Carkhuff, Leonard [DAS]; Carr, Rodney [DAS]  
**Subject:** FW: York Chiller Repairs

**Categories:** Bruce

Dave,

Please do an emergency procurement for the below. Please note on the work ticket that Proctor came to site and said they could not assist. Also note that Waldinger Corp was not available due to their schedule.

Lennie will be ordering the work today.



Bruce Greiner  
CCM Facilities Administrator  
General Services Enterprise  
109 SE 13<sup>th</sup> Street  
Des Moines, IA 50319  
Office: 515-829-6219  
[Bruce.greiner@iowa.gov](mailto:Bruce.greiner@iowa.gov)  
[Das.gse.iowa.gov](http://Das.gse.iowa.gov)

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NOV 26 2013

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**From:** Carkhuff, Leonard [DAS]  
**Sent:** Tuesday, November 26, 2013 6:27 AM  
**To:** Greiner, Bruce [DAS]  
**Subject:** FW: York Chiller Repairs

---

**From:** Ryan English [<mailto:englishr@TheBakerGroup.com>]  
**Sent:** Monday, November 25, 2013 4:25 PM  
**To:** Carkhuff, Leonard [DAS]  
**Subject:** York Chiller Repairs

Lennie

Based on what Steve found today we need to start by doing a quick PM and changing the filters and strainers as well as the pump motor that is bad. I have included time for Steve to be there up to 2 days on this so the below pricing is not to exceed as long as the scope does not change

Materials and Freight:	\$5,443.20
Labor:	\$2,400.00
Not to Exceed Total:	\$7,843.20

Please let me know if you would like me to proceed

Thanks

Ryan English  
Service Operations Manager

**Baker Group**  
*Expect The Best*

Office: 515.299-4052  
Cell: 515-559-3704  
Fax: 515.299-4053

---

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RECEIVED  
NOV 26 2013

**Haines, David [DAS]**

---

**From:** David.haines@iowa.gov  
**Sent:** Tuesday, November 26, 2013 9:33 AM  
**To:** Haines, David [DAS]  
**Subject:** Emergency Procurement Justification

Submitted: 11/26/13

Agency Name: DAS/GSE/CCM  
Contact Name: David Haines  
Telephone: 515-208-4399  
Email: [David.haines@iowa.gov](mailto:David.haines@iowa.gov)  
Vendor: Baker Group  
Amount: 7,843.20

1- Has this Item(s) already been purchased? yes

2- Description of Item:  
The primary cooling for the Capitol Complex

3- How did you determine that the vendor's price was reasonable?  
Baker Group has a master agreement with the State of Iowa

4- Which of the following best describes this emergency procurement?

Threatens public health, welfare or safety.

The department or agency must act to preserve critical services or programs.

In which the need is a result of events or circumstances not reasonably foreseeable.

Explain how this procurement fits the emergency situation(s) selected above.

The chiller provides cooling for the Capitol Complex data centers. If the cooling is not available then critical data systems would shutdown.

RECEIVED  
NOV 26 2013

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 86380

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> ST. OF IA ADMIN-CHILL 9-20-08 CENTRAL ENERGY PLANT PO 00508262305 DES MOINES IA
---	--

<b>Invoice #:</b> 86380 <b>Date:</b> 02/28/14 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00514 330 947 <b>Salesperson:</b>
---	--

Remarks: ST. OF IA ADMIN-CHILL 9-20-08 WO# 40416

Quantity	Description	U/M	Unit Price	Extension
CHECK OUT YORK CHILLER IN FAULT. REPLACE PURGE PUMP AND CHANGE FILTERS. CLEANED AND CHECKED CONNECTIONS.				
16.00	LABOR USED	HRS	120.00	1,920.00
1.00	MATERIAL USED		5,703.72	5,703.72
			<b>Subtotal:</b>	<b>7,623.72</b>
			<b>Total:</b>	<b>7,623.72</b>

RECEIVED

MAR 10 2014

DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.





Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 31-40416

DATE 12-2-13 SERVICED BY Steve H.  
 CUSTOMER CONTACT \_\_\_\_\_ CUSTOMER PO# \_\_\_\_\_  
 JOB NAME State of Iowa  
 JOB LOCATION Capitol campus  
 JOB PHONE \_\_\_\_\_ COMPLETED  
 YES \_\_\_\_\_ NO ✓

BILL TO \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF WORK:** Called Johnson Controls chiller help. - left message. Chiller Fault "half phase". Rechecked incoming power for any possible problems - found all connections - tight. Removed trigger board, cleaned all connections with contact cleaner. Checked all connections in Solid State Motor cabinet. all were good. Checked SCR's and it appears Phase "C" may have a bad SCR - Johnson Controls finally called back in PM - was told to send M<sup>#</sup> & S<sup>#</sup> and he would send info. on how  
**RECOMMENDATIONS:** to test SCR package - never did receive info.

MAKE YORK  
 MODEL YTL4M4F1-C5G  
 SERIAL # HCE M 000766

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	PO <sup>#</sup> 75156				12/2/13	6	R	
								Billed 3 hrs
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
TOTAL EQUIPMENT					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You  
 RECEIVED

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

MAR 10 2014



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**31-40416**

DATE <b>11-25-13</b>	SERVICED BY <b>Steve H.</b>
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME <b>State of Iowa York Chiller</b>	
JOB LOCATION <b>State of Iowa Energy Plant</b>	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

*York chiller not running correctly, keep getting 1/2 phase. Fault.*

**RECOMMENDATIONS:**

MAKE **YORK**  
MODEL **YT**  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					<b>11/25/13</b>	<b>5</b>	<b>R</b>	
					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

**TOTAL EQUIPMENT**

*Thank You*  
RECEIVED

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

MAR 10 2014



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
31-40416

DATE 11-27-13	SERVICED BY Steve H.
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME State of IA. - York Chiller	
JOB LOCATION	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**  
Install new purge pump on YORK chiller.  
Also changed filters on chiller while it was down. Restarted and continued to get "half phase" fault. Conferred with Lennie will need to continue troubleshooting on Mon.

**RECOMMENDATIONS:**

MAKE	YORK
MODEL	YTL4M4 F1CSG
SERIAL #	HCE M000766

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	PO# 75155				11-27-13	8	R	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

**TOTAL EQUIPMENT**

Thank You  
RECEIVED

MAR 10 2014

DAS FINANCE

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.



# Packing List Nr. 63096894



Ship to:

STATE OF IOWA  
109 SE 13TH ST  
DES MOINES IA 50319

Sold to:

THE BAKER GROUP  
4224 HUBBELL AVENUE  
DES MOINES IA 50317-4508

Ship date : 11/26/2013  
Ordered by :  
Carrier :  
Created by : ECORFC

Sales Order No.: 12419735



Customer PO# : 74864



Project Number :

Incoterms : EXW Shipping Plant  
Ship Via : UPS Ground

Track#  
1Z0976440302418249

Item Order	Item / Description	Delivery Qty	Shipped Qty	Packed in:
000010	B220+LF120 US Reorder# B220S6+LF120 US 	1 PC PC = Piece 	1 PC	
		1 PC	Carton:	2...7898
	Total Quantity	1 		

PO  
00514 337 941

RECEIVED  
DEC 05 2013  
D.A.S. FINANCE

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



# Invoice 105840

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA 109 SE 13TH ST FAC MGMT CTR-CCM DES MOINES, IA 50319
---	--

<b>Invoice #:</b> 105840 <b>Invoice date:</b> 12/23/13 <b>Payment terms:</b> NET 30 DAYS <b>Customer code:</b> 18110	<b>P.O.#:</b> 00514337941 <b>Ship via:</b> UPS GROUND <b>Salesperson:</b>
--	---

Remarks: 73.8703

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	IB220+LF120 US	B220+LF120 US	297.600	297.60
				<b>Total:</b>	<b>297.60</b>

RECEIVED

DEC 27 2013

D.A.S. FINANCE





Baker Group  
4224 Hubbell Avenue  
Des Moines, Iowa 50317  
Direct Phone 515-299-4052  
Direct Fax 515-299-4053  
englishr@thebakergroup.com  
Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

12/5/13

David Haines  
Energy Management Technician  
Iowa Department of Administrative Services  
[David.haines@iowa.gov](mailto:David.haines@iowa.gov)

Dear David,

Baker Group is pleased to provide you with the requested proposal for the removal, cleaning, and reinstallation of the motor on the York Chiller at the Central Plant

Our Scope of work will include the following:

- We disconnect and remove the existing chiller motor
- We will transport off site to have the motor disassembled and cleaned
- We will transport the motor back to the site
- We will reinstall the motor back on the chiller when cleaning is complete
- We will assure the motor is properly aligned and wiring is reconnected
- We will start and check operation when installation is complete
- All work will be completed during normal working hours

Not to Exceed Price for Above Work: \$13,806.00

Thank You,

**Ryan English**  
Service Operations Manager  
Baker Group  
Office 299-4052  
Cell 559-3704  
[englishr@thebakergroup.com](mailto:englishr@thebakergroup.com)

APPROVED BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RECEIVED  
DEC 06 2013





## PROJECT TERMS AND CONDITIONS

### GENERAL

1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Baker Group may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery or any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Baker Group must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Baker Group all court costs and attorney's fees incurred by Baker Group.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. This Proposal valid for a period of 60 days after issuance.

### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
4. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.

RECEIVED

DEC 06 2013



Baker Group  
4224 Hubbell Avenue  
Des Moines, Iowa 50317  
Direct Phone 515-299-4052  
Direct Fax 515-299-4053  
englishr@thebakergroup.com  
Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

12/5/13

David Haines  
Energy Management Technician  
Iowa Department of Administrative Services  
[David.haines@iowa.gov](mailto:David.haines@iowa.gov)

Dear David,

Baker Group is pleased to provide you with the requested proposal for replacement of the damaged modulation motor for the inlet vanes on the York Chiller at the Central Plant

**Our Scope of work will include the following:**

- We will order and receive the new motor
- We will disconnect and remove the old motor.
- We will install the new motor in place of the old
- We will reconnect to the existing linkage
- We will start and check operation when installation is complete
- All work will be completed during normal working hours

**Not to Exceed Price for Above Work: \$6,308.00**

Thank You,

**Ryan English**  
Service Operations Manager  
Baker Group  
Office 299-4052  
Cell 559-3704  
[englishr@thebakergroup.com](mailto:englishr@thebakergroup.com)

APPROVED BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RECEIVED  
DEC 06 2013



## PROJECT TERMS AND CONDITIONS

### GENERAL

1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
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5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery or any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
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7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
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### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
4. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.

RECEIVED  
DEC 06 2013

**Haines, David [DAS]**

---

**From:** david.haines@iowa.gov  
**Sent:** Thursday, December 05, 2013 2:26 PM  
**To:** Haines, David [DAS]  
**Subject:** Emergency Procurement Justification

Submitted: 12/05/13

Agency Name: DAS/GSE/CCM  
Contact Name: David Haines  
Telephone: 515-208-4399  
Email: [david.haines@iowa.gov](mailto:david.haines@iowa.gov)  
Vendor: Baker Group  
Amount: \$19,114.00

1- Has this item(s) already been purchased? no

2- Description of item:

This is the primary cooling system York chiller. This provides cooling for the Capitol Complex server rooms during the winter months.

It also serves part of the cooling system for the Capitol Complex year round.

3- How did you determine that the vendor's price was reasonable?

Baker Mechanical has a current Master Agreement with the State of Iowa. Their contract does not specify the Refrigeration Technician rate, but does specify a Service Technician rate.

4- Which of the following best describes this emergency procurement?

Threatens public health, welfare or safety.

The department or agency must act to preserve critical services or programs.

In which the need is a result of events or circumstances not reasonably foreseeable.

Explain how this procurement fits the emergency situation(s) selected above.

We currently had a work order for Baker Group to work on CE-CHL-02.

During the repairs they noted that the main electric motor was plugged with debris and needs rebuilt. If the chiller is not put into service soon and outdoor temperatures increase, the cooling capacity for the server rooms will fail.

RECEIVED

DEC 06 2013

**To:** Carroll, Mike [DAS]  
**Cc:** Stapp, Randall [DAS]; Wendt, Karl [DAS]; Belchley, Kevin [DAS]  
**Subject:** FW: Emergency Procurement Justification

Please refer to below information...

Kelly Green, CPSM  
Chief Operations Officer- Central Procurement Enterprise  
Iowa Department of Administrative Services  
Hoover Building, 3rd Floor  
1305 E. Walnut, Des Moines, IA 50319

[Kelly.Green@iowa.gov](mailto:Kelly.Green@iowa.gov)  
515-725-2272

<http://das.iowa.gov>

BE GREEN

Please consider the environment before printing this email

No employee or agent of the department or the State of Iowa is authorized to enter into a contractual agreement on behalf of the department or the State of Iowa with another party by email without the express written consent of the director of the department. This email and any files attached to it are intended solely for the use of the individuals or entities to whom the email is addressed. If you receive this email in error, any review, use, dissemination, distribution, copying, or storing of the email or its attachments is prohibited. Notify me immediately of the error by return email, and delete this message from your system. Any views or opinions in this email are the author's and do not necessarily represent the views or opinions of the department or the State of Iowa.

-----Original Message-----

From: Stapp, Randall [DAS]  
Sent: Thursday, December 05, 2013 3:39 PM  
To: Green, Kelly [DAS]  
Subject: FW: Emergency Procurement Justification

-----Original Message-----

From: DAS GSE Purchasing Mailbox  
Sent: Thursday, December 05, 2013 3:09 PM  
To: Stapp, Randall [DAS]  
Subject: FW: Emergency Procurement Justification

Please determine if this is covered under the Baker MA and let him know. If it isn't, please proceed appropriately.

Karl

-----Original Message-----

From: david.haines@iowa.gov [mailto:david.haines@iowa.gov]  
Sent: Thursday, December 05, 2013 2:26 PM  
To: DAS GSE Purchasing Mailbox

RECEIVED  
DEC 06 2013

Subject: Emergency Procurement Justification

Submitted: 12/05/13

Agency Name: DAS/GSE/CCM

Contact Name: David Haines

Telephone: 515-208-4399

Email: david.haines@iowa.gov

Vendor: Baker Group

Amount: \$19,114.00

1- Has this item(s) already been purchased? no

2- Description of item:

This is the primary cooling system York chiller. This provides cooling for the Capitol Complex server rooms during the winter months.

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3- How did you determine that the vendor's price was reasonable?

Baker Mechanical has a current Master Agreement with the State of Iowa. Their contract does not specify the Refrigeration Technician rate, but does specify a Service Technician rate.

4- Which of the following best describes this emergency procurement?

Threatens public health, welfare or safety.

The department or agency must act to preserve critical services or programs.

In which the need is a result of events or circumstances not reasonably foreseeable.

Explain how this procurement fits the emergency situation(s) selected above.

We currently had a work order for Baker Group to work on CE-CHL-02.

During the repairs they noted that the main electric motor was plugged with debris and needs rebuilt. If the chiller is not put into service soon and outdoor temperatures increase, the cooling capacity for the server rooms will fail.

-----  
TO BE COMPLETED BY DAS GSE PROCUREMENT SERVICES

GSE Purchasing Agent Name: Randall Stapp

Telephone: 242-5005

Email: Randall.stapp@iowa.gov

Recommendation of Approval: recommend approval (not covered under an MA).

State reason: for reasons given above. Cost is not to exceed the \$19,114. Baker is already on site, doing related work, and one of the few with the expertise.

Date: 12/5/13

Forward to DAS Chief Procurement Officer.

RECEIVED  
DEC 06 2013

**Haines, David [DAS]**

---

**From:** Stapp, Randall [DAS]  
**Sent:** Friday, December 06, 2013 1:46 PM  
**To:** Haines, David [DAS]; Greiner, Bruce [DAS]  
**Cc:** Granger, Tera [DAS]; Wendt, Karl [DAS]  
**Subject:** FW: Emergency Procurement Justification

Your emergency request is approved (below). Thank You

---

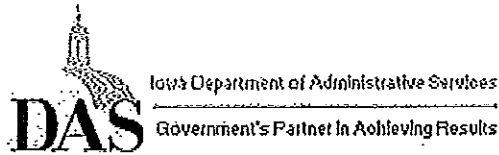
**From:** DAS GSE Purchasing Mailbox  
**Sent:** Friday, December 06, 2013 1:25 PM  
**To:** Stapp, Randall [DAS]  
**Subject:** FW: Emergency Procurement Justification

Please let them know this has been approved.

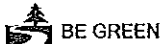
---

**From:** Carroll, Mike [DAS]  
**Sent:** Friday, December 06, 2013 12:32 PM  
**To:** DAS GSE Purchasing Mailbox  
**Cc:** Granger, Tera [DAS]  
**Subject:** FW: Emergency Procurement Justification

See approval below.



Mike Carroll, Director  
Iowa Department of Administrative Services  
Office: (515) 281-3273  
Cell: (515) 868-2038  
FAX: (515) 281-6140  
[mike.carroll@iowa.gov](mailto:mike.carroll@iowa.gov)



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DEC 06 2013

No employee or agent of the department or the State of Iowa is authorized to enter into a contractual agreement on behalf of the department or the State of Iowa with another party by email without the express written consent of the director of the department. This email and any files attached to it are intended solely for the use of the individuals or entities to whom the email is addressed. If you receive this email in error, any review, use, dissemination, distribution, copying, or storing of the email or its attachments is prohibited. Notify me immediately of the error by return email, and delete this message from your system. Any views or opinions in this email are the author's and do not necessarily represent the views or opinions of the department or the State of Iowa.

---

**From:** Green, Kelly [DAS]  
**Sent:** Friday, December 06, 2013 11:40 AM

-----  
TO BE COMPLETED BY DAS CHIEF PROCUREMENT OFFICER

Recommendation of Approval: Concur with recommendation

State reason:

Contractor is on-call through an existing Master Agreement and has the requisite knowledge of the building systems to effectively perform the service work in the required timeframe.

Date: 12/6/13

K. Green

Forward to DAS Director and copy Purchasing Agent.

-----  
TO BE COMPLETED BY DAS DIRECTOR

Recommendation of Approval: Approved

State reason: Reasons stated above

Date: 12/07/13

Forward to: [purchasing.mailbox@iowa.gov](mailto:purchasing.mailbox@iowa.gov)

RECEIVED  
DEC 06 2013



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 85470

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> ST. OF IA ADMIN-CHILL 9-20-08 CENTRAL ENERGY PLANT PO 00508262305 DES MOINES IA
---	--

<b>Invoice #:</b> 85470 <b>Date:</b> 01/31/14 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00514 340 947 <b>Salesperson:</b>
---	--

Remarks: ST. OF IA ADMIN-CHILL 9-20-08 WO# 40554

Quantity	Description	U/M	Unit Price	Extension
REPLACED MODULATION MOTOR FOR THE INLET VALVES ON YORK CHILLER, PER QUOTE.				
2.00	LABOR USED	HRS	120.00	240.00
1.00	MATERIAL USED		4,875.46	4,875.46
			<b>Subtotal:</b>	<b>5,115.46</b>
			<b>Total:</b>	<b>5,115.46</b>

RECEIVED

FEB 04 2014

DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.

# SERVICE ORDER



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

JOB NUMBER  
**31-41055-1**

DATE **12-10-13**

SERVICED BY **Tom Dewar**

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

BILL TO State of Iowa

**DESCRIPTION OF WORK:**

*Replaced mod motor, line controller, on York Chiller. AUCK*

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					<i>12-10</i>	<i>2</i>	<i>R.T.</i>	
<b>RECEIVED</b>								
FEB 04 2014								
DAS FINANCE								
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL MATERIALS</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENT'D JAN 22 2014

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy

BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508



(515) 262-4000

## Invoice 85574

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> ST. OF IA ADMIN-CHILL 9-20-08 CENTRAL ENERGY PLANT PO 00508262305 DES MOINES IA
---	--

<b>Invoice #:</b> 85574 <b>Date:</b> 01/31/14 <b>Payment Terms:</b> NET 30 DAYS <b>Customer Code:</b> 18110	<b>Customer P.O. #:</b> 00514 340 947 <b>Salesperson:</b>
---	--

Remarks: ST. OF IA ADMIN-CHILL 9-20-08 WO# 40555

Quantity	Description	U/M	Unit Price	Extension
CLEAN MOTOR ON CENTRAL PLANT YORK CHILLER, PER QUOTE.				
6.00	LABOR USED	HRS	103.00	618.00
37.00	LABOR USED	HRS	120.00	4,440.00
3.00	LABOR USED	HRS	62.00	186.00
0.50	LABOR USED	HRS	93.00	46.50
1.00	MATERIAL USED		2,520.00	2,520.00
			<b>Subtotal:</b>	<b>7,810.50</b>
			<b>Total:</b>	<b>7,810.50</b>

RECEIVED

FEB 10 2014

DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
*31.40555*

DATE <i>12.5.13</i>	SERVED BY <i>[Signature]</i>
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME	
JOB LOCATION	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO *State of Iowa*

---



---

**DESCRIPTION OF WORK:**

*Helped Tim Davis set up gantry and pull motor off of York Chiller.*

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					<i>12.5</i>	<i>6</i>	<i>R.T.</i>	
<b>RECEIVED</b>								
<i>FEB 10 2014</i>								
<b>DAS FINANCE</b>								
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.

ENT'D JAN 22 2014

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
3140555

DATE 12-17-13  
SERVICED BY SCOTT CONRATH  
CUSTOMER CONTACT TIM DAVIES  
CUSTOMER PO#  
JOB NAME STATE OF IA.  
JOB LOCATION  
JOB PHONE  
COMPLETED YES \_\_\_\_\_ NO \_\_\_\_\_

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

PICKED UP TOOLS FROM TIM

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12-17	1		
RECEIVED								
FEB 10 2014								
DAS FINANCE								
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
1	Z158				TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
1 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT

Thank You

CUSTOMER SIGNATURE SCOTT CONRATH

I hereby acknowledge the satisfactory completion of work described above.

ESTD DEC 18 2013



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER

31.40555

DATE 12/6 + 12/10  
CUSTOMER CONTACT

SERVICED BY Mike Shoy  
CUSTOMER PO#

JOB NAME State of IA Power Plant  
JOB LOCATION

JOB PHONE  
COMPLETED YES \_\_\_\_\_ NO \_\_\_\_\_

**BILL TO** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

picked up Motor + took to 3E 12/6  
picked up motor at 3E and took back to Power Plant 12/10

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL # \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12/6	1	RT	
					12/10	1.0	RT	
					12/10	0.5	RT	
<p style="text-align: center;"><b>RECEIVED</b> FEB 10 2014 DAS FINANCE</p>					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
2.5	# 2245					<b>TOTAL</b>		
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE *Mike Shoy*

I hereby acknowledge the satisfactory completion of work described above.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER

31-40555

DATE 12-6-13

SERVICED BY Steve H

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME State of Iowa Chiller

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

BILL TO

**DESCRIPTION OF WORK:**

Work on York Chiller with Tim D. Removed motor from chiller loaded and took to E.E.E. for service. Cleaned suction elbow and apply vacuum sealant.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL# \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	PO# 75158				12/6/13	6.5	R	
<p style="text-align: center; font-size: 2em; opacity: 0.5;">RECEIVED</p> <p style="text-align: center; font-size: 1.2em; opacity: 0.5;">FEB 10 2014</p> <p style="text-align: center; font-size: 1.2em; opacity: 0.5;">DAS FINANCE</p>					TOTAL LABOR			
					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENT'D DEC 09 2013



Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 31-40555

DATE 12-9-13	SERVICED BY Steve H.
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME	
JOB LOCATION	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

**BILL TO** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF WORK:**

Go to State of IA. Power Plant to work with Tim D. - Found out no parts had arrived.

**RECOMMENDATIONS:**

MAKE \_\_\_\_\_  
 MODEL \_\_\_\_\_  
 SERIAL# \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12-9-13	1	R	
RECEIVED								
FEB 10 2014								
DAS FINANCE								
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL MATERIALS</b>			
<b>TOTAL MATERIAL</b>					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

**TOTAL EQUIPMENT**

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.





Baker Group  
 4224 Hubbell Ave  
 Des Moines Iowa 50317  
 (515) 262-4000  
 Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
 31-40555

DATE 12-10-13	SERVICED BY
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME State of Iowa - YORK	
JOB LOCATION State of Iowa Power House	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF WORK:**

Work with Tim D. on repairs. Changed out bad vane drive motor. Picked up repaired motor at EEE, staged motor into place to pick. Changed out 3 of the leaking access valves.

**RECOMMENDATIONS:**

MAKE _____
MODEL _____
SERIAL# _____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12/10/13	6.5	R	
RECEIVED								
FEB 10 2014								
DAS FINANCE								
TOTAL MATERIAL								
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
 30 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_  
 I hereby acknowledge the satisfactory completion of work described above.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
**3140555**

DATE <b>12-11-13</b>	SERVICED BY <b>Steve H.</b>
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME <b>State of Iowa - York chiller</b>	
JOB LOCATION <b>State of IA, Power Plant</b>	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK:**

*Reset motor on chiller after repairs were made.  
Change out more leaky shot off valves on chiller.*

**RECOMMENDATIONS:**

MAKE **YORK**  
MODEL **YT**  
SERIAL# \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					<b>12/11/13</b>	<b>5</b>	<b>R</b>	
<b>RECEIVED</b>								
<b>FEB 10 2014</b>								
<b>DAS FINANCE</b>								
<b>TOTAL MATERIAL</b>					<b>TOTAL LABOR</b>			
					<b>TOTAL MATERIALS</b>			
					<b>TOTAL EQUIPMENT</b>			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					<b>TOTAL</b>			
<b>TOTAL EQUIPMENT</b>								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE \_\_\_\_\_

I hereby acknowledge the satisfactory completion of work described above.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER  
3140555

DATE 12-11-13

SERVICED BY Jim Davis

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

BILL TO State of IA

Powerplant

### DESCRIPTION OF WORK:

Re-installing motor, checked rotation, Had Steve H. help me.

### RECOMMENDATIONS:

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
SERIAL# \_\_\_\_\_

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12-11	8	12.7	
RECEIVED								
FEB 10 2014								
DAS FINANCE								
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

TOTAL EQUIPMENT

*Thank You*

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.



Baker Group  
4224 Hubbell Ave  
Des Moines Iowa 50317  
(515) 262-4000  
Fax (515) 262-0380

# SERVICE ORDER

JOB NUMBER

3140555

DATE 12-6-13

SERVICED BY

Jim Lewis

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

BILL TO State of Iowa

Des Moines

**DESCRIPTION OF WORK:**

- Pulled '112 hp motor and deliver to 3 E. Had to set up Gentry  
and get parts to set it on.  
- picked up motor and old bearings (to show Lenny)

**RECOMMENDATIONS:**

MAKE

MODEL

SERIAL#

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12-6	8	R.T	
					12-10	2	RIT	
<p>RECEIVED</p> <p>FEB 10 2014</p> <p>DAS FINANCE</p>					TOTAL LABOR			
					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
TOTAL EQUIPMENT								

This is time on the job and travel. Please sign if above time is correct.  
30 Days Warranty on labor. Parts Warranty as per manufacturer.

*Thank You*

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy

Department of Administrative Services  
 General Services Enterprise - Capitol Complex Maintenance

# PURCHASE REQUISITION

PO Number <b>00514 361 941</b>	eDAS or Work Order Number: <b>17677</b>	Date <b>12/27/13</b>
-----------------------------------	--	-------------------------

Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 <sup>rd</sup> Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 <sup>th</sup> Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
		Change oil and filters for York #2 Chiller	2,578.00	2,578.00
			<b>TOTAL</b>	<b>\$2,578.00</b>

**VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)**

Baker Group

RECEIVED  
 DEC 27 2013

Product/service:	Service: HVAC	Requested by: Lennie Carkhuff
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#

Building:	CEP
-----------	-----

Supervisor Approval:	CCM Administrator Approval.
----------------------	-----------------------------

Accounting Codes	(FY14) 005-0674-X674-65-406-2496-4185 (70% \$1,804.60) 005-0001-5330-65-406-2496-4185 (30% \$773.40)
------------------	---

- Contract # 3165-12 If not on a state contract, attach the following:
1. Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport.
  2. Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See dmh to submit electronic forms)
  3. If purchase is greater than \$5000, attach a Departmental approval form. (If product-submit to purchasing to bid out; if service-may use informal bid to make purchase OR submit to purchasing to bid out.)

**Vendors**—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.



17677

Baker Group  
4224 Hubbell Avenue  
Des Moines, Iowa 50317  
Direct Phone 515-299-4052  
Direct Fax 515-299-4053  
englishr@thebakergroup.com  
Main Phone: 515.262.4000  
Main Fax: 515.266.1025  
www.thebakergroup.com

12/26/13

David Haines  
Energy Management Technician  
Iowa Department of Administrative Services  
[David.haines@iowa.gov](mailto:David.haines@iowa.gov)

Dear David,

Baker Group is pleased to provide you with the requested proposal to change the oil on the York chiller based on information received in the oil analysis report because of high acid levels.

**Our Scope of work will include the following:**

- We will order and receive the oil and filter
- We will drain, capture, and dispose of the removed oil
- We will pump new oil into the machine
- We will replace the oil filter with a new OEM oil filter
- We will start and check operation when installation is complete
- We will leave any extra oil on site as we have estimated the total capacity of the oil reservoir
- All work will be completed during normal working hours

Not to Exceed Price for Above Work: \$2,578.00

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DEC 27 2013

Thank You,

APPROVED BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***Ryan English***  
Service Operations Manager  
Baker Group  
Office 299-4052  
Cell 559-3704  
[englishr@thebakergroup.com](mailto:englishr@thebakergroup.com)



## PROJECT TERMS AND CONDITIONS

### GENERAL

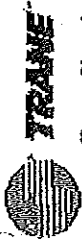
1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Baker Group may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery of any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Baker Group must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Baker Group all court costs and attorney's fees incurred by Baker Group.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. This Proposal valid for a period of 60 days after issuance.

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DEC 27 2013

### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
4. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.



Trane Chemical Laboratory

# Oil Analysis

Lab Number: 121339813	Serviced By: BAKER GROUP	Purchase Order: 74997
Serial Number: HCEM000766	Equipment Owner: STATE OF IOWA POWER PLANT	Location:
		Machine Type: YTL4M4-CSG

Sample Number	Sample Data			Physical Data										Wear Metal Data (in parts per million)			
	Date Analyzed	Service Period	Oil Type	Moisture PPM	Total Acid	Aluminum	Chromium	Copper	Iron	Lead	Tin	Zinc	Iron	Lead	Tin	Zinc	
110551974	11/18/05	5441 Hours	YORK C	34	0.0129	0	0	4	5	0	0	0	0	0	0	0	
120553416	12/14/05	5441 Hours		5	0.0189	0	0	6	8	1	0	0	0	0	0	0	
090628880	9/27/06		YORK C	20	0.0580	31	1	2	5	0	0	0	0	0	0	0	
070718190	7/10/07	14259 Hours	YORK C	58	0.0181	0	0	1	11	0	0	3	0	0	0	0	
060918254	6/17/09		YORK	109	0.0071	0	0	2	7	0	0	0	0	0	0	1	
021205340	2/16/12	48170 Hours	YORK	16	0.0223	0	0	2	10	0	0	0	0	0	0	0	
121339813	12/13/13		YORK	16	0.1424	0	0	5	11	0	0	0	0	0	0	3	

\* O = Oil Changed, B = Bearing, R = RNewal

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DEC 27 2013





Trane Chemical Laboratory

# Oil Analysis

Lab Number: 121339813	Serviced By: BAKER GROUP	Purchase Order: 74997
Serial Number: HCEM000766	Equipment Owner: STATE OF IOWA-POWER PLANT	Location:
		Machine Type: YTL4M4-CSG

## Comments:

- 110531974      11/18/2005  
All wear metals, moisture and oil acid number are in satisfactory ranges for this model unit and the running time reported.  
Resample in 3-4 months or 2500 hours.
- 120533416      12/14/2005  
All wear metals, moisture and oil acid number are in satisfactory ranges for this model unit and the running time reported.  
Resample in 3-4 months or 2500 hours.
- 090628880      09/27/2006  
All wear metals, moisture and oil acid number are in satisfactory ranges for this model unit and the running time reported.  
Resample in 3-4 months or 2500 hours.
- 070718190      07/10/2007  
All wear metals, moisture and oil acid number are in satisfactory ranges for this model unit and the running time reported.  
Resample in 3-4 months or 2500 hours.
- 060918254      06/17/2009  
All wear metals, moisture and oil acid number are in satisfactory ranges for this model unit and the running time reported.  
Resample in 3-4 months or 2500 hours.
- 021205340      02/16/2012  
All wear metals, moisture and oil acid number are in satisfactory ranges for this model unit and the running time reported.  
Resample in 3-4 months or 2500 hours.
- 121339813      12/13/2013  
The acid number is high.  
All wear metals and moisture are in satisfactory ranges for this model unit and the running time reported.  
The oil should be changed and the filter replaced.  
Resample in 3-4 months or 2500 hours.

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Trane Chemical Laboratory

# Oil Analysis

Lab Number:  
121339813

Serviced By:  
BAKER GROUP

Purchase Order:  
74997

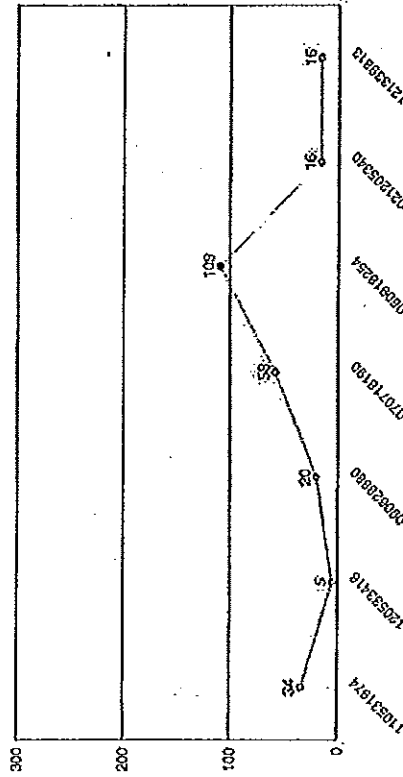
Serial Number:  
HCEM000756

Equipment Owner:  
STATE OF IOWA POWER PLANT

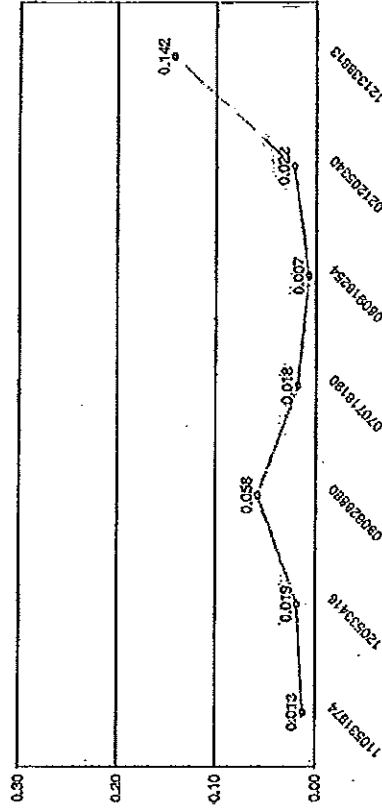
Location:

Machine Type:  
YTL4M4-CSG

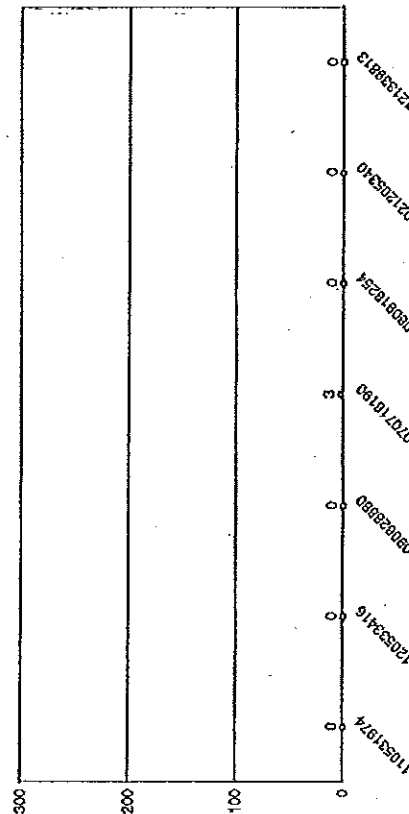
## Moisture



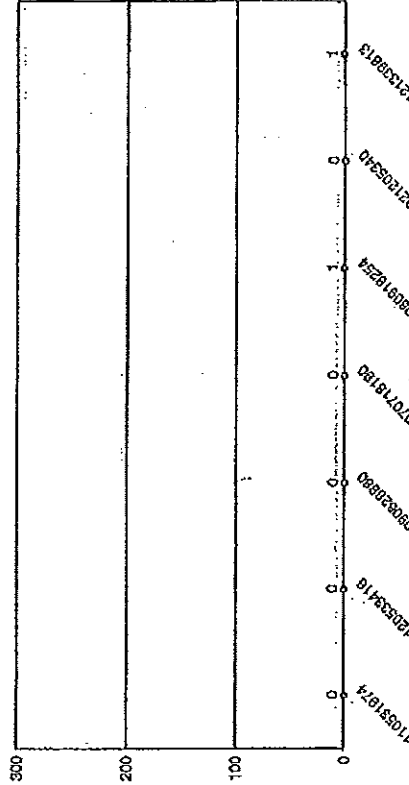
## Acid



## Tin



## Zinc



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**PURCHASE ORDER**  
**DAS - CAPITOL COMPLEX MAINTENANCE**  
 Page:1

PO Number: 000328      Corp PO Number:      Created: 12/27/13

Requested By:      Requisition:  
 Required:      Posted: 12/27/13  
 Ship Via:      Promised:      FOB:      Priority:

**VENDOR INFORMATION**

Baker Mechanical      Number: 2109043  
 4224 Hubbell Ave      Phone: 615-569-3704  
 Des Moines, Ia      Fax:  
 50317      Email: englishr@thebakergroup.com  
 Terms:

**SHIP TO:**

Iowa Department of Administrative Services  
 Maintenance Bldg--CCM  
 109 SE 13th Street  
 Des Moines, IA 50319

**BILL TO:**

Iowa Dept. of Administrative Services  
 Finance (CCM)  
 1305 E. Walnut, 3rd Floor  
 Des Moines, IA 50319

Ln Trx	Description Reference Vendor Reference Mfr Reference	Cost Center Stockroom Mfr Name	VDU			Quantity	Cost / VDU	Total Cost
			Aisle	Shelf	Bln			
1	Change oil and filter on york chiller							
WO	017677	CEP			1.00	2578.0000	2578.0000	
			Acct #					

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 DEC 27 2013

Purchase Order Total: \$2,578.0000

**APPROVAL INFORMATION**

Agent:      Authorized By: David Haines

BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508



(515) 262-4000

# Invoice 86249

<b>Bill to:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Job:</b> STATE OF IA DESIGN & CONST DIV 109 SE 13TH STREET  DES MOINES IA 50319
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<b>Invoice #:</b> 86249 <b>Date:</b> 02/28/14	<b>Customer P.O. #:</b> 00514 361941
<b>Payment Terms:</b> NET 30 DAYS	<b>Salesperson:</b>
<b>Customer Code:</b> 18110	

Remarks: STATE OF IA DESIGN & CONST DIV WO# 40908

Quantity	Description	U/M	Unit Price	Extension
1.00	REPLACE OIL IN YORK CHILLER, PER QUOTE. QUOTED AMOUNT		2,578.00	2,578.00
			<b>Subtotal:</b>	<b>2,578.00</b>
			<b>Total:</b>	<b>2,578.00</b>

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MAR 06 2014

DAS FINANCE

Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.50% per month which is an ANNUAL PERCENTAGE OF 18%.



BAKER GROUP  
 4224 HUBBELL AVE.  
 DES MOINES, IA 50317-4508  
 515 262-4000



## Invoice 69300

Bill to:  STATE OF IOWA DEPT OF ADMIN HOOVER BUILDING - 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IA 50319	Job: 36.12709 CAPITOL COMPLEX MGMT DAS CCM 109 SE 13TH STREET DES MOINES, IA 50319
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Invoice #: 69300      Date: 07/10/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00512090945 Salesperson: DALE J DRENT
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Remarks: 36.12709 PROPERTY MANAGEMENT AGREEMENT FOR MONTH OF JULY

Quantity	Description	U/M	Unit Price	Extension
1.000	BILLED MONTHLY		11,950.00	11,950.00
			<b>Subtotal:</b>	<b>11,950.00</b>
			<b>Total:</b>	<b>11,950.00</b>

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Total:

**11,950.00**

JUL 12 2012

**D.A.S. FINANCE**





### GSE Routing Slip Summary Sheet

(Purchase Requisitions, Contracts and Change Orders over \$5,000)

Originator: Steve Gross Date 8-1-12

CCM Administrator: [Signature] Date 8-1-12

Purchasing: Bruce Shoney Date \_\_\_\_\_

Legal Counsel: Thom McAll Date 9/14/12

Doug Woodley: [Signature] Date \_\_\_\_\_

Mike Carroll: [Signature] Date 9/14/12

**After all signatures – Forward to:**

Name: Finance-A/P (Pam Sullivan) ✓

Location: Hoover Building

(Pam—Please scan a signed copy to SKWalker)

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AUG 01 2012

Brief Overview of attached Document:  
(Brief Overview of documents attached & how it will be paid)

Capital Complex Maintenance Management assistance  
to identify improve efficiencies in operations.

Director's comments:





BAKER GROUP  
4224 HUBBELL AVE.  
DES MOINES, IA 50317-4508  
515 262-4000



## Invoice 104674

<b>Bill To:</b> STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	<b>Ship To:</b> STATE OF IOWA DEPT OF ADMIN 109 SE 13TH ST ATTN: JAY YOUNG DES MOINES, IA 50319
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<b>Invoice #:</b> 104674 <b>Invoice date:</b> 04/29/13	<b>P.O.#:</b> 00513086941
<b>Payment terms:</b> NET 30 DAYS	<b>Ship via:</b> UPS GROUND
<b>Customer code:</b> 18110	<b>Salesperson:</b>

Remarks: 73.7992

Quantity	U/M	Part Number	Description	Unit Cost	Extension
1.00	EA	!18G2UNSHLD	WIRE, 1000FT	150.800	150.80
1.00	EA	!20G2UNSHLD	WIRE, 1000FT	121.800	121.80
				<b>Total:</b>	<b>272.60</b>

**RECEIVED**  
MAY 03 2013  
D.A.S. FINANCE