

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

PO Number 005 11288943	eDAS Work Request Number:	Date 10/14/10
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Maintenance Bldg—CCM 109 SE 13 th Street Des Moines, IA 50319
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Qty	Invoice #	Description	Unit Cost	Total Cost
5		PXP2-3GFS Transducers (Pneumatic outputs)	199.23	-996.15
			136.15	680.75
		Baker Group -		TOTAL
				\$996.15

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number) **\$680.75**

The Baker Group
 4224 Hubbell Av
 Des Moines Iowa 50317
 Marla

RECEIVED
OCT 15 2010

Product/service:	New Historical Pneumatic Transducer Repairs	Requested by: Jay Young <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
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Building:	Historical Building
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Supervisor Approval:	CCM Administrator Approval:
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Accounting Codes	5330 TR-105 (FY10) 005- 0001-5330 - 406 -2496
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- 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, call Pam D (281-6355), 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.

SDCRB DOCUMENT REQUEST FORM / TRACKING SHEET

05133152901

Date: 2/11/13

Project No: 1313.00

Project Name: Central Energy Plant Cost Calculations

Document Type: Purchase Order

Project Anticipated Start Date: 2/25/13

Project Expected Completion Date: 5/31/13

Vendor Code: 00002109043

Vendor Name: Baker Group

Address: 4224 HUBBELL AVE

City: Des Moines

State: IA Zip: 50317

Contract/Bid #: Services less than \$5,000

Resp. Agency: 005 Ship to:

Bid tab sheets included: No

Bill to: 033 FOB: Destination

DESCRIPTION OF DOCUMENT REQUEST: Provide a bundled engineering study that determines the cost of generating chilled water, the cost of generating steam, the calculation for the percent condensate return, and review of the current temperature and humidity set points.

RELATED OR SIGNIFICANT INFO: Object code 9255

LINE	QTY	UNIT	CONT LN	COMM CODE	DESCRIPTION	U674 - Rebates
01	1	N/A	N/A	925	Engineering Labor	4,200.00
					Total Cost	\$4,200.00

SRM/Chief:

SDCRB Audit:

Director or Designee:

Onlined by:

[Signature]

Client Agency: 005

See attached email

Date: 2-11-13

Date: 2-15-13

Date: _____

Date: _____

ALL OF THE ABOVE REQUESTED INFORMATION MUST BE PROVIDED ON THIS SHEET ONLY

RECEIVED

FEB 20 2013

DAS FINANCE

Central Energy Plant Cost Calculation
 Project # 1313.00
 Program code: 131300
 Project Manager-Jennifer Moelmann

Major Program 4F01

	BUDGET	CONTRACTED	EXPENDED	CONTRACTED -NOT EXPENDED	AVAILABLE to ENCUMBER
FY13 Budget	4,200.00				
Misc		0.00	0.00	0.00	
Sub Total	4,200.00	0.00	0.00	0.00	4,200.00
TOTAL PROJECT	4,200.00	0.00	0.00	0.00	4,200.00
This PO Request Remaining	(4,200.00) 0.00				



2/8/2013

Jennifer Moehlmann
Capitol Complex Energy Manager
Iowa Department of Administrative Services
Facilities Management Center
109 SE 13th Street
Des Moines, IA 50319-0150

Dear Jennifer,

Baker Group is pleased to provide you with the requested proposal for the bundled engineering study that determines the cost of generating chilled water, the cost of generating steam, provides a calculation for the percent condensate return, and includes a review of the current temperature and humidity set points.

Temperature and Humidity Set Points Review due two weeks after all necessary information is received by Baker Group:

- Review and compare the current temperature and humidity set points and how they impact the risk of mold, occupancy comfort, and energy usage compared to both higher and lower set points.

Cost of Generating Steam Report due three weeks after all necessary information is received by Baker Group:

- Determine all equipment and processes required for producing and distributing steam through the main campus loop
- Determine operational equipment under different load conditions
- Create and provide a spreadsheet to calculate cost of generating steam based on variable input information such as average central plant flow
- Create and provide a calculation for the percent of condensate return

Cost of Generating Chilled Water Report due three weeks after all necessary information is received by Baker Group:

- Determine all equipment and processes required for producing and distributing chilled water through the main campus loop
- Determine operational equipment under different load conditions
- Create and provide a spreadsheet to calculate cost of generating chilled water based on variable input information such as average central plant flow

Price for this Bundled Engineering Study: \$4,200.00 (plus applicable taxes)

Thank You,

Dale Drent, P.E., LEED AP

Service Division Manager
Baker Group
Work: 515-299-4054
Mobile: 515-208-3081
drentd@thebakergroup.com

APPROVED BY: 

Name: Brent Carr

Title: Administrator

Date: 2-15-13

RECEIVED

FEB 20 2013

DAS FINANCE

Carr, Brant [DAS]

From:
Sent:
To:
Subject:

Carroll, Mike [DAS]
Wednesday, February 13, 2013 3:10 PM
Carr, Brant [DAS]
RE: CT's Under 125,000.

Approved.



Iowa Department of Administrative Services
Government's Partner in Achieving Results

Mike Carroll, Director
Iowa Department of Administrative Services
Office: (515) 281-3273
Cell: (515) 868-2038
FAX: (515) 281-6140
mike.carroll@iowa.gov



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.

From: Carr, Brant [DAS]
Sent: Wednesday, February 13, 2013 12:36 PM
To: Carroll, Mike [DAS]
Subject: FW: CT's Under 125,000.

Director,
Please review and approve the attached documents.

Thanks,



Iowa Department of Administrative Services
Government's Partner in Achieving Results

Brant Carr
Administrator
State Design & Construction Resources Bureau
General Services Enterprise

RECEIVED

FEB 20 2013

DAS FINANCE

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
			Subtotal:	1,400.00
			Total:	1,400.00

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
Total			4,200.00		0.00		4,200.00

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

\$ 1400⁰⁰

RECEIVED
AUG 15 2013
DAS FINANCE

Department of Administrative Services

PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00511 097942

eDAS Work Request Number:

Date

4-7-11

Bill To:

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

Ship To:

Iowa Dept. of Administrative Services
Maintenance Bldg—CCM
109 SE 13th Street
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Chilled water valve actuator		797.74
			TOTAL	
				\$797.74

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

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

RECEIVED
APR 07 2011

Product/service:

HVAC

Requested by: Ken Thornton

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

Building:

IA Bldg

Supervisor

CCM Administrator

Approval:

Approval:

Accounting Codes

(FY10) 005-0017-0C13-406-2496

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, 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)
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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 13th 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

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

PO Number 00511160943	eDAS Work Request Number:	Date 6/8/11
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Maintenance Bldg—CCM 109 SE 13 th Street Des Moines, IA 50319
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Qty	Invoice #	Description	Unit Cost	Total Cost
4		545-113 Siemens Transducers (AOP)	232.56	930.24
		Baker Group - CT3537-09		TOTAL
				930.24

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

The Baker Group
 4224 Hubbell Av
 Des Moines Iowa 50317
 Marla

RECEIVED
 JUN 09 2011

Product/service:	Replace damaged transducers due to failed air dryer <i>NAC</i>	Requested by: Jay Young <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
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Building:	Iowa Building
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Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>
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Accounting Codes (FY11) 005- <i>0017 - 0013 - 406 - 2496</i>

- Contract # CT3165-08 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, call Pam D (281-6355), 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)
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Department of Administrative Services **PURCHASE REQUISITION**
 General Services Enterprise - Capitol Complex Maintenance

PO Number 00511259940 eDAS Work Request Number: _____ Date 9-14-10

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

Ship To: Iowa Dept. of Administrative Services
 Maintenance Bldg—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace fuel level sensor		3,657.00
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <p>29C20 lightning strike on 8-4-10</p> </div>				
				TOTAL
				\$3,657.00

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

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

RECEIVED
 SEP 16 2010

Product/service: _____ Requested by: Ken Thornton
 Check here to receive a copy of this requisition with the PO#

Building: CEP

Supervisor Approval: _____ CCM Administrator Approval: 

Accounting Codes (FY10) 005-0674-A674 (\$2,194.20) and 5330 (\$1,462.80) -406-2496

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

PO Number 00511259940 eDAS Work Request Number: _____ Date 9-14-10

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

Ship To: Iowa Dept. of Administrative Services
 Maintenance Bldg—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace fuel level sensor		3,657.00
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <p>29C20 lightning strike on 8-4-10</p> </div>				
				TOTAL
				\$3,657.00

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

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

RECEIVED
 SEP 16 2010

Product/service: _____ Requested by: Ken Thornton
 Check here to receive a copy of this requisition with the PO#

Building: CEP

Supervisor Approval: _____ CCM Administrator Approval: 

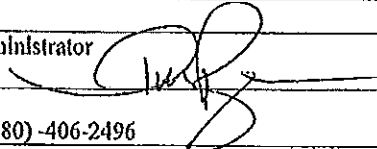
Accounting Codes (FY10) 005-0674-A674 (\$2,194.20) and 5330 (\$1,462.80) -406-2496

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Baker Group

9/14/10

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number 00511259940		eDAS Work Request Number:		Date 9-14-10
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Maintenance Bldg—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace fuel level sensor		3,657.00
		Radar start-up service		923.50
(29020)				
lightning strike on 8-4-10 9-5-10				
				TOTAL
				\$3,657.00
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Avenue Des Moines, IA 50317-4508 262-4000			\$4,580.50 skw 11-2-10	
Product/service:		Requested by: Ken Thornton / Jay G. ____ Check here to receive a copy of this requisition with the PO#		
Building: CEP		Supervisor Approval: CCM Administrator Approval: 		
Accounting Codes (FY 10) 005-0674-A674 (\$2,194.20) and 5330 (\$1,462.80) -406-2496				

RECEIVED
SEP 16 2010

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Department of Administrative Services **PURCHASE REQUISITION**

General Services Enterprise - Capitol Complex Maintenance

PO Number 00511278940	eDAS Work Request Number:	Date 9/27/10
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Maintenance Bldg—CCM 109 SE 13 th Street Des Moines, IA 50319
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Qty	Invoice #	Description	Unit Cost	Total Cost
5		Labor hrs	96.60	483.00
		Anti vibration shock isolators		624.00
TOTAL				
				\$ 1107.16

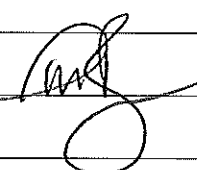
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)

Baker Group
 4224 Hubble Av
 Des Moines, Iowa 50317
 515-262-4000

RECEIVED
OCT 5 2010

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

Building:	Ank Labs
-----------	----------

Supervisor Approval:	CCM Administrator Approval: 
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Accounting Codes (FY11) 005-0674-K674-409-2512

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

(515) 262-4000



Invoice 53013

Bill to: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IOWA LABS 03-31-09 ANKENY ANKENY IA
---	--

Invoice #: 53013 Date: 09/20/10 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

Remarks: STATE OF IOWA LABS 03-31-09 WO# 24667

Quantity	Description	U/M	Unit Price	Extension
REPLACE ANTI-VIBRATION MOUNT AND REINSTALL SPECTRA 111 PTZ CAMERA.				
5.00	LABOR USED	HRS	96.60	483.00
1.00	MATERIAL USED		624.16	624.16
			Subtotal:	1,107.16
			Total:	1,107.16

PAID 9/20/10

RECEIVED
 2010 SEP 21 PM 5:06
 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%.

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

PO Number 005 11288943 eDAS Work Request Number: _____ Date 10/14/10

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

Ship To: Iowa Dept. of Administrative Services
 Maintenance Bldg—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
5		PXP2-3GFS Transducers (Pneumatic outputs)	199.23	-996.15
			<u>136.15</u>	<u>680.75</u>
		Baker Group -		TOTAL
				\$996.15

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number) \$680.75

The Baker Group
 4224 Hubbell Av
 Des Moines Iowa 50317
 Marla

RECEIVED
 OCT 15 2010

Product/service: **New Historical Pneumatic Transducer Repairs** Requested by: Jay Young
 Check here to receive a copy of this requisition with the PO#

Building: **Historical Building**

Supervisor Approval: _____ CCM Administrator Approval: [Signature]

Accounting Codes 5330 TR-105
 (FY10) 005- 0001-5330-406-2496

- Contract # _____ If not on a state contract, attach the following:
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Department of Administrative Services **PURCHASE REQUISITION**

General Services Enterprise - Capitol Complex Maintenance

PO Number <i>005 11313941</i>	eDAS Work Request Number:	Date 11/9/10
----------------------------------	---------------------------	-----------------

Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Maintenance Bldg—CCM 109 SE 13 th Street Des Moines, IA 50319
---	---

Qty	Invoice #	Description	Unit Cost	Total Cost
2		599-02068 Siemens valve	39.54	79.08
2		SSC81U Siemens Actuator	54.79	109.59
		Baker Group - CT3537-09		TOTAL
				188.66

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

The Baker Group
4224 Hubbell Av
Des Moines Iowa 50317
Marla

RECEIVED
NOV 09 2010

Product/service: Repair bad control valve on VAV reheat	Requested by: Jay Young <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
--	--

Building: Public Safety

Supervisor Approval: CCM Administrator Approval:	<i>JK Walker</i>
---	------------------

Accounting Codes
(FY10) 005- 674 - A 674 - 406 - 2496

- Contract # CT3165-08 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, call Pam D (281-6355), 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.

Young, Jay [DAS]

From: Marla Schmitz [Schmitzm@TheBakerGroup.com]
Sent: Tuesday, November 09, 2010 10:23 AM
To: Young, Jay [DAS]
Subject: Pricing

Jay:

Your pricing is as follows:

599-02068 \$39.54
SSC81U \$54.79

No charge for shipping per contract.

Thanks!

Marla J. Schmitz
Purchasing & Material Mgmt

Baker Group
Expect the Best

Office: 515.299.4050
Fax: 515.299.4051

RECEIVED
NOV 09 2010

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 if you receive 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, we cannot be held responsible for any such issues. Please contact us if you have any questions or need to work with you!

Department of Administrative Services

PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00512 017 940RM

eDAS Work Request Number:

Date

1-17-12

Bill To:

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

Ship To:

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

Qty	Invoice #	Description	Unit Cost	Total Cost
2		Condenser side gasket sets	264.00	528.00
			TOTAL	\$528.00

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

The Baker Group

RECEIVED
JAN 17 2012

Product/service:

Product: HVAC

Requested by: David Haines

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 (70%) 369.60 005-0001-5330-406-2496 (30%) 158.40

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.

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

PO Number 00512 020 948 RM	eDAS Work Request Number:	Date 1/20/12
--------------------------------------	---------------------------	-----------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
	31-31013	Diagnose and repair tube sheet at Jesse Parker	<2,000.00	<2,000.00
				TOTAL
				\$<2,000.00

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

RECEIVED
 JAN 20 2012

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

Building:	Jesse Parker
-----------	--------------

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

Accounting Codes	(FY12) 005-0674-X674-406-2496
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- 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 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.



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

SERVICE ORDER

JOB NUMBER
31-31013

DATE 1-19-12	SERVICED BY Pat
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME	
JOB LOCATION Desse Parker	
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 & exchanger found no rubes with leaks put back together - tested for leaks, check out Condensate lines & pumps found funnel condensate tank plugged up. pulled apart & cleaned. Water hammer stopped. put system back to normal.
 Heat exchanger #2

RECOMMENDATIONS:

MAKE	_____
MODEL	_____
SERIAL #	_____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
2	Gaskets	P2			2-19	2 1/2		
2	Bolt packs 4"	P2				50T		
RECEIVED JAN 20 2012					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

CUSTOMER SIGNATURE *[Signature]*
 I hereby acknowledge the satisfactory completion of work described above.

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

PO Number <i>00512 047 950RM</i>	eDAS Work Request Number:	Date 2-10-12
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
4		Chiller O rings	95.00	380.00
				TOTAL
				\$380.00

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

RECEIVED
 FEB 16 2012

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

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

Accounting Codes
 (FY12) 005-0001-0C32-406-2496

- 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.

PURCHASE REQUISITION

PO Number	eDAS Work Request Number:	Date
00512 090 945		3-22-12

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Capitol Complex Maint. Mgmt. RFP #0212005030 contract		
		To assist with identifying efficiencies in CCM operations		\$11,950.00
				TOTAL
				\$11,950.00

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

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

RECEIVED
MAR 30 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
(FY12) 005-0674-X674-405-2466 (\$8,365.00) and 5330 (\$3,585.00)

- Contract # _____ If not on a state contract, attach the following:
- 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).
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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.

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
			Subtotal:	11,950.00
			Total:	11,950.00

RECEIVED
 MAR 30 2012

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: *Steve Gross* Date 3-22-12

Purchasing: _____ Date _____

Legal Counsel: *Thomas Lynn Lamb* Date 3/28/12

Doug Woodley: *Doug Woodley* Date 03.22.12

Mike Carroll: *Mike Carroll* 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)

Capitol 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

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 Same drentd@thebakergroup.com	Steve Gross DAS CCM 109 SE 13 th Street Des Moines 50319 515-281-2137 steve.gross@iowa.gov

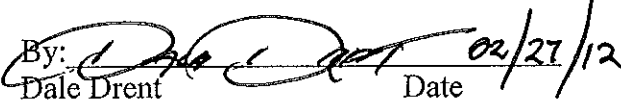
The parties to this Contract are Baker Mechanical, Inc. ("Vendor") and the Iowa Department of Administrative Services ("State").

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:  ^{by car} 2/28/12
Mike Carroll Date
Director of Iowa Department of Administrative Services

***General Terms and Conditions for Service Contracts/Solicitations
Effective from 07/20/11***

A. DEFINITIONS AND GENERAL INFORMATION

The following words shall be defined as set forth below:

1. **“Acceptance”** means that the Agency has determined that one or more Deliverables satisfy the Agency's Acceptance Tests. Final Acceptance means that the Agency has determined that all Deliverables satisfy the Agency's Acceptance Tests. Non-acceptance means that the Agency has determined that one or more Deliverables have not satisfied the Agency's Acceptance Tests.
2. **“Acceptance Criteria”** means the Specifications, goals, performance measures, testing results and/or other criteria designated by the Agency and against which the Deliverables may be evaluated for purposes of Acceptance or Non-acceptance thereof.
3. **“Acceptance Tests” or “Acceptance Testing”** mean the tests, reviews and other activities that are performed by or on behalf of Agency to determine whether the Deliverables meet the Acceptance Criteria or otherwise satisfy the Agency, as determined by the Agency in its sole discretion.
4. **“Bid Proposal” or “Proposal”** means the Contractor's proposal submitted in response to the RFP.
5. **“Contract”** means the collective documentation memorializing the terms of the agreement between the Agency and the Contractor identified on the Contract Declarations & Execution Page(s) and includes the signed Contract Declarations & Execution Page(s), the Special Terms, these General Terms for Services Contracts, any Special Contract Attachments, and all other attachments to the Contract Declarations & Execution Page(s).
6. **“Contract Declarations & Execution Page(s)”** means the document that contains basic information about the Contract and incorporates by reference these General Terms for Services Contracts, the Special Terms, and all other attachments to the Contract Declarations and Executions Page(s).
7. **“Deficiency”** means a defect, flaw, anomaly, failure, omission, interruption of service, or other problem of any nature whatsoever with respect to a Deliverable, including, without limitation, any failure of a deliverable to conform to or meet an applicable specification. Deficiency also includes the lack of something essential or necessary for completeness or proper functioning of a Deliverable.

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

extension decision at least sixty (60) days prior to the expiration of the initial term or renewal term.

C. Scope of Work.

The Contractor shall provide Deliverables that comply with and conform to the Specifications.

D. Compensation

1. Pricing. The Contractor will be compensated in accordance with the payment terms outlined in the Contract Payment Terms and Scope of Work described in the Special Terms.

The Contractor shall submit, on the frequency established on the Contract Declarations & Execution Page(s) an invoice for Deliverables rendered in accordance with this Contract. The invoice shall comply with all applicable rules concerning payment of such claims. The Agency shall verify the Contractor's performance of the Deliverables outlined in the invoice before making payment. The Agency shall pay all approved invoices in arrears and in conformance with Iowa Code 8A.514. The Agency may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa Code § 8A.514.

Unless otherwise agreed in writing by the parties, the Contractor shall not be entitled to receive any other payment or compensation from the State for any Deliverables provided by or on behalf of the Contractor under this Contract. The Contractor shall be solely responsible for paying all costs, expenses and charges it incurs in connection with its performance under this Contract.

2. The State has established rules for limitations on reimbursement expenses. Please reference Department of Administrative Services - State Accounting Enterprise Procedure 210-245 (accessible on the internet) for limits on travel expenses.

3. Withholding Payments. In addition to pursuing any other remedy provided herein or by law, the Agency may withhold compensation or payments to Contractor, in whole or in part, without penalty to the Agency or work stoppage by Contractor, in the event the Agency determines that: (i) Contractor has failed to perform any of its duties or obligations as set forth in this Contract; or (ii) any Deliverable has failed to meet or conform to any applicable Specifications or contains or is experiencing a Deficiency. No interest shall accrue or be paid to Contractor on any compensation or other amounts withheld or retained by the Agency under this Contract.

4. Setoff Against Sums Owed by the Contractor. In the event that Contractor owes the State any sum under the terms of this Contract, any other contract or

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;

vii. The Agency determines or believes the Contractor has engaged in conduct that: (a) has or may expose the Agency or the State to material liability, or (b) has caused or may cause a person's life, health or safety to be jeopardized;

viii. Contractor infringes or allegedly infringes or violates any patent, trademark, copyright, trade dress or any other intellectual property right or proprietary right, or Contractor misappropriates or allegedly misappropriates a trade secret;

ix. Contractor fails to comply with any applicable confidentiality laws, privacy laws, or any provisions of this Contract pertaining to confidentiality or privacy; or

x. Any of the following has been engaged in by or occurred with respect to Contractor or any corporation, shareholder or entity having or owning a controlling interest in Contractor:

a. Commencing or permitting a filing against it which is not discharged within ninety (90) days, of a case or other proceeding seeking liquidation, reorganization, or other relief with respect to itself or its debts under any bankruptcy, insolvency, or other similar law now or hereafter in effect; or filing an answer admitting the material allegations of a petition filed against it in any involuntary case or other proceeding commenced against it seeking liquidation, reorganization, or other relief under any bankruptcy, insolvency, or other similar law now or hereafter in effect with respect to it or its debts; or consenting to any such relief or to the appointment of or taking possession by any such official in any voluntary case or other proceeding commenced against it seeking liquidation, reorganization, or other relief under any bankruptcy, insolvency, or other similar law now or hereafter in effect with respect to it or its debts;

b. Seeking or suffering the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its assets;

c. Making an assignment for the benefit of creditors;

d. Failing, being unable, or admitting in writing the inability generally to pay its debts or obligations as they become due or failing to maintain a positive net worth and such additional capital and liquidity as is reasonably adequate or necessary in connection with Contractor's performance of its obligations under this Contract; or

e. Taking any action to authorize any of the foregoing. The Agency's right to terminate this Contract shall be in addition to and not exclusive of other remedies available to the Agency, and the Agency shall be entitled to

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

other compensation shall be limited by, and subject to, legally available funds. Payment will be made only upon submission of invoices and proper proof of Contractor's claim. Notwithstanding the foregoing, this Section E.4 in no way limits the rights or remedies available to the Agency and shall not be construed to require the Agency to pay any compensation or other amounts hereunder in the event of Contractor's breach of this Contract or any amounts withheld by the Agency in accordance with the terms of this Contract. The Agency shall not be liable, under any circumstances, for any of the following:

- i. The payment of unemployment compensation to Contractor's employees;
- ii. The payment of workers' compensation claims, which occur during the Contract or extend beyond the date on which the Contract terminates;
- iii. Any costs incurred by Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract;
- iv. Any damages or other amounts associated with the loss of prospective profits, anticipated sales, goodwill, or for expenditures, investments or commitments made in connection with this Contract;
- v. Any taxes Contractor may owe in connection with the performance of this Contract, including, but not limited to, sales taxes, excise taxes, use taxes, income taxes or property taxes.

5. Contractor's Termination Duties. Upon receipt of notice of termination or upon request of the Agency, Contractor shall:

- i. Cease work under this Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work performed under the Contract and such other matters as the Agency may require.
- ii. Immediately cease using and return to the Agency any property or materials, whether tangible or intangible, provided by the Agency to Contractor.
- iii. Cooperate in good faith with the Agency and its employees, agents and independent contractors during the transition period between the notification of termination and the substitution of any replacement service provider.
- iv. Immediately return to the Agency any payments made by the Agency for Deliverables that were not rendered or provided by Contractor.

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

promptly notify the Agency and cooperate with the Agency in any lawful effort to protect the confidential information.

4. Reporting of Unauthorized Disclosure. The Contractor shall immediately report to the Agency any unauthorized disclosure of confidential information.

5. Survives Termination. The Contractor's obligations under this section shall survive termination or expiration of this Contract.

G. Indemnification.

1. By the Contractor. The Contractor agrees to indemnify and hold harmless the State and its officers, appointed and elected officials, board and commission members, employees, volunteers and agents (collectively the "Indemnified Parties"), from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments (including, without limitation, the reasonable value of the time spent by the Attorney General's Office, and the costs, expenses and attorneys' fees of other counsel retained by the Indemnified Parties directly or indirectly related to, resulting from, or arising out of this Contract, including but not limited to any claims related to, resulting from, or arising out of:

i. Any breach of this Contract;

ii. Any negligent, intentional or wrongful act or omission of the Contractor or any agent or subcontractor utilized or employed by the Contractor;

iii. The Contractor's performance or attempted performance of this Contract, including any agent or subcontractor utilized or employed by the Contractor;

iv. Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Iowa;

v. Any claim of misappropriation of a trade secret or infringement or violation of any intellectual property rights, proprietary rights or personal rights of any third party, including any claim that any Deliverable or any use thereof (or the exercise of any rights with respect thereto) infringes, violates or misappropriates any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other intellectual property right or proprietary right of any third party.

2. Survives Termination. Contractor's duties and obligations under this section shall survive the termination of this Contract and shall apply to all acts or omissions taken or made in connection with the performance of this Contract regardless of the

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.

**BLANKET WAIVER OF SUBROGATION WHEN REQUIRED IN A WRITTEN
CONTRACT OR AGREEMENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV -- COMMERCIAL GENERAL LIABILITY CONDITIONS) is deleted and replaced by the following:

We waive any right of recovery we may have against any person or organization against whom you have agreed to waive such right of recovery in a written contract or agreement because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard".

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

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (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 endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective

Policy No.

Endorsement No.

Insured

Premium \$

Insurance Company

Countersigned By _____

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.

the designation of a substitute Project Manager. During the term of this Contract, each Project Manager shall be available to meet monthly, unless otherwise mutually agreed, to review and plan the Deliverables being provided under this Contract.

2. Review Meetings. During the review meetings the Project Managers shall discuss progress made by the Contractor in the performance of this Contract. Each party shall provide a status report, as desired by a Project Manager, listing any problem or concern encountered since the last meeting. Records of such reports and other communications issued in writing during the course of Contract performance shall be maintained by each party.

3. Reports. At the next scheduled meeting after which any party has identified in writing a problem, the party responsible for resolving the problem shall provide a report setting forth activities undertaken, or to be undertaken, to resolve the problem, together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution. For as long as a problem remains unresolved, written reports shall identify:

- i. Any event not within the control of the Contractor or the Agency that accounts for the problem;
- ii. Modifications to the Contract agreed to by the parties in order to remedy or solve the identified problem;
- iii. Damages incurred as a result of any party's failure to perform its obligations under this Contract; and
- iv. Any request or demand by one party that another party believes is not included within the terms of this Contract.

4. Problem Reporting Omissions. The Agency's acceptance of a problem report shall not relieve the Contractor of any obligation under this Contract or waive any other remedy under this Contract or at law or equity that the Agency may have. The Agency's failure to identify the extent of a problem or the extent of damages incurred as a result of a problem shall not act as a waiver of performance or damages under this Contract. Where other provisions of this Contract require notification of an event in writing, the written report shall be considered a valid notice under this Contract provided the parties required to receive notice are notified.

5. Change Order Procedure. The Agency may at any time request a modification to the Scope of Work using a change order. The following procedures for a change order shall be followed:

- 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,

subcontractor, subsidiary or affiliate of Contractor. The Contractor (and Contractor's employees, agents, contractors, subcontractors, subsidiaries and affiliates) shall not retain any property interests or other rights in and to the Deliverables and shall not use any Deliverables, in whole or in part, for any purpose, without the prior written consent of the Agency and the payment of such royalties or other compensation as the Agency deems appropriate. Unless otherwise requested by Agency, upon completion or termination of this Contract, Contractor will immediately turn over to Agency all Deliverables not previously delivered to Agency, and no copies thereof shall be retained by Contractor or its employees, agents, subcontractors or affiliates, without the prior written consent of Agency.

2. **Waiver.** To the extent any of Contractor's rights in any Deliverables are not subject to assignment or transfer hereunder, including any moral rights and any rights of attribution and of integrity, Contractor hereby irrevocably and unconditionally waives all such rights and enforcement thereof and agrees not to challenge the State's rights in and to the Deliverables.

3. **Further Assurances.** At the Agency's request, Contractor will execute and deliver such instruments and take such other action as may be requested by the Agency to establish, perfect or protect the State's rights in and to the Deliverables and to carry out the assignments, transfers and conveyances set forth in Section K.1.

L. Warranties.

1. **Construction of Warranties Expressed in this Contract with Warranties Implied by Law.** Warranties made by the Contractor in this Contract, whether: (a) this Contract specifically denominates the Contractor's promise as a warranty; or (b) the warranty is created by the Contractor's affirmation or promise, by a description of the Deliverables to be provided, or by provision of samples to the Agency, shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties that arise through course of dealing or usage of trade. The warranties expressed in this Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the Deliverables provided by the Contractor. The provisions of this section apply during the term of this Contract and any extensions or renewals thereof.

2. **Contractor represents and warrants that:** (i) all Deliverables shall be wholly original with and prepared solely by Contractor; or it owns, possesses, holds, and has received or secured all rights, permits, permissions, licenses and authority necessary to provide the Deliverables to the Agency hereunder and to assign, grant and convey the rights, benefits, licenses and other rights assigned, granted or conveyed to the Agency hereunder or under any license agreement related hereto without violating any rights of

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

Deficiencies or failures from the Agency or within such other period as the Agency specifies in the notice. In the event Contractor is unable to repair, correct or replace such Deliverable to the Agency's satisfaction, Contractor shall refund the fees or other amounts paid for the Deliverables and for any services related thereto. The foregoing shall not constitute an exclusive remedy under this Contract, and the Agency shall be entitled to pursue any other available contractual, legal or equitable remedies. Contractor shall be available at all reasonable times to assist the Agency with questions, problems and concerns about the Deliverables, to inform the Agency promptly of any known Deficiencies in any Deliverables, repair and correct any Deliverables not performing in accordance with the warranties contained in this Contract, notwithstanding that such Deliverable may have been accepted by the Agency, and provide the Agency with all necessary materials with respect to such repaired or corrected Deliverable.

5. Contractor represents, warrants and covenants that all services to be performed under this Contract shall be performed in a professional, competent, diligent and workmanlike manner by knowledgeable, trained and qualified personnel, all in accordance with the terms and Specifications of this Contract and the standards of performance considered generally acceptable in the industry for similar tasks and projects. In the absence of a Specification for the performance of any portion of this Contract, the parties agree that the applicable specification shall be the generally accepted industry standard. So long as the Agency notifies Contractor of any services performed in violation of this standard, Contractor shall re-perform the services at no cost to the Agency, such that the services are rendered in the above-specified manner, or if the Contractor is unable to perform the services as warranted, Contractor shall reimburse the Agency any fees or compensation paid to Contractor for the unsatisfactory services.

6. Contractor represents and warrants that the Deliverables will comply with any applicable federal, state, foreign and local laws, rules, regulations, codes, and ordinances in effect during the term of this Contract, including applicable provisions of Section 508 of the Rehabilitation Act of 1973, as amended, and all standards and requirements established by the Architectural and Transportation Barriers Access Board and the Iowa Department of Administrative Services, Information Technology Enterprise.

7. Obligations Owed to Third Parties. The Contractor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to this Contract are or will be fully satisfied by the Contractor so that the Agency will not have any obligations with respect thereto.

M. Acceptance Testing.

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

Contractor with any notice or opportunity to cure provided for in Section E.1. The Agency's right to exercise the foregoing rights and remedies, including termination of this Contract, shall remain in effect until Acceptance Tests are successfully completed to the Agency's satisfaction and the Agency has provided Contractor with written notice of Final Acceptance. If the Agency determines that all Deliverables satisfy its Acceptance Tests, the Agency shall provide Contractor with notice of Final Acceptance with respect to such Deliverables. Contractor's receipt of any notice of Acceptance, including Final Acceptance, with respect to any Deliverable(s) shall not be construed as a waiver of any of the Agency's rights to enforce the terms of this Contract or require performance in the event Contractor breaches this Contract or any Deficiency is later discovered with respect to such Deliverable(s).

N. Contract Administration.

- 1. Independent Contractor.** The status of the Contractor shall be that of an independent contractor. The Contractor, its employees, agents and any subcontractors performing under this Contract are not employees or agents of the State or any agency, division or department of the State simply by virtue of work performed pursuant to this Contract. Neither the Contractor nor its employees shall be considered employees of the Agency or the State for federal or state tax purposes simply by virtue of work performed pursuant to this Contract. The Agency will not withhold taxes on behalf of the Contractor (unless required by law).
- 2. Incorporation of Documents.** To the extent this Contract arises out of an RFP, the parties acknowledge that the Contract consists of these contract terms and conditions as well as the RFP and the Bid Proposal. The RFP and the Bid Proposal are incorporated into the Contract by reference, except that no objection or amendment by the Contractor to the provisions of the RFP shall be incorporated by reference into the Contract unless the Agency has explicitly accepted the Contractor's objection or amendment in writing. If there is a conflict between the Contract, the RFP and the Bid Proposal, the conflict shall be resolved according to the following priority, ranked in descending order: (1) the Contract; (2) the RFP; (3) the Bid Proposal.
- 3. Intent of References to Bid Documents.** The references to the parties' obligations, which are contained in this Contract, are intended to supplement or clarify the obligations as stated in the RFP and the Bid Proposal. The failure of the parties to make reference to the terms of the RFP or the Bid Proposal in this Contract shall not be construed as creating a conflict and will not relieve the Contractor of the contractual obligations imposed by the terms of the RFP and the Contractor's Bid Proposal. The contractual obligations of the Agency cannot be implied from the Bid Proposal.

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

compliance documentation, including but not limited to certifications, received from subcontractors by the Contractor shall be forwarded to the Agency.

9. Amendments. This Contract may be amended in writing from time to time by mutual consent of the parties. Amendments to the General Terms for Services Contracts may appear in the Special Terms.

10. Third Party Beneficiaries. There are no third party beneficiaries to this Contract. This Contract is intended only to benefit the State and the Contractor.

11. Use of Third Parties. The Agency acknowledges that the Contractor may contract with third parties for the performance of any of the Contractor's obligations under this Contract. The Contractor shall notify the Agency in writing of all subcontracts relating to Deliverables to be provided under this Contract prior to the time the subcontract(s) become effective. The Agency reserves the right to review and approve all subcontracts. The Contractor may enter into these contracts to complete the project provided that the Contractor remains responsible for all Deliverables provided under this Contract. All restrictions, obligations and responsibilities of the Contractor under this Contract shall also apply to the subcontractors and the Contractor shall include in all of its subcontracts a clause that so states. The Agency shall have the right to request the removal of a subcontractor from the Contract for good cause.

12. Choice of Law and Forum. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the conflict of law provisions of Iowa law. Any and all litigation commenced in connection with this Contract shall be brought and maintained solely in Polk County District Court for the State of Iowa, Des Moines, Iowa, or in the United States District Court for the Southern District of Iowa, Central Division, Des Moines, Iowa, wherever jurisdiction is appropriate. This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the Agency or the State of Iowa.

13. Assignment and Delegation. Contractor may not assign, transfer or convey in whole or in part this Contract without the prior written consent of the Agency. For the purpose of construing this clause, a transfer of a controlling interest in the Contractor shall be considered an assignment. The Contractor may not delegate any of its obligations or duties under this Contract without the prior written consent of the Agency. The Contractor may not assign, pledge as collateral, grant a security interest in, create a lien against, or otherwise encumber, any payments that may or will be made to the Contractor under this Contract.

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,

iii. Within five (5) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail. From time to time, the parties may change the name and address of a party designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

21. Cumulative Rights. The various rights, powers, options, elections and remedies of any party provided in this Contract, shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled.

22. Severability. If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Contract.

23. Time is of the Essence. Time is of the essence with respect to the Contractor's performance of the terms of this Contract. Contractor shall ensure that all personnel providing Deliverables to the Agency are responsive to the Agency's requirements and requests in all respects.

24. Authorization. Contractor represents and warrants that:

i. It has the right, power and authority to enter into and perform its obligations under this Contract.

ii. It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and this Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

25. Successors in Interest. All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

26. Records Retention and Access. The Contractor shall maintain accurate, current, and complete records of the financial activity of this Contract which sufficiently and properly document and calculate all charges billed to the Agency throughout the term of this Contract and for a period of at least five (5) years following the date of final payment or completion of any required audit (whichever is later). If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the five (5) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later. The Contractor shall permit the Agency, the

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.

27. Audits. Local governments and non-profit subrecipient entities that expend \$500,000 or more in a year in federal awards (from all sources) shall have a single audit conducted for that year in accordance with the provisions of OMB Circular A-133 "Audit of States, Local Governments, and Non-Profit Organizations." A copy of the final audit report shall be submitted to the Agency if either the schedule of findings and questioned costs or the summary schedule of prior audit findings includes any audit findings related to federal awards provided by the Agency. If an audit report is not required to be submitted per the criteria above, the subrecipient must provide written notification to the Agency that the audit was conducted in accordance with Government Auditing Standards and that neither the schedule of findings and questioned costs nor the summary schedule of prior audit findings includes any audit findings related to federal awards provided by the Agency. See A-133 Section 21 for a discussion of subrecipient versus vendor relationships. Contractor shall provide the Agency with a copy of any written audit findings or reports, whether in draft or final form, within 24 hours following receipt by the Contractor. The requirements of this paragraph shall apply to the Contractor as well as any subcontractors.

28. Qualifications of Staff. The Contractor shall be responsible for assuring that all persons, whether they are employees, agents, subcontractors or anyone acting for or on behalf of the Contractor, are properly licensed, certified or accredited as required under applicable state law and the Iowa Administrative Code. The Contractor shall provide standards for service providers who are not otherwise licensed, certified or accredited under state law or the Iowa Administrative Code.

29. Solicitation. The Contractor represents and warrants that no person or selling agency has been employed or retained to solicit and secure this Contract upon an agreement or understanding for commission, percentage, brokerage or contingency excepting bona fide employees or selling agents maintained for the purpose of securing business.

30. Obligations Beyond Contract Term. This Contract shall remain in full force and effect to the end of the specified term or until terminated pursuant to this Contract. All obligations of the Agency and the Contractor incurred or existing under this Contract as of the date of expiration or termination will survive the termination or expiration of this Contract.

31. Counterparts. The parties agree that this Contract has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

32. Delays or Impossibility of Performance. Neither party shall be in default under the Contract if performance is prevented, delayed or made impossible to the extent that

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

using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Contractor shall report any potential, real, or apparent conflict of interest to the Agency.

35. Certification regarding sales and use tax. By executing this Contract, the Contractor certifies it is either (a) registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by Iowa Code chapter 423; or (b) 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) & (43). The Contractor also acknowledges that the Agency may declare the 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.

36. Right to Address the Board of Directors or Other Managing Entity. The Agency reserves the right to address the Contractor's board of directors or other managing entity of the Contractor regarding performance, expenditures and any other issue as appropriate. The Agency determines appropriateness.

37. Repayment Obligation. In the event that any State and/or federal funds are deferred and/or disallowed as a result of any audits or expended in violation of the laws applicable to the expenditure of such funds, the Contractor shall be liable to the Agency for the full amount of any claim disallowed and for all related penalties incurred. The requirements of this paragraph shall apply to the Contractor as well as any subcontractors.

38. Further Assurances and Corrective Instruments. The parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such amendments hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Contract.

39. Reporting Requirements. If this Contract permits other State agencies and political subdivisions to make purchases off of the Contract, the Contractor shall keep a record of the purchases made pursuant to the Contract and shall submit a report to the Agency on a quarterly basis. The report shall identify all of the State agencies and political subdivisions making purchases off of this Contract and the quantities purchased pursuant to the Contract during the reporting period.

40. Immunity from Liability. Every person who is a party to the Contract is hereby notified and agrees that the State, the Agency, and all of their employees, agents, successors, and assigns are immune from liability and suit for or from Contractor's and/or subcontractors' activities involving third parties and arising from the Contract.

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.

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information:

TITLE OF RFP:	Capital Complex Operations Management Assistance	RFP Number:	0212005030
Agency:	Iowa Department of Administrative Services (DAS)		
State seeks to:	establish a term contract for a firm to provide assistance in management of Capitol Complex operations	Available to Political Subdivisions?	no
Number of mos. or yrs. of the initial term of the contract:	1 year	Number of possible annual extensions:	5
Initial Contract term beginning:	(Target Date): January, 2012	Ending:	(Date): January, 2013
State Issuing Officer:			
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			
PROCUREMENT TIMETABLE—Event or Action:			Date/Time (Central Time):
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
Relevant Websites:		Web-address:	
Internet website where Addenda to this RFP will be posted:		http://bidopportunities.iowa.gov/	
Internet website where contract terms and conditions are posted:		http://das.gse.iowa.gov/terms_services.pdf	
Number of Copies of Proposals Required to be Submitted:			2 CD and 3 hard copies

Firm Proposal Terms Per Section 3.2.13, the minimum Number of Days following the deadline for submitting proposals that the Contractor guarantees all proposal terms, including price, will remain firm:	60 Days

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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.

1.3. Overview of the RFP Process

Contractors will be required to submit their Proposals in hardcopy and on CD-ROM. It is the Agency's intention to evaluate Proposals from all Responsible Contractors that submit timely Responsive Proposals, and award the Contract in accordance with Section 5, Evaluation and Selection.

1.4. Background Information

This RFP is designed to provide Contractors with the information necessary for the preparation of competitive Proposals. The RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Contractor is responsible for determining all factors necessary for submission of a comprehensive Proposal.

This RFP is for services that have not been under a term contract in the past. In the past, many of the services have been performed either by state employees or through separate requests for quotations from Contractors. The state is looking for a more efficient way to get the work done.

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

on the RFP cover sheet. The Agency's written responses will become an addendum to the RFP. If the Agency decides to adopt a suggestion that modifies the RFP, the Agency will issue an addendum to the RFP.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

Internet website where Addenda to this RFP will be posted:

<http://bidopportunities.iowa.gov/>

2.6 Amendment to the RFP

The Agency reserves the right to amend the RFP at any time using an addendum. The Contractor shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Contractors to amend their Proposals in response to the addendum.

2.7 Amendment and Withdrawal of Proposal

The Contractor may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Contractor and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Contractors must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.8 Submission of Proposals

The Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet on or before the "Proposals Due" date/time listed on the RFP cover sheet. **This is a mandatory requirement and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Contractor.** Contractors mailing Proposals must allow ample mail delivery time to ensure timely receipt of their Proposals. It is the Contractor's responsibility to ensure that the Proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Proposal. Electronic mail and faxed Proposals will not be accepted.

Contractors must furnish all information necessary to enable the Agency to evaluate the Proposal. Proposals that fail to meet the mandatory requirements of the RFP will be rejected. Oral information provided by the Contractor shall not be considered part of the Contractor's Proposal unless it is reduced to writing.

2.9 Proposal Opening

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the

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.

2.12.12 The Contractor alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.

2.13 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Contractors, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the requirements of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the Contractor from full compliance with RFP specifications or other Contract requirements if the Contractor is awarded the Contract. The determination of materiality is in the sole discretion of the Agency.

2.14 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Contractor's qualifications and the qualifications of any subcontractor identified in the Proposal.

2.15 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Contractor, such as the Contractor's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Contractor's financial stability, past or pending litigation, and other publicly available information.

2.16 Verification of Proposal Contents

The content of a Proposal submitted by a Contractor is subject to verification. If the Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Agency may reject the Proposal.

2.17 Proposal Clarification Process

The Agency reserves the right to contact a Contractor after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Contractor has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Contractor's Proposal. The Agency will not consider information received from or through Contractor if the information materially alters the content of the Proposal or the type of goods and/or

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.

If the Contractor designates any portion of its Proposal as confidential, the Contractor must submit a copy labeled "Public Copy" from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in Section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

If Agency receives a request for information that includes information Contractor has marked as confidential, Agency will give written notice to the Contractor at least seven calendar days prior to the release of the information to allow the Contractor to seek injunctive relief pursuant to *Section 22.8* of the *Iowa Code*. After seven calendar days, the Agency will release the information marked confidential unless a court of competent jurisdiction determines the information is confidential under *Iowa Code Chapter 22* or other applicable law.

The Contractor's failure to request confidential treatment of material will be deemed a waiver of any right to confidentiality the Contractor may have had.

2.20 Copyright Permission

By submitting a Proposal, the Contractor agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Contractor consents to such copying and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.21 Release of Claims

By submitting a Proposal, the Contractor agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the RFP or concerning the Agency's failure, negligent or otherwise, to provide the Contractor with pertinent information in this RFP.

2.22 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not rejected will be evaluated in accordance with Section 5 of the RFP. The Agency will not necessarily award a Contract resulting from this RFP to the Contractor offering the lowest cost. Instead, the Agency intends to award the Contract to the Responsible Contractor the Agency believes will provide the best value to the State. **Special note: after the initial proposal scoring but prior to Awarding, the State reserves the right to conduct a best and final**

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.**

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1. Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

The Proposal shall be sealed in an envelope. The envelope should be labeled with the following information:

**RFP Number: 0212005030 RFP Title: Capital Complex Operations
Management Assistance
Randall Stapp CPPO, CPPB
Hoover State Office Building, Level A
1305 East Walnut Street
Des Moines, IA 50319-0105**

[Contractor's Name and Address]

The Agency shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

3.1.1. Two (2) CD and three (3) hard copies of the Proposal, shall be submitted in a sealed envelope, addressed to the Issuing Officer. The Proposal shall be typewritten on 8.5" x 11" paper.

3.1.2. If the Contractor designates any information in its Proposal as confidential pursuant to Section 2, the Contractor must also submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

3.1.3. Proposals shall not contain promotional or display materials.

3.1.4. Attachments shall be referenced in the Proposal.

3.2 Technical Proposal

The following documents and responses shall be included in the Technical Proposal in the order given below:

3.2.1 Transmittal Letter

An individual authorized to legally bind the Contractor shall sign the transmittal letter. The letter shall include the Contractor's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 2.

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.

- 3.2.5.4 State of incorporation, state of formation, or state of organization.
- 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.
- 3.2.5.6 Number of employees.
- 3.2.5.7 Type of business.
- 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.
- 3.2.5.9 Name, address and telephone number of the Contractor's representative to contact regarding scheduling and other arrangements.
- 3.2.5.10 Name, contact information and qualifications of any subcontractors the Contractor proposes to use and the nature of the goods and/or services the subcontractor would perform.
- 3.2.5.11 Contractor's accounting firm.
- 3.2.5.12 The successful Contractor will be required to register to do business in Iowa before payments can be made.
For Contractor registration documents, go to:
http://das.gse.iowa.gov/procurement/Contractor_reg.html

3.2.6 Experience

The Contractor must provide the following information regarding its experience:

- 3.2.6.1 Number of years in business.
- 3.2.6.2 Number of years experience with providing the types of goods and/or services sought by the RFP.
- 3.2.6.3 The level of technical experience in providing the types of goods and/or services sought by the RFP.
- 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.

- 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.

Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Contractor. Contractor shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Contractor, following execution of the Contract.

3.2.10 Criminal History and Background Investigation

The Contractor hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Contractor, managerial, supervisory, or other key personnel who will be involved in the performance of the Contract.

3.2.11 Acceptance of Terms and Conditions

The Contractor shall specifically agree that by submitting the Proposal, the Contractor is accepting all terms and conditions stated in the RFP. However, if the Contractor objects to any term or condition, the Contractor must specifically refer to the RFP page and section number and provide the reason for the objection. Objections or responses that materially alter the RFP may be deemed non-responsive and result in rejection of the Proposal.

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.

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.

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.

3.3 Cost/Discount Proposal

The Contractor shall provide its cost proposal on Attachment 4

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,

grounds maintenance, and customer service staff through working with lead workers, supervisors, and managers _____ yes _____ no.

3. Contractor shall be available 24 hours/day, 7 days a week, 365 days per year for Capitol Complex maintenance activities _____yes _____ no.
4. Contractor is professionally qualified to provide "best practice" consultation for all operational areas of the Capitol Complex _____yes _____ no.
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.

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
- 4.3.1.2 Inspects buildings, grounds and equipment to determine operating condition and need for repair or replacement
- 4.3.1.3 Provide necessary support resources and support teams to provide "best practice" consultation for all operational areas of the Capitol Complex
- 4.3.1.4 Provides input for employee evaluations conducted by Administrator
- 4.3.1.5 Participates in the development of infrastructure funding requests for on-going repairs and renovations by preparing

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 5 EVALUATION AND SELECTION

5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal provides the greatest benefit to the State. The Agency (DAS) will not necessarily award the Contract to the Contractor offering the lowest cost to the Agency. Instead, the Agency will award the Contract whose Responsive Proposal the Agency believes will provide the best value to the State.

5.2 Evaluation Committee

The Agency intends to conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The Agency will use an evaluation committee to review and evaluate the Proposals.

5.3 Overview of Evaluation

Proposals will first be checked by the Issuing Officer for compliance and responsiveness to the RFP. Proposals determined to be compliant and responsive will be evaluated and scored by the evaluation committee.

5.3 Evaluation Criteria

- Evaluation of Proposals will be based on the following criteria:
- Qualifications of the Contractor's Firm (experience, expertise, capabilities, financials, etc)
 - Competencies of Person(s) filling Service Supplier Role
 - Cost

After the proposal due date/time the Issuing Officer may release, upon request, evaluation weights assigned to each criteria group. The purpose of proceeding in this manner is to assure the Contractors that all proposals will be evaluated consistently, and to avoid prejudicing the Contractor's proposal preparation through prior knowledge of the relative evaluation weights assigned to each criteria group.

SECTION 6 CONTRACTURAL 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.

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

- 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,

Name and Title

Attachment #2

Authorization to Release Information 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**
AUTHORIZATION TO RELEASE INFORMATION

Dear **Name of Issuing Officer**:

(Name of Contractor) _____ 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,

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 # 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			
3. One (1) Public Copy with Confidential Information Excised			
3. Transmittal Letter			
3. Specifications and Technical Requirements			
3. Contractor Background Information			
3. Experience			
3. Personnel			
3. Financial Information			
3. Terminations			
3. Acceptance of Terms and Conditions			
3. Certification Letter			
3. Authorization to Release Information			
3. Firm Proposal Terms			
4. Mandatory (pass/fail) Requirements			
4. Scored Technical Specifications			
Attachment 1			
Attachment 2			
Attachment 4			

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 _____



Baker Group
 4224 Hubbell Avenue
 Des Moines, Iowa 50317-4508
 Phone: 515.262.4000
 Facsimile: 515.266.1025
 www.thebakergroup.com

Letter of Transmittal

Attention: <u>Randall Stapp CPPO, CPPB</u> To: <u>State of Iowa</u> <u>Hoover State Office Building, Level A</u> <u>1305 East Walnut Street</u> <u>Des Moines, IA 50319-0105</u> Regarding: <u>RFP Number 0212005030</u>	Date: <u>01/12/12</u> Job #: _____ Job Name: <u>Capitol Complex Operations</u> <u>Management Assistance</u>
--	---

We are sending you:

- Attached Under separate cover via _____ the following items:
- | | | | |
|---|---|--------------------------------|----------------------------------|
| <input type="checkbox"/> Shop Drawings | <input type="checkbox"/> Prints | <input type="checkbox"/> Plans | <input type="checkbox"/> Samples |
| <input type="checkbox"/> Specifications | <input type="checkbox"/> Copy of Letter | | |
| <input type="checkbox"/> Change Order | <input type="checkbox"/> _____ | | |

COPIES	DATE	NUMBER	DESCRIPTION
3	01/12/12	1	Hard Copy Response to RFP # 0212005030
2	01/12/12	2	CD Response to RFP # 0212005030

These are Transmitted as Checked Below:

- | | | |
|--|---|---|
| <input type="checkbox"/> For Approval | <input type="checkbox"/> Approved as Noted | <input type="checkbox"/> Resubmit Copies for Approval |
| <input checked="" type="checkbox"/> For Your Use | <input type="checkbox"/> Approved as Submitted | <input type="checkbox"/> Submit Copies for Distribution |
| <input checked="" type="checkbox"/> As Requested | <input type="checkbox"/> Returned for Corrections | <input type="checkbox"/> Return Corrected Prints |
| <input type="checkbox"/> For Review and Comment | <input type="checkbox"/> For Bids Due | <input type="checkbox"/> Prints Returned for Deposit Refund |

Remarks: Enclosed please find our response to RFP # 0212005030. Please contact us if there are any questions regarding this response.

Signed: _____

From: Dale Drent - Baker Group

CC: _____



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Baker Group
4224 Hubbell Avenue
Des Moines, Iowa 50317-4508
Phone: 515.262.4000
855.262.4000
Fax: 515.266.1025
www.thebakergroup.com

January 12, 2012

Randall Stapp CPPO, CPPB
Hoover State Office Building, Level A
1305 East Walnut Street
Des Moines, IA 50319-0105

Executive Summary: Capitol Complex Operations Management Assistance

Randall:

Baker Group is excited about the opportunity to serve the State of Iowa. Baker Group is very experienced and capable at Corporate Facility Operations. Our *Sustainable Workplace Solutions Program* will be tailored to provide exactly the services you desire. We have the skills, experience, and workforce ready to help you make your facilities a competitive marketplace advantage.

We bring the following attributes that you will want on your team:

- **Experience:** Baker Group currently provides *Sustainable Workplace Solutions* for many of our clients. We first establish their current staff and skills and then we supplement their needs with our staff. We always develop a custom bundle of services to fit the client's specific needs.
- **Capacity:** Baker Group has over 300 employees in Iowa. This includes 9 Professional Engineers and 10 LEED Accredited Professionals on staff. This gives us the knowledge and capacity to support your needs.
- **Collaborative:** We have experience working with your team members and major facility design, construction/renovation and service support companies. We understand your needs, and will work collaboratively to:
 - Reduce Operational Costs
 - Increase Personnel Productivity
 - Improve Comfort and Safety
 - Reduce Equipment Downtime
 - Maximize Equipment Life
 - Lower Utility Expenses
 - Assure Code Compliance
 - Protect Capitol Investment
- **Committed to Success:**

Baker Group is an Iowa based company and is excited about being involved in identifying possible efficiencies in how the Capitol Complex functions. We have a shared interest in finding efficiencies for our entire state. Our reputations are critical to our future, so we do the right things to make our clients successful. We will not let you down.
- **RFP Response:**

Baker Group has spent a good amount of time reading and putting thought into the RFP, and we understand the terms and conditions of the full document as well as published Addenda. Based on our understanding, we have assembled an approach that will create a team of people with varying skill sets and backgrounds to assist the Capitol Complex Facility Administrator. Our role will be to assist them in projects and collaborate with them on Complex-wide issues that support both long-term and short-term strategic plans. We will accomplish this by dedicating a property manager to the Capitol Complex that oversees and is involved with three main teams. He will be Team Leader for a Financial Efficiencies Team, An Operational Efficiencies Team and An Energy Efficiencies Team.

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



State of Iowa Capitol Complex Operations Management

Overview

Since our beginning in 1963, Baker Group's primary focus has always been building strong customer relationships. Growth for Baker has come organically by identifying systems and services that their clients need, and striving to deliver the best services possible. Earning a reputation for providing unparalleled service and the highest quality craftsmanship has resulted in the tag-line with Baker Group; you can always *Expect the Best*.

Our *Sustainable Workplace Solutions Program* represents the convergence of sustainability, workplace optimization, and efficient processes that help you leverage your facilities infrastructure to achieve a competitive advantage in your marketplace. This is a flexible suite of services designed to support the business needs of our clients, through improved comfort, a pleasant environment, and reduced interruptions, leading to a more productive work environment.

You will find below our response to your RFI Questions. These are the specific answers to your specific questions, exactly as you asked them. We have tried to be thorough in our answers; however, if you have any further questions, we are happy to provide additional information.

RFP Response: Answers to your questions...

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:



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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: dretd@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

3.2.5.9 Name, address and telephone number of the Contractor's representative to contact regarding scheduling and other arrangements.
Dale Drent
4224 Hubbell Avenue
Des Moines, IA 50317-4058
515.262.4000

3.2.5.10 Name, contact information and qualifications of any subcontractors the Contractor proposes to use and the nature of the goods and/or services the subcontractor would perform.
Structural Engineering; Tometich Engineering

Tometich Engineering, Inc. currently has six full-time engineers with over 50 years of combined experience managing all types of projects. Their expertise in many areas of structural engineering has allowed them to work on design projects large and small in many different construction sectors. They are dedicated to working with the client throughout all facets of the building process, from concept through completion. Baker Group has teamed up with Tometich Engineering for structural services for many years. The firm also has a strong focus on existing building analysis and forensic studies.

3.2.5.11 Contractor's accounting firm.
McGladrey & Pullen, LLP
Certified Public Accountants

3.2.5.12 The successful Contractor will be required to register to do business in Iowa before payments can be made. For Contractor registration documents, go to: http://das.gse.iowa.gov/procurement/Contractor_reg.html
Contractor Registration:
C095706 Date Issued: 1-24-2011
Date Expires: 1-24-2012

3.2.6 Experience

The Contractor must provide the following information regarding its experience:

3.2.6.1 Number of years in business.
Baker Group has been serving customer needs since 1963.

3.2.6.2 Number of years experience with providing the types of services sought by the RFP.
Facility Operations – 1990
Building Automation – 1986
Plumbing & Piping – Since 1963



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.

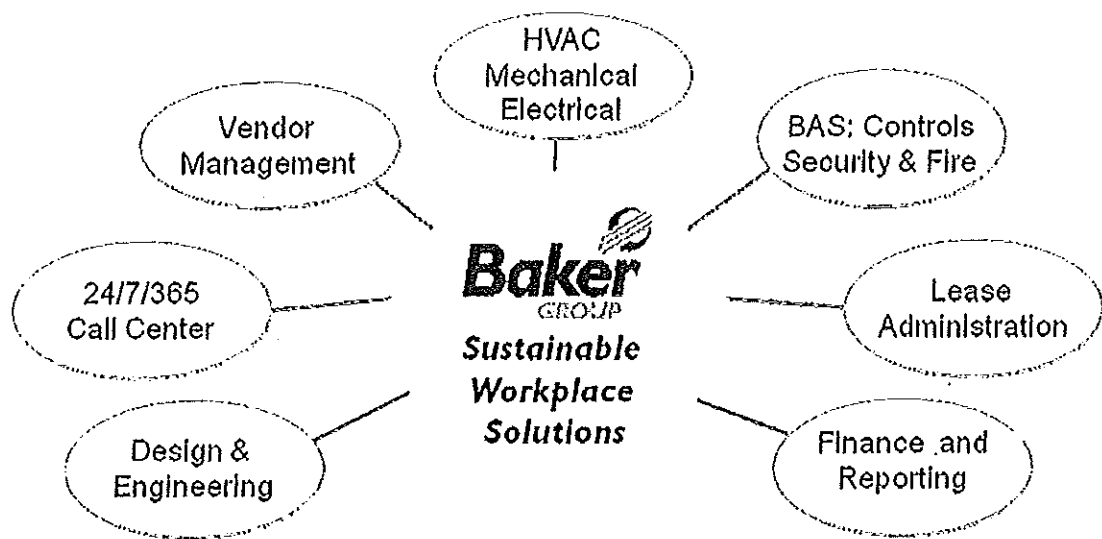
3.2.6.4 A list of all goods and /or services similar to those sought by this RFP that the Contractor has provided to other businesses or governmental entities.
Baker Group offers many services to all types of commercial, institutional and industrial clients. Here are the services we self-perform:

- 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.



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• Figure 1

In the table below are additional services available to the State of Iowa and the hourly rates for these services that may be needed at some point during the term of the contract.

Professional Billing Rates:	<i>Hourly Rate</i>
Design Engineer (P.E.)	\$125.00
LEED Accredited Professional (A.P.)	\$125.00
Project Manager	\$90.00
Project Engineer	\$75.00
Project Principal/Executive	\$125.00
Sheet Metal Designer/Detailer	\$80.00
Piping Designer/Detailer	\$80.00
Project Coordinator/Accounting	\$45.00
Safety Director	\$75.00
Estimating	\$75.00





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- 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

3.2.9.2 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.
None.

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.
None.

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.
None.

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.

Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Contractor. Contractor shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Contractor, following execution of the Contract.

None.

3.2.10 Criminal History and Background Investigation

The Contractor hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Contractor, managerial, supervisory, or other key personnel who will be involved in the performance of the Contract. Baker Group authorizes and encourages a criminal history and background check as spelled out above. We currently perform background checks that may exceed the State of Iowa requirements. We are willing to work together to comply with State requirements if our current background checks are deficient in any way.

3.2.11 Acceptance of Terms and Conditions

The Contractor shall specifically agree that by submitting the Proposal, the Contractor is accepting all terms and conditions stated in the RFP. However, if the Contractor objects to any term or condition, the Contractor must specifically refer to the RFP page and section number and provide the reason for the objection. Objections or responses that materially alter the RFP may be deemed non-responsive and result in rejection of the Proposal.

By submitting this proposal, Baker Group accepts the terms and conditions stated in this RFP as they are written.



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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

Specifications and Technical Requirements

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.

4.2.1 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.

Baker Group has 9 Professional Engineers on staff to perform necessary engineering analysis. We are very aware of local, state and national codes and regulations. In addition, we are well connected in the consulting community and are prepared to bring in other recognized experts as necessary to serve your needs.

4.2.2 Contractor shall coordinate the activities of mechanical, electrical, custodial, carpentry, painting, physical security, trades helper, grounds maintenance, and customer service staff through working with lead workers, supervisors, and managers yes no.

Baker Group has a long history of serving the facility support needs of Commercial, Industrial and Institutional clients. Our staff, including Steve Slater, is able and ready to coordinate the activities you have requested.

4.2.3 Contractor shall be available 24 hours/day, 7 days a week, 365 days per year for Capitol Complex maintenance activities yes no.

Baker Group has had a structured process in place to support our Clients 24/7/365 for over 30 years. We will review this process with your team, and make appropriate adjustments to assure you receive the service you need.

4.2.4 Contractor is professionally qualified to provide "best practice" consultation for all operational areas of the Capitol Complex yes no.

Baker Group provides many millions of dollars a year in services to clients here in Central Iowa. We are constantly identifying and implementing "Best Practices" for



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
- InsidelQ – 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

This will allow this person to spend the majority of their time at the Capitol Complex to develop the list of priorities and then work with the subject matter expert at the Baker Group office. While we as a company can assemble a team to cover all the requirements in this RFP, there is not a single person who can do all. As a team we certainly can. This will be our approach.

Our overall goals will be to:

- o Identify efficiencies (Financial, Operational and Energy)
- o Identify Strengths and Weaknesses of Current Staff
- o Benchmark Costs to Operate Facilities Compared to Peer Buildings

We can certainly adjust our sails if needed by the State of Iowa to meet your needs. We look forward to discussing this to see if your approach is what is needed.

4.3.1.2 Inspects buildings, grounds and equipment to determine operating condition and need for repair or replacement

Our staff is fully capable of inspecting facilities both inside and out. This is at the core of our Facility Improvement Master Planning process. We look forward to bringing this process to the Capitol Complex to improve and preserve these assets owned by the State of Iowa.

4.3.1.3 Provide necessary support resources and support teams to provide "best practice" consultation for all operational areas of the Capitol Complex

We will provide best practice consultation to the Capitol Complex Facility Administrator with your background in operations and our property manager as well as our operations managers. Having the right people performing the right tasks is always step one. With over 300 employees we understand the importance of operational efficiencies. We will evaluate skills and help establish staffing plans by working side by side with the Facility Administrator.

4.3.1.4 Provides input for employee evaluations conducted by Administrator

Along with establishing best practices, we will also help evaluate employees and provide input to Administrator to help improve efficiencies as well as optimize staffing.

4.3.1.5 Participates in the development of infrastructure funding requests for on-going repairs and renovations by preparing rationale for funding, cost estimates, and maintenance budgets

Baker Group looks forward to the opportunity to help develop look ahead budgeting and request funding for what we see as primary needs. Some



State of Iowa Capitol Complex Operations Management

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.



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4.4.3 Experience In managing building custodial services

Our staff has worked closely with the various cleaning services regarding all aspects of the after-hours and daytime cleaning activities, ensuring for a clean healthy environment. Again we would work with the staff you currently have and evaluate if there are any modifications needed. This would be the first step in the process and would work side by side with the Capitol Complex Facilities Administrator.

4.4.4 Experience In managing carpentry and painting services

We have staff that has directed all activities related to carpentry, painting and related services for the buildings that we work in. Our goal is to ensure that all activities were completed on schedule and that there were no disruptions to the building occupants.

4.4.5 Experience in managing building security operations (access automation, locks, cameras, etc.)

Baker Group has a Business Unit dedicated to Security systems. Our staff has managed an internal team and worked with partners on all issues connected with building access, security cameras and digital video recording issues. We have led the effort to enhance the operation by installing card readers rather than keyed locks, reducing key duplication, added motion control and automated lighting systems and upgraded turnstiles to eliminate piggybacking and not allow access card "pass back".

4.4.6 Experience in managing grounds maintenance operations

Baker Group has staff that has provided input and direction for mowing, irrigation, plantings and pruning as well as seasonal activities, snow removal, parking lot maintenance repairs and painting. We will evaluate your current plan and offer input based on our experience in these areas.

4.4.7 Excellent written and verbal communications skills

Baker Group prides itself as a partner with our clients and helping them improve their operation. Often this requires reports based on annual performance of facility operations. We are well versed in communication with private and public entities about benchmarked progress as well as budget needs. This is a must when operating a facility and communicating a technical message to a sometimes non-technical audience. Everyone has their area of expertise and quite often our audience is an expert in something other than buildings. Our goal is always to communicate accomplishments and needs in a language that makes sense to everyone.

4.4.8 Experience in help desk and work order systems

Baker Group has had a structured process in place to support our Clients 24/7/365 for over 30 years. We will review this process with your team, and make appropriate adjustments to assure you receive the service you need.



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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.



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Baker Group safety training is conducted in accordance with appropriate federal, state and local regulations. We constantly update our safety practices to reflect changes in our industry. We require all team members to meet and exceed OSHA compliance. Baker Group offers team safety training in:

OSHA 10-Hour	Accident Investigation	Forklift Certification
OSHA 30-Hour	Conflict Resolution Training	Fall Protection
CPR	Lock Out/Tag Out	Scaffold Training
First Aid	Confined Space	Other Site Specific Training

At Baker Group, we believe working safely is critical to the success of our people, our clients, and our projects. For more information about our Safety Program, please contact Tracy Haus, Safety Director, at 515.299.4024 or haust@thebakergroup.com.

4.4.12 Proficient in managing computerized building automation systems

Baker Group is one of the largest Building Automation System contractors in Central Iowa. We have more control engineers and technicians in Des Moines than any other controls company. We certainly have the skills and resources to help you make value decisions about control system investments. This applies to both extending your current system and planning for system maintenance.

4.4.13 Working knowledge regarding the development, implementation, and modification of strategic plans

Baker Group is an organization that is driven by continuous improvement. We are intimately involved in strategic planning on many different levels. We develop, implement and track our strategic plan internally for our own organization to drive continuous improvement. Externally we are involved in planning for our industry's professional organizations to improve our industry. Equally as important, we participate in strategic planning with our clients. We offer an outside perspective and bring best practices that are being implemented in our industry that can provide improvement in the industries of our clients. For the State of Iowa we can work with the Capitol Complex Facility Administrator to understand long term goals and offer our perspective. We will also help implement what is published and work as a team to achieve goals established by the plan.

4.4.14 Ability and qualification to perform construction management activities on the Capitol Complex

Our Facility Improvement Master Planning program offers building owners a better way of delivering and project. In existing buildings we perform a building audit to identify efficiency opportunities, we then design solutions to these opportunities. We can self-perform the work, or be the owner's representative in the construction process and construction manage the activities that are being performed by another company. We have been very successful in this process and can bring our expertise in existing buildings to the Capitol Complex as well.



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.

**Attachment # 1
Certification 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
PROPOSAL CERTIFICATIONS

Dear Randall Stapp CPPO, CPPB:

I certify that the contents of the Proposal submitted on behalf of (Name of Contractor) Baker Mechanical, Inc. dba Baker Group 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.

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.

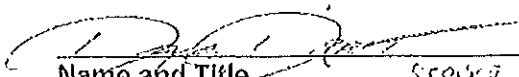
By submitting a Proposal in response to the (RFP), the Contractor certifies the following: (check the applicable box)

- 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

- 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,


Name and Title SERVICE MANAGER

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,

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,

BAKER MEDICAL, INC. ABA BAKER GROUP
Printed Name of Contractor Organization

 SERVICE MANAGER
Name and Title of Authorized Representative

12 JAN 2012
Date

**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		Tabs 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

ATTACHMENT # 4, RFP0212005030

Cost Proposal

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

\$ 11,950.00 plus applicable taxes

Company (Contractor) Baker Mechanical, Inc. dba Baker Group

Signature  _____

(printed name) Dale Drent

Title Service Manager

Phone 515.299.4054 email drentd@thebakergroup.com



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 4th Ave,
Moline, IL 61265

Federal ID #42-0890441

Principal Owner:
B.J. Baker III, CEO

REFERENCES:

Bank: Bankers Trust
665 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

Credit:	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: 515-262-5893	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: 515-262-9619

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

Date

1/3/2012

Baker
GROUP

State of Iowa
 Capital Complex
 Operations Management Assistance
 Baker Group Team

**Capital Complex
 Facilities Admin.**

Dale Drent, PE LEED AP
 Service Manager

Fred Pittman
 On-Site
 Property Manager

Financial Efficiencies Team
 Steven Slagter
 Dale Drent, PE LEED AP
 Randy Helm, CCIFP
 Daryld Karloff, LEED AP
 Alan Shoop

Operational Efficiencies Team
 Steven Slagter – Facility/Grounds Operations
 Dale Drent, PE LEED AP – Mechanical Design
 Rick Wilkinson – HVAC Service
 Tim Rabenberg – BAS Systems
 Jack Aisted – Electrical Systems
 Mike Kordick – Security Systems
 Jamie Knutson – Parking Gates
 Rob Walton – Fire Alarm Systems

Energy Efficiencies Team
 Steven Slagter
 Dale Drent, PE LEED AP
 Joel Bartlett, PE LEED AP
 Eric Olinger
 Tim Rabenberg
 Daryld Karloff, LEED AP





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 Bird 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!



Fred Pittman

Facility Manager

Summary of Recent Project Management Experience:

Project	Year Completed	Contract Value
Maytag Headquarters Cooling Optimization	2005	\$1,198,685
Maytag hot water heating system replacement	2004	\$704,410
Maytag Building #16 roof replacement	2003	\$200,000
Maytag Building #20 roof replacement	2002	\$307,200
Maytag R&D Laboratories and Offices	2001	\$7,998,900
Maytag exterior renovation of Building #16 (Historic Renovation of West & South elevations)	2000	\$700,108
Maytag Building #2 Interior build-out and West Court (Historic Renovation Project)	1999	\$858,071
Maytag exterior renovation of Building #16 (Historic Renovation of North elevation)	1998	\$401,975
Maytag Building #1 Interior build-out for the Innovation Center (Historic Renovation Project)	1998	\$2,780,484
Maytag exterior renovation of Buildings #1 and #2 (Historic Renovation Project)	1997	\$1,558,404
Maytag parking spaces, drives, storm sewer, 10" city water main, lighting, streetscape, landscaping and irrigation for Corporate Headquarters Campus	1997	\$4,972,631



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





Dale J. Drent, P.E. LEED AP

Service Manager, Mechanical Engineer

Greater Iowa Credit Union	2003	\$50,000
Langwith Orthodontist Clinic	2002	\$50,000
Eastern Star Masonic Home Assisted Living	2002	\$250,000
Stanton Apartments - High Rise Residential	2002	\$1,450,000
Diamond Vogel Paint Manufacturing	2002	\$2,200,000
Windsor Pointe Senior Living Apartments	2002	\$650,000
Grimes WWTP	2001	\$850,000
Floyd River Pumping Station	2001	\$750,000
Harmony Elementary Remodel	2001	\$350,000
Council Bluffs WWTP	2001	\$250,000
Engineering Animation Phase 3A	2000	\$650,000
Ball Plastics Manufacturing	2000	\$300,000
Johnston E-Free Church	2000	\$800,000
Engineering Animation Phase 3	1999	\$350,000
Iowa State University Research Park	1999	\$500,000
Iowa State University Research Park Tenant Improvement	1999	\$150,000
Ball Plastics Warehouse	1998	\$250,000
Iams Pet Food Plant	1998	\$450,000
Engineering Animation Phase 2	1998	\$350,000
VisionAire Airplane Manufacturing	1997	\$400,000
Engineering Animation Phase 1	1996	\$300,000



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





Rick Wilkinson

Service Operations Manager

Wells Fargo Home Mortgage	2001
National Travelers Life Building	1996
Belts Cadillac	1996
Aurora Business Park	1995
Hy-Vee Corporate Offices	1995
KVI Office Building	1994
Des Moines Orthopedic Surgeons	1994
Tones Brothers Spices	1992
Waterford Office Building	1990
Edgewater Office Building	1989
Veridian Office Building	1988



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 additlon	2008	\$3,400,000
Mercy West Lakes Fire and Security	2009	\$500,000
Musco Lighting – BAS, lighting controls, fire alarm, integrallon	2008	\$220,000
Mercy Hospital ER additlon	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 Renovatlons	2004	\$200,000
Iowa Lutheran Hospital NW Renovation – building automation	2004	\$85,000
Iowa Department of Criminal Investigation Labs	2004	\$2,000,000
Unified Fire and Casualty – building automation	2003	\$300,000





Tim Rabenberg

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

Iowa Lutheran Hospital ER Addition – building automation	2003	\$75,000
University of Northern Iowa McCollum Science Center	2003	\$550,000
Mercy Hospital Chiller Plant Renovation – Design Build	2003	\$3,800,000
Mercy Hospital Performance Solutions	2002	\$3,200,000
Lakeview Surgery Center – building automation	2002	\$50,000
Mitchell Technical Institute MEPT Design Build	2002	\$2,000,000
Eagle Butte School District Design Build HVAC	2001	\$560,000
Wallace Building lab retrofit	2000	\$500,000



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	Principal Financial Group
Bridgestone / Firestone	World Food Prize
Iowa State University	Iowa DOT
Microsoft Data Center	Iowa Air National Guard
Pioneer Hi-Bred International	

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, Kelth 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, Taft 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.





Jack Alsted

Senior Electrical Manager

1970 – 1983

- Entered four-year electrical apprenticeship training working for Keul Electric, Capital City Electric, and Brown Brothers Electric.
- Taught 4th year apprentices for JATC / NECA.
- Estimator and Project Manager for Brown Brothers Electric. Managed projects at facilities including; ADM, Cargill, Armstrong Tire and Rubber, Firestone, Meredith Printing, Northern Natural Gas, Maytag, Ames Animal Disease, and several Dow Jones Wall Street Journal plants.



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, NBFAA, 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





Mike Kordick, CPP

Vice President, Fire / Security / Parking Revenue

Fire Alarm Inspections and Service
Fire Alarm Inspections and Service
Card Access/CCTV Integration Project Manager
Card Access/CCTV Integration Project Manager

Card Access/CCTV Integration Project Manager

Card Access/CCTV Integration Project Manager

Card Access/CCTV Integration Project Manager

Card Access/CCTV Integration Project Manager

Card Access Project Manager

Card Access Project Manager

Card Access Project Manager

Card Access/CCTV/Parking/Fire Project Manager

Card Access/CCTV Project Manager

Card Access Project Manager

Card Access/CCTV/Intercom Project Manager

Card Access Project Manager

PARCS (Parking Revenue) Project Manager

PARCS (Parking Revenue) Project Manager

Card Access/IP Video Project Manager

Card Access/IP Video Project Manager

Card Access Upgrade

Card Access/IP Video Project Manager

Card Access Upgrade

DSM

Card Access Project Manager

Card Access Project Manager

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Project Manager

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Temperature Controls Technician

Penn Central Mall, Oskaloosa

Grinnell College

InfoBunker

Wells Fargo Financial

Greenbelt, Maryland

Allied Insurance

Battlecreek, Michigan

Nationwide Insurance

Columbus, Ohio

Wells Fargo Bank

Downtown Des Moines

Wells Fargo Bank

Davenport, Iowa

PBC Courthouse, Lincoln Nebraska

Lancaster County Health Facility,

Lincoln, Nebraska

New Police Station, Lincoln,

Nebraska

Davis Brown Tower in Des Moines,

Iowa

Infobunker in Roland, Iowa

Federal Building-Aberdeen,S.D.

Edge Business Continuity Center

St. Elizabeth Hospital, Lincoln, NE

Des Moines International Airport

Kansas State University

Wells Fargo Data Center Upgrade

Farm Bureau- West Des Moines

Pearson Education- Cedar Rapids, Ia.

NE Regional Hospital-Manchester, Ia.

Iowa Health Systems- Methodist

Ronald McDonald House, DSM

Wells Fargo Bank- Omaha, NE.

Grinnell Mutual Reassurance

PFG-801 Grand

U.S. West

Ia. Commission for the Blind

Principal Financial Group

Des Moines Convention Center

EMC Insurance

North Mahaska Community Schools

Farm Bureau

State of Iowa- JC80

Pioneer HI-Breds International

Drake University

Johnston Community Schools, Iowa

Skiff Medical Center, Newton, Iowa

Trinity Hospital, Fort Dodge, Iowa





Jamie Knutson

Parking/Fire/Security Project Manager

Years of Experience: 26 Years

Education: William Penn University
BA, Business Management
NJATC
Inside Journeyman Wireman

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 th 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





Rob Walton

Fire/Security Project Manager

Years of Experience: 20+ Years

Education: Hoover High School
NICET certified since 2000
Manufacture's training certificates:
Notifier Ansul Pernal
Kidde 3VR Range Guard
Continuing education credits from NFPA, AFAA,
Rockhurst University and New Horizons Learning Center

Professional Affiliations: NFPA, NICET

Summary of Qualifications: Rob has over 20 years of experience with Fire Alarm Design and Installation. Rob is NICET certified in Fire Alarm Systems since 2000, and NICET Level III in Fire Alarm Systems since 2006. His diverse background designing, installing and servicing fire alarm, fire suppression and fire safety equipment; as well as designing, estimating and managing fire alarm, nurse call and security system projects of all sizes throughout the State of Iowa makes him one of Baker Group's experienced Project Managers. Rob understands the complex levels associated with the fire and security business, and works with clients to provide the reliable systems needed.

Summary of Recent Experience:

Project	Year Completed	Contract Value
Wellmark Corporate Headquarters Building	2009	\$190,000
Wells Fargo West Des Moines Campus	2008	\$256,000
Wells Fargo Towers Building	2006	\$325,000
Wells Fargo Northstar Building		
Wells Fargo Skyview Building		
Great River Medical Center, West Burlington, IA	2001	\$364,000
University of Iowa Projects:	1999 - 2006	Estimated
Art Building	Old Capital	\$2,500,000 for all
Athletics Hall of Fame	Wendell Johnson Speech & Hearing	
Athletic Learning Center	Westlawn	
Carver Biomedical	Burge Residence Hall	
Research	Currier Residence Hall	
Dental Science	Daum Residence Hall	
National Driving	Hillcrest Residence Hall	
Simulator	Mayflower Residence Hall	
Eckstein Medical	Quadrangle Residence Hall	
Research	Reynow Residence Hall	
Schaeffer Library	Slater Residence Hall	
Hydraulics Laboratory	Stanley Residence Hall	
Mull-Tenant Facility		





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





Joel Bartlett, PE LEED, AP

Mechanical Engineer

Ankeny First United Methodist Church	2009	\$500,000
Climb Iowa	2008	\$125,000
6200 Park Cafeteria Addition	2008	\$250,758
Camp Dodge Ready Center	2008	\$4,600,000
Ontuet Office Building	2008	\$525,000
Iowa Clinic Phase II Expansion	2008	\$3,200,000
The Academy School	2008	\$89,000
Karl Chevrolet Lube Express Addition	2008	\$72,600
Windsor Heights Phase III Retail/Lofts	2008	\$320,000
Village of Ponderosa - Building N	2008	\$429,500
Village of Ponderosa - Vision Bank	2008	\$415,000
Village of Ponderosa - Building B	2008	\$179,375
Ramsey Pontiac Benson Addition	2008	\$150,000
Park Fleur Cooling Upgrade	2008	\$228,000
Davis Brown Tower	2008	\$3,631,000
Integer Addition	2008	\$223,168
Elliott Aviation	2008	\$253,000
Holmes Honda Remodel	2008	\$80,354
Pioneer Shull Data Center Upgrade	2008	\$748,000
Liberty Building – Metabank T1	2008	\$241,150
ITS Willowmere Data Center and Office Remodel	2007	\$617,152
Village of Ponderosa - Building A	2007	\$174,245
Estilo Salon & DaySpa	2007	\$137,000
DeWaay Capital Management Building 5	2007	\$257,569
Watson Powell inPlay	2007	\$900,000
ChildServe Addition	2007	\$850,000
6200 Park Office Building Addition	2007	\$650,000
First National Bank – Perry	2007	\$156,000



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





Al Shoop

Project Manager, Sheet Metal Division

Ramsey Auto Addition	2008	\$36,000
Cummins Industrial Ventilation	2008	\$120,000
Karl Chevrolet Body Shop	2008	\$78,000
Integer Addition	2008	\$50,000
Wells Fargo Bank remodel (Knoxville, IA)	2006	\$190,000
Harmony Building	2006	\$120,000
Walsh Door and Hardware	2006	\$130,000
Community State Bank Waukee	2006	\$60,000
Community State Bank Ankeny	2006	\$54,000
John Deere Credit	2005	\$49,000
Betts Hummer	2005	\$50,000
Merchants Bonding	2005	\$100,000
Diamond Lab	2005	\$40,000
Jordan Motors Honda	2004	\$404,000
Jordan Motors Nissan	2004	\$354,000
Ziegler Cat, Altoona	2004	\$1,100,000
Jordan Motors Pre-Owned	2004	\$65,000
Willis Jaguar/Volvo (formerly Betts Jaguar/Volvo)	2004	\$220,000
Immanuel United Methodist Church	2003	\$65,000
NCM/C Corporate Headquarters	2003	\$1,015,000
Des Moines Northeast Elementary	2003	\$345,000
Graceland University Fine Arts Building	2003	\$313,000
Waukee Public Library	2002	\$136,000
MidStates Ford	2002	\$200,000
Land Rover of Des Moines	2001	\$32,000
European Motorcars	2001	\$180,000
Dewey Ford	2001	\$236,000
Adesa Auto Auction	2001	\$205,000
Jordan Motors Acura	2001	\$225,000





Daryl 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: Daryl 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

Wellmark Blue Cross Blue Shield
Principal Financial Group, Des Moines, IA
Principal Financial Group, Des Moines, IA
University of Iowa, Coralville, IA
Wells Fargo Home Mortgage, WDM, IA
Principal Financial Group, Des Moines, IA
Pioneer Hi-Bred International, Johnston, IA
Principal Financial Group, Des Moines, IA
Pioneer Hi-Bred International, Johnston, IA
Whirlpool Corporation, Newton, IA
Whirlpool Corporation, Newton, IA
Whirlpool Corporation, Newton, IA
Whirlpool Corporation, Newton, IA
Wells Fargo West Des Moines Campus

Project

Corp Headquarters Pre-Construction Services
Data Center Dashboard for Corp 7 Data Center
BAS for LEED Certified Child Development Center
New Laboratory Building Automation System
Manage Support Services for 7 Office Buildings
Upgrade BAS Controls in Corp. 3 Office Building
Campus Freezer Monitoring System
Install new Building Automation Campus Network
Building Automation System Upgrade
Corporate Headquarters Cooling Optimization
Corporate Data Center Improvements
Corporate Headquarters Boiler Plant
Building Automation System Upgrade
Temperature Controls for 960,000 sqft Construction





Daryld D. Karloff LEED, AP

Vice President, Business Development

Wells Fargo Home Mortgage, WDM, IA	Data Center Expansion & maintenance
City of Ames, Ames, IA	Boiler and Control System Replacement
R & R Realty Group, Des Moines, IA	Construction & Facility Maintenance
Wells Fargo Home Mortgage, Des Moines, IA	Manage Support Services for 8 data centers
National Travelers Life, West Des Moines, IA	DDC installation and maintenance support
Pioneer HI-Bred International, Johnston, IA	Construction & ongoing maintenance support
Cuyahoga Community College, Cleveland, OH	Construction & On-site Facility Ops Mgmt
University of Akron, Akron, OH	HVAC Retrofit and Energy Management System
Toledo Public Schools, Toledo, OH	HVAC Retrofit and Energy Management System
Fargo Dome Stadium – NDSU, Fargo, ND	New Construction DDC & maintenance
Grand Forks Public Schools, Grand Ford, ND	HVAC Retrofit and Energy Management System
Williston Public Schools, Williston, ND	HVAC Retrofit and Energy Management System
Northern Plains Medical Center, Minot, ND	DDC FMS and Security System Installation
Hazleton Laboratories, Madison, WI	Specialized Laboratory Fume Hood Controls
University of Wisconsin, Madison, WI	Campus-wide FMS & Fire Management System
UW – Hospital and Clinic, Madison, WI	HVAC Retrofit and Energy Management System
General Motors, Janesville, WI	HVAC Retrofit and Energy Management System
K-Products, Orange City, IA	Computerized Fire & Security System
Northwest College, Orange City, IA	HVAC Retrofit and Energy Management System
Southwest Technical College, Marshall, MN	HVAC Retrofit and Energy Management System
LeMars Public Schools, LeMars, IA	HVAC Retrofit and Energy Management System
Clitibank, Sioux Fall, SD	Data Center Support and DDC Control System
Rapid City Civic Center, Rapid City, SD	New Construction DDC & maintenance
Rapid City Community Schools, RC, SD	New Construction DDC & maintenance
VA Medical Center, Hot Springs, SD	Computerized Fire & Security System
Northern Hills Medical Center, Spearfish, SD	HVAC Retrofit and Energy Management System



Randy Helm, CCIFP

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.

Baker
GROUP



Baker Group Services

Mechanical Capabilities:

Boiler Installation & Service
Chiller / Cooling Tower Installation & Service
Autoclave Installation & Repairs
Pressure Vessel Welding Repair
Power House Piping
Process Piping
Stainless Steel Piping
Medical Gas Piping
Underground Piping and Utility
Hydraulic Systems
Water Conditioning
Plumbing Systems
HVAC Systems
Refrigeration
Compressed Air Systems
Computerized Plasma Pipe Cutter

Sheet Metal Capabilities:

Specialty Metal Fabrication
Heating, Cooling & Ventilation
Architectural Sheet Metal
Dust Collection / Filtration Systems
Kitchens & Food Prep Surfaces
Product Conveying
Custom Machine Guards
Smoke Stacks and Boiler Stacks
Combustion Air Systems
Generator Exhaust
Damper Installation & Repair
AutoCAD Connected 20' Plasma Table
AutoCAD Connected Duct Machine

Temperature & Process Controls:

Specialized Turnkey Systems Integration:
- Industrial PLC/HVAC/Security/Fire/Energy
Digital Temperature Control System Installation
PLC Installation & Programming
SCADA (System Control and Data Acquisition)
Variable Speed Drives
Temperature & Pressure Transmitter Installation
Pneumatic Control Systems
Boiler Sequencing & Control Wiring
Lighting Upgrade & Control
Real-time Energy Monitoring & Control
Refrigerant Monitoring – Leak Reporting
Internet Based Monitoring & Control Systems

Security and Fire Alarm Systems:

Closed Circuit TV
Digital Video Recording
Card Access / Biometric Systems
Network IP Addressable Hardware
Photo ID Badging Systems
Vendor / Visitor Activity Tracking
Perimeter Monitoring & Control
Parking Lot Gate Controls
Parking Revenue Equipment
Burglary Systems with Wireless Options
Fire Alarm System Design and Install
Fire Alarm Service and Inspections

Engineering Services:

Design / Build Mechanical Engineering
AutoCAD 3-D Design & Documentation
Building Information Modeling (BIM)
USGBC LEED® – Accredited Professionals
Specialized Regulatory Commissioning
Energy Use Analysis – Performance Contracting
Indoor Air Quality Analysis
Air Balancing – Active Pressurization Control
Hydronic Balancing / Flow Calibrations
Refrigerant Management & Replacement
Thermal Process Troubleshooting
Custom Environmental Chamber Design
Facility Improvement Master Planning

Predictive Maintenance & Repair Services:

Vibration Analysis
Laser Shaft Alignment
Dynamic Machine Balancing
Meg-Ohm Motor Winding Testing
Microlog Motor Condition Analysis
Compressor Maintenance & Repair
Equipment Start Up / Baseline Establishment
for Pumps, AHU's, Chillers, Conveyors
Electrical Power Monitoring Systems
Infrared Thermography Analysis
Ultra-sonic Gas Leak Detection
Combustion Efficiency Analysis
Back Flow Testing and Certification
Water Treatment
Chiller Maintenance & Rebuilding
Scheduled Preventive Maintenance
Building Operations Staffing
Computerized Maintenance Management
Flat Fee Comprehensive Service Program

515.262.4000
www.thebakergroup.com


Baker
GROUP

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00512 108 940RM	eDAS Work Request Number:	Date 4-16-12
-------------------------------------	---------------------------	-----------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace purge unit on Chiller 1 per quote		\$5,398.50
TOTAL				\$5,398.50

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

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

RECEIVED
 APR 17 2012

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

Building:	CEP
-----------	-----

Supervisor Approval:	CCM Administrator Approval: <i>STE Duan</i>
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Accounting Codes	(FY12) 005-0674-X674-405-2466 ^{70%} (\$3,778.95) and 5330 ^{30%} (\$1,619.55)
------------------	--

- 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.

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



(515) 262-4000

Invoice 66630

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

Invoice #: 66630 Date: 03/31/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 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
			Subtotal:	5,398.50
			Total:	5,398.50

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) 262-0380

SERVICE ORDER

JOB NUMBER
 31317-11

DATE 3-15-2012	SERVED BY Tina Davis
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
 Quoted Job Replace Purge
 Control Energy Navit
 DSM, IA

DESCRIPTION OF WORK:
 Replaced Purge unit of Sheller #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	9.5	
RECEIVED APR 17 2012					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL EQUIPMENT					TOTAL EQUIPMENT			
HRS	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX	TOTAL		
TOTAL EQUIPMENT								

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: *Steve Gross* 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

Department of Administrative Services **PURCHASE REQUISITION**

General Services Enterprise - Capitol Complex Maintenance

PO Number 00512 108 971RM	eDAS Work Request Number:	Date
		4-16-12

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot chiller not working. Bleed air out of Unit 3		
		Compressor is bad on Unit 1		\$1,225.00
				TOTAL
				\$1,225.00

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)
 Baker Group
 4224 Hubbell Ave
 Des Moines, IA 50317-4508
 515-262-4000

RECEIVED
APR 17 2012

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

Building: CEP

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

Accounting Codes
 (FY12) 005-0674-X674-~~405-2466~~ (\$857.50) and 5330 (\$367.50)
 70% 30%

- Contract # _____ If not on a state contract, attach the following:
- 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).
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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.

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



(515) 262-4000

Invoice 66692

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

Invoice #: 66692 Date: 03/31/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

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
			Subtotal:	1,225.00
			Total:	1,225.00

RECEIVED
 APR 17 2012

2012 APR -6 AM 10:40
 DAS FINANCE
 RECEIVED

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) 262-0390

SERVICE ORDER

JOB NUMBER
 31,31700

DATE: 3/17/2012
 SERVICED BY: M. Davis
 CUSTOMER CONTACT: _____
 CUSTOMER PO#: _____
 JOB NAME: _____
 JOB LOCATION: _____
 JOB PHONE: _____
 COMPLETED: YES _____ NO _____

BILL TO: State of IA
 Both Trano Chillers surging
 energy plant
 Des Moines

DESCRIPTION OF WORK:
 Unit #3 had small amount of air in it. Slowly, manually, opened valves. Let purge work. Returned to "Auto" - valves. All OK.
 - Unit #1 has had purge, condenser fan running, comp burnt out.
 - gave quote on new one

RECOMMENDATIONS:

MAKE: _____
 MODEL: _____
 SERIAL #: _____

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					3-14	7.0	24.00	168.00
					3-16	1.0	24.00	24.00
RECEIVED APR 17 2012								
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

ENT'D MAR 21 2012

CUSTOMER SIGNATURE _____

I hereby acknowledge the satisfactory completion of work described above.

Department of Administrative Services

PURCHASE REQUISITION

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, 3rd Floor
Des Moines, IA 50319

Ship To:

Iowa Dept. of Administrative Services
Facilities Mgmt. Ctr.—CCM
109 SE 13th 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
				TOTAL
				\$8165.02

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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APR 30 2012

Product/service:

Pneumatic Modifications @ The Hoover Building *HVAC*

Requested by: Jay Young

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

Building:

Hoover Building

Supervisor Approval:

CCM Administrator Approval:

[Signature]

Accounting Codes

(FY12) 005- *674* - *X674-406-2496*

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.



Baker Group

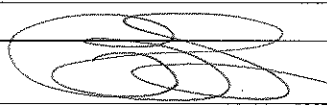
Main Phone: 515.262.4000
Main Fax: 515.266.1025
www.thebakergroup.com

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
		TOTAL		\$8,165.02

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APR 30 2012

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00512 138 944RM</i>		eDAS Work Request Number: #207030558		Date 5/09/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
8		M264-005WD-C, 0 - 5"WC	186.17	1489.36
				TOTAL
				\$1489.36
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
<i>RECEIVED</i> <i>MAY 17 2012</i>				
Product/service:	Pneumatic Modifications @ The Hoover Building <i>JNAC</i>	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:	CCM Administrator Approval:			
Accounting Codes	(FY12) 005- 674 - X674 - 406-2496			

- 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.



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 13th 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

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

PO Number: 00512 144 949RM eDAS Work Request Number: _____ Date: 5-23-12

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

Ship To: Iowa Dept. of Administrative Services
 Facilities Mgmt. Ctr.—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace valves on Boiler #1	4,593.00	4,593.00
			TOTAL	\$4,593.00

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

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MAY 23 2012

Product/service: _____ Service: HVAC Requested by: David Haines
 _____ Check here to receive a copy of this requisition with the PO#

Building: CEP

Supervisor Approval: _____ CCM Administrator Approval: 

Accounting Codes (FY12) 005-0674-X674-406-2496 (70%) 005-0001-5330-406-2496 (30%)

Contract # _____ *(3,215.10)* *(1,377.90)*
 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.

Item Description

_____ Valve Replacement _____

Vendor Information for 3 informal bids

Name	Tim Hildreth Co	Waldinger	Baker
Address	PO Box 185	2601 Bell Ave	4224 Hubbell Ave
City (& State if not IA)	Norwalk	Des Moines	Des Moines
Phone	515-287-5882	515-284-1911	515-299-2428
Person Contacted	Tim	Brian	Ryan
Date Contacted	5-9-12	5-15-12	5-15-12
Price	4,995.00	5,550.00	4,593.00
Notes/Comments			

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MAY 23 2012



Baker Group
4224 Hubble Avenue
Des Moines, Iowa 50317
Direct Phone 515-299-4248
Direct Fax 515-299-4249
robertsr@thebakergroup.com
Main Phone: 515.262.4000
Main Fax: 515.266.1025
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

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 28 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

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.

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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 13th 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:

- 1 ea Crane 30E stop check valve, 4", 250 #, angle pattern, free blow drain tapping
- 1 ea 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 Bid #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.

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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
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.

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MAY 23 2012

Baker Group

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

PO Number 00512 151 940RM	eDAS Work Request Number: #207030558	Date 5/30/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
2		ASK71.11 Actuator mounting kit	38.34	76.68
				TOTAL
				\$76.68

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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 MAY 30 2012

Product/service:	Pneumatic Modifications @ The Hoover Building <i>hvac</i>	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: _____ CCM Administrator Approval: _____

Accounting Codes (FY12) 005- *677 -X677 -406 -2796*

- 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.

AB 6-8-12



Baker Group

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

May 30, 2012

Mr. Jay Young
State of Iowa, Dept of Admin
109 SE 13th 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

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MAY 30 2012

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



Invoice 103404

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 #: 103404 Invoice date: 06/13/12 Payment terms: DUE UPON RECEIPT Customer code: 18110	P.O.#: 00512151940RM Ship via: UPS GROUND Salesperson:
---	---

Remarks: 73.7109

Quantity	U/M	Part Number	Description	Unit Cost	Extension
2.00	EA	IASK71.11	ACTUATOR MTG KIT	38.340	76.68
				Total:	76.68

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 2012 JUN 15 AM 10:47
 DAS FINANCE

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00512 151 941RM	eDAS Work Request Number:	Date 5-29-12
---	---------------------------	-----------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot chiller-CEP		\$240.50
				TOTAL
				\$240.50

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 <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
------------------	--	---

Building:	CEP
-----------	-----

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

Accounting Codes (FY12) 005-0674-X674-406-2496 (\$168.35) and 5330 (\$72.15)

- 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.

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

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

Invoice #: 68003 Date: 05/22/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

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
			Subtotal:	240.50
			Total:	240.50

RECEIVED
 MAY 30 2012

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 2012 MAY 25
CUSTOMER CONTACT Steve H
SERVICED BY Steve H
CUSTOMER PO# 111600

BILL TO _____

JOB NAME State of I.A. FINANCE
JOB LOCATION _____
JOB PHONE _____
COMPLETED
YES _____ NO

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 restart tomorrow.

RECOMMENDATIONS
MAKE TRANE
MODEL CVHF770
SERIAL # L99D01701M

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS	RATE	AMOUNT
					5/2/12	1	R	
					5/7/12	1	DT	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			

RECEIVED
MAY 21 2012

P/S	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.

Thank You

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

ENT'D MAY 08 2012

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00512 151 941RM	eDAS Work Request Number:	Date 5-29-12
---	---------------------------	-----------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot chiller-CEP		\$240.50
				TOTAL
				\$240.50

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 <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
------------------	--	---

Building:	CEP
-----------	-----

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

Accounting Codes (FY12) 005-0674-X674-406-2496 (\$168.35) and 5330 (\$72.15)

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.

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

(515) 262-4000



RECEIVED

2012 MAY 25 AM 10:00

DAS FINANCE

Invoice 68003

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

Invoice #: 68003 Date: 05/22/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

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
			Subtotal:	240.50
			Total:	240.50

RECEIVED
 MAY 30 2012

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 2012 MAY 25
CUSTOMER CONTACT Steve H

JOB NAME State of I.A. 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 restart tomorrow.

RECOMMENDATIONS

MAKE TRANE
MODEL CVHF770
SERIAL # L99D01701M

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS	RATE	AMOUNT
					5/2/12	1	R	
					5/7/12	1	DT	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			

RECEIVED
MAY 21 2012

P/S	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.

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

Bill to: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD ANKENY IA 500239093
--	---

Invoice #: 67960	Date: 05/22/12	Customer P.O. #:
Payment Terms: NET 30 DAYS		Salesperson:
Customer Code: 18110		

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
			Subtotal:	101.00
			Total:	101.00

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

RECEIVED
SERVICED BY
CUSTOMER # 01

DATE 5/3/12 2012 MAY 25
CUSTOMER CONTACT
JOB NAME DAS FINANCE
JOB LOCATION State of Iowa Labs
2250 S. Anthony Blvd.
JOB PHONE
COMPLETED YES NO

BILL TO State of Iowa Dept of Admin
DAS Finance Accts Payable
1305 Walnut 3rd floor Hoover
Des Moines IA 50309

DESCRIPTION OF WORK:

Call to check out dehumidifier above cooler unit consisting. Checked electrical - no power - breakers good found disconnect off - turned on - operation good. Also checked 2 dehumidifiers above dehumidifying 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	
					TOTAL LABOR			
					TOTAL MATERIALS			
					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.

TOTAL EQUIPMENT

Thank You

CUSTOMER SIGNATURE *Don [Signature] For Aaron*

I hereby acknowledge the satisfactory completion of work described above.

END MAY 04 2012

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

PO Number 00512 157 943RM eDAS Work Request Number: _____ Date 6-5-2012

Bill To: Iowa Dept. of Administrative Services
 Finance (CCM)
 1305 E. Walnut, 3rd 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
1		Service Dehumidifier on large body cooler		\$101.00
				TOTAL
				\$101.00

Baker Group
 4224 Hubbell Ave.
 Des Moines, Iowa 50317
 515-262-4000

RECEIVED
 JUN 05 2012

Product/service Service: HVAC Requested by: Dan Gates
 Check here to receive a copy of this requisition with the PO#

Building: Iowa Labs

Supervisor Approval: _____ CCM Administrator Approval: *[Signature]*

Accounting Codes (FY12) 005-0674-X674-406-2496

- Contract # _____ If not on a state contract, attach the following:
- 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).
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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.

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

(515) 262-4000



RECEIVED
2012 MAY 25 AM 10:01
DAS FINANCE

Invoice 67960

Bill to: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD ANKENY IA 500239093
--	---

Invoice #: 67960	Date: 05/22/12	Customer P.O. #:
Payment Terms: NET 30 DAYS		Salesperson:
Customer Code: 18110		

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
			Subtotal:	101.00
			Total:	101.00

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 RECEIVED
 CUSTOMER CONTACT Ken SERVICED BY Wesley R.
 JOB NAME DAS FINANCE CUSTOMER ID# 01
 JOB LOCATION State of Iowa Labs
 JOB PHONE _____ COMPLETED YES NO

BILL TO State of Iowa Dept of Admin
DAS Finance Accts Payable
1305 Walnut 3rd floor Hoover
Des Moines IA 50309

DESCRIPTION OF WORK:
 Call to check out dehumidifier above cooler unit existing. Checked electrical - no power - breakers good found disconnect off - turned on - operation good. Also checked 2 dehumidifiers above dehumidifier 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	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
					TOTAL MATERIAL			
					TOTAL EQUIPMENT USED			
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 Don [Signature] FOR Aaron

I hereby acknowledge the satisfactory completion of work described above.

END MAY 04 2012

Baker Group

FY12

Department of Administrative Services		PURCHASE REQUISITION	
General Services Enterprise - Capitol Complex Maintenance			
PO Number 005 12 186 940		eDAS Work Request Number:	
Date 6/1/11			
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319	
Qty	Invoice #	Description	Total Cost
		Chiller Maintenance for Capitol Complex	\$10,300.00
		(<i>In Labs</i> -2,288.90 <i>K674</i>)	
		(<i>Hist</i> -2,288.90 <i>5330</i>)	
		(<i>DPS</i> -1,147.44 <i>A674</i>)	
		(<i>JA Bldg</i> -4,577.76 <i>0C32</i>)	
			TOTAL
			\$10,300.00
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)			
The Baker Group			
RECEIVED JUL 05 2011			
Product/service:	Service: HVAC	Requested by: David Haines	
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#	
Building:	ALL <i>Historical, JA Labs, JA Bldg, DPS</i>		
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>		
Accounting Codes			
<i>FY12</i> (FY11) 005-0674-A674-406-2496 (<i>\$1,147.44</i>), <i>5330</i> (<i>\$2,288.90</i>), <i>K674</i> (<i>\$2,288.90</i>) + <i>0C32</i> (<i>\$4,577.76</i>) -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.

*7/6/11
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:

Reference Number:	CCM0610005465
Bid Closing Date:	04/23/2011
Contact Name:	Ken Thornton
Contact Phone:	(515) 242-5123
Contact Email:	ken.thornton@iowa.gov
Division:	005 - Administrative Services
County:	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

Project Scope Statement

Submitted By: <u>Ken Thornton</u>	Current Date: <u>6/3/11</u>
Contact Email: <u>ken.thornton@iowa.gov</u>	Contact Phone: <u>515-242-5123</u>
Project Name: <u>Chiller Preventative Maintenance</u>	Project Code: _____
Classification: <u>Public</u>	Version: <u>1.1</u> Status: <u>Preliminary</u>

Scope Inclusions

Provide labor and materials for chiller preventative maintenance.
IOWA LABS 2-770 Ton Trane Chillers, HISTORICAL BUILDING 1-250 Ton Carrier Chiller, 1-250 Ton Carrier Heat Pump, PUBLIC SAFETY 1-310 Ton Carrier Chiller, IOWA BUILDING 4-Trane Chillers

This preventative maintenance shall include wear metals oil analysis. this analysis will include, but not limited to: Iron, chromium, aluminum, lead, silicon, tin and zinc. Reported results shall be in parts per million (ppm). Oil change out, oil filter replacement. It will also include a leak test of the refrigerant side and proper operation of the purge cycle. All safety controls will be inspected under operating conditions. Electrical contacts shall be inspected. Provide to the State of Iowa upon completion of preventative maintenance oil analysis reports and any discrepancies.

The selected contractor will provide a factory trained representative(s) that will work on Trane and Carrier chillers. The technician (s) will be knowledgeable and have proper licensing. The vendor will comply with all Federal, State, EPA and OSHA rules and regulations. All interested bidders will submit in detail work to the State of Iowa for work that will be performed, materials that will be used and associated labor costs. Work will be completed by July 15th 2011. Upon completion of work the selected contractor will submit a report in detail of work that has been performed.

Scope Exclusions

RECEIVED
JUL 05 2011

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

 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

RECEIVED
JUL 05 2011

Exhibit A Accountable Government Act Requirements and Fees

PROJECT: Chiller Preventative Maintenance

Project: Chiller Preventative Maintenance

Consultant: Selected Contractor

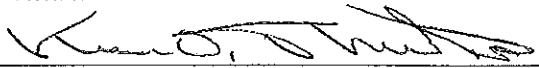
State Contract: N/A

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:

RECEIVED
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



409

THE WALDINGER CORPORATION

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

April 18, 2011

Pricing Breakdown

Job- IA Dept of Public safety
215 East 7th Street
Des Moines Iowa 50309

Annual Maintenance
Carrier M#19XRV3637336CEH64 S# 72242

Mechanical master agreement # MA 005 2930 09

Labor:

Refrigeration Specialist: \$90.00 per hour. 20 hours \$1,800.00


Materials cost: \$696.00
Mark up 15%: \$800.40

Equipment Use: \$60.00

Shipping: \$86.25

Total: \$2,746.65

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# _____

RECEIVED
JUL 05 2011

RECEIVED
APR 19 2011

DMAS
5-16-11



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

<u>Materials cost:</u>	<u>\$1,480.00</u>
	Mark up 15%: \$1,702.00

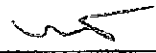
<u>Equipment Use:</u>	<u>\$400.00</u>
-----------------------	-----------------

<u>Shipping:</u>	<u>\$172.00</u>
------------------	-----------------

<u>Total:</u>	<u>\$10,914.00</u>
---------------	--------------------

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 }

RECEIVED
JUL 05 2011

RECEIVED
APR 19 2011

DWA
5-16-11



THE WALDINGER CORPORATION

2801 BELL AVENUE / P.O. BOX 1612 / DES MOINES, IOWA 50306 / PHONE 515-323-5100 / FAX 515-323-5168

April 14, 2011

409

Pricing Breakdown

Annual maintenance CEP Chillers

- Chiller #1 Trane S# L99D01680M
- Chiller #2 York S#HCEM000766
- Chiller #3 Trane S# L99D01701M

Central Energy Plant
 110 SE 13th Street
 Des Moines Iowa 50316

Mechanical master agreement # MA 005 2930 09

Labor:

Refrigeration Specialist: \$90.00 per hour. 72 hours \$6,480.00

Materials cost: \$1,901.10

Mark up 15%: \$2,186.26

Equipment Use: \$400.00

Shipping: \$172.50

Total: \$9,238.76

RECEIVED
JUL 05 2011

RECEIVED
APR 19 2011

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# _____

Quinn
5-16-11



THE WALDINGER CORPORATION

2601 BELL AVENUE / P.O. BOX 1612 / DES MOINES, IOWA 50306 / PHONE 515-323-5100 / FAX 515-323-5168

409

April 18, 2011

Pricing Breakdown

Annual maintenance Trane chillers DCI Ankeny

Chiller #1 S# L03J07111

Chiller #2 S# L03J07117

Mechanical master agreement # MA 005 2930 09

Labor:

Refrigeration Specialist: \$90.00 per hour. 48 hours \$4,320.00

Materials cost: \$730.00
Mark up 15%: \$839.50

Equipment Use: \$200.00

Shipping: \$86.25

Total: \$5,445.75

RECEIVED
JUL 05 2011

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# _____

RECEIVED
APR 19 2011

Dims
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

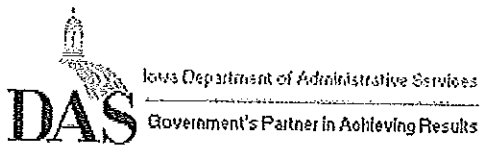
Mr. Haines,
Thank you for the notification but Wolin will be unable to bid this project.

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 6th 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

 BE GREEN -- Please consider the environment before printing this e-mail.

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JUL 05 2011

DMB
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

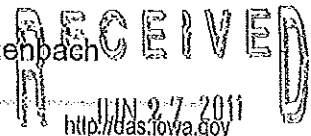
Location: FMC Building

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



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

(515) 262-4000



Invoice 60100

Bill to: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: 30.7852 STATE IA CAPITOL CHILLER ANNUAL CHILLER INSPECTION OIL ANALYSIS , IA
---	--

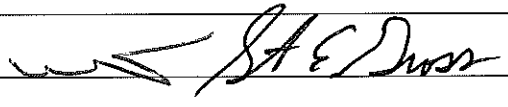
Invoice #: 60100 Date: 07/29/11	Customer P.O. #: 0512186940
Payment Terms: NET 30 DAYS	Salesperson:
Customer Code: 18110	

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
Subtotal:				10,300.00
Total:				10,300.00

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%.

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00512213944</i>		eDAS Work Request Number:		Date 7/26/11
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace compressor on condenser unit	6,758.00	6,758.00
				TOTAL
				\$6,758.00
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317				
<i>RECEIVED AUG 01 2011</i>				
Product/service:	Service: HVAC	Requested by: David Haines		
		<input type="checkbox"/> 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- A674 -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.

**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: CCM0610005490
Bid Closing Date: 07/26/2011
Contact Name: David Haines
Contact Phone: (515) 208-4399
Contact Email: david.haines@iowa.gov
Division: 005 - Administrative Services
County: Polk
Procurement Description:
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.

Finished

Make Changes

RECEIVED
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

APPROVED BY: _____
Date: _____

RECEIVED
AUG 01 2011

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			

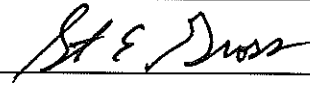
RECEIVED
AUG 01 2011



GSE Routing Slip Summary Sheet

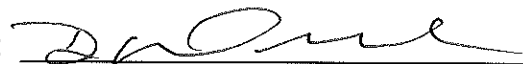
(Purchase Requisitions, Contracts and Change Orders over \$5,000)

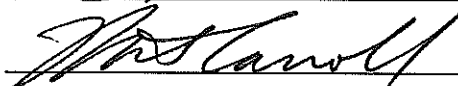
Originator: Ken Thornton  Date 7-26-11

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

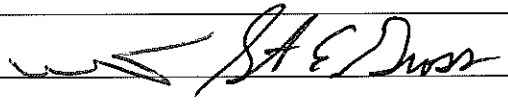
Location: FMC Building

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

RECEIVED
AUG 01 2011

Director's comments:

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

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00512213944</i>		eDAS Work Request Number:		Date 7/26/11
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Replace compressor on condenser unit	6,758.00	6,758.00
				TOTAL
				\$6,758.00
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- A674 -406-2496				

RECEIVED
AUG 01 2011

- 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).
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TARGETED SMALL BUSINESS
48 Hour Procurement Notice System**

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Contact Phone: (515) 208-4399
Contact Email: david.haines@iowa.gov
Division: 005 - Administrative Services
County: Polk
Procurement Description:
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.

Finished

Make Changes

RECEIVED
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.

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- 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

APPROVED BY: _____
Date: _____

RECEIVED
AUG 01 2011

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
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Notes/Comments			

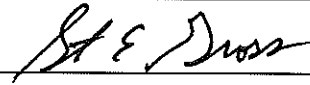
RECEIVED
AUG 01 2011



GSE Routing Slip Summary Sheet

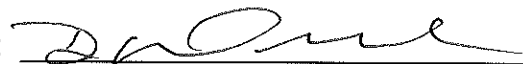
(Purchase Requisitions, Contracts and Change Orders over \$5,000)

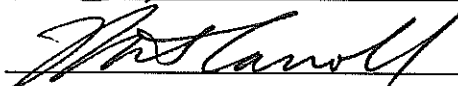
Originator: Ken Thornton  Date 7-26-11

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)

RECEIVED
AUG 01 2011

Director's comments:

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

Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number <i>00512 245 941</i>		eDAS Work Request Number:		Date 8-31-11
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot compressor unit#3 2hrs labor	79.40	158.80
		Material used	61.24	61.24
				TOTAL
				\$220.04
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:		Requested by: Brad Nachtigal <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:		IWD-1000		
Supervisor Approval:		CCM Administrator Approval: <i>[Signature]</i>		
Accounting Codes (FY12) 005-0674-X674-406-2496				

RECEIVED
SEP 02 2011

- 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.

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



(515) 262-4000

Invoice 60679

FWD

Bill to: STATE OF IOWA DEPT OF ADMIN DAS FINANCE ACCTS PAYABLE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IOWA WORKFORCE 1000 EAST GRAND DES MOINES IA 50319
---	---

Invoice #: 60679 Date: 08/23/11 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: BRAD Salesperson:
---	---

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
			Subtotal:	220.04
			Total:	220.04

RECEIVED
 SEP 02 2011

RECEIVED
 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) 262-0380

SERVICE ORDER

JOB NUMBER

31,289,03

DATE 8/1/11	SERVICED BY Thomas B.
CUSTOMER CONTACT Baker Hob	CUSTOMER PO#
JOB NAME State of Iowa workforce	
JOB LOCATION 1000 E. Grand	
JOB PHONE 333-6713 (Prod)	COMPLETED YES _____ NO <u>X</u>

BILL TO State of Iowa Dept. of Admin.
DAS Finance Accts Payable
1305 E. Walnut - 3rd Floor Hoover
Des Moines, IA 50319

DESCRIPTION OF WORK:

Call for Compressor down on Libert. took 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 herant drier and replace refrigerant. Told Baker will fax a price ASAP.

RECOMMENDATIONS:

MAKE Libert
MODEL DA125AUAACI
SERIAL # 506012-003

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
3	1000V 15Amp fuses	P	Part 195.19		8/1	2	RT	RECEIVED
RECEIVED SEP 02 2011								
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

CUSTOMER SIGNATURE


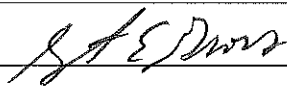
I hereby acknowledge the satisfactory completion of work described above.

ENTD AUG 03 2011

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00512 245 941</i>		eDAS Work Request Number:		Date 8-31-11
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot compressor unit#3 2hrs labor	79.40	158.80
		Material used	61.24	61.24
			TOTAL	
			\$220.04	
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 515-262-4000 <div style="text-align: center; margin-top: 20px;">  </div>				
Product/service:		Requested by: Brad Nachtigal		
		___ Check here to receive a copy of this requisition with the PO#		
Building:		IWD-1000		
Supervisor Approval:		CCM Administrator Approval: 		
Accounting Codes (FY12) 005-0674-X674-406-2496				

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



(515) 262-4000

Invoice 60679

FWD

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Invoice #: 60679 Date: 08/23/11	Customer P.O. #: BRAD
Payment Terms: NET 30 DAYS	Salesperson:
Customer Code: 18110	

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
			Subtotal:	220.04
			Total:	220.04

RECEIVED
SEP 02 2011

RECEIVED
2011 AUG 25 AM 10:07
DAS FINANCE

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

SERVICE ORDER

JOB NUMBER

31,289,03

DATE 8/1/11	SERVICED BY Thomas B.
CUSTOMER CONTACT Baker Hob	CUSTOMER PO#
JOB NAME State of Iowa workforce	
JOB LOCATION 1000 E. Grand	
JOB PHONE 333-6713 (Prod)	COMPLETED YES _____ NO <u>X</u>

BILL TO State of Iowa Dept. of Admin.
DAS Finance Accts Payable
1305 E. Walnut - 3rd Floor Hoover
Des Moines, IA 50319

DESCRIPTION OF WORK:
Call for Compressor down on Libert. took 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 hermet seal and replace refrigerant. Told Baker will fax a price ASAP.

RECOMMENDATIONS:

MAKE	Libert
MODEL	DA125AUAACI
SERIAL #	506012-003

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
3	1000V 15Amp fuses	P	Part # 195-19		8/1	2	RT	RECEIVED
RECEIVED SEP 02 2011								
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

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

ENTD AUG 03 2011

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00512 283 942	eDAS Work Request Number:	Date 10/10/11
---	---------------------------	------------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
4.0		Labor to install replaced fuel level sensor	96.60	386.40
				TOTAL
				\$ 386.40

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

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

Baker Group - CT3537-09

RECEIVED
OCT 10 2011

Product/service:	Replace fuel level sensor on the 300.000 gal tank	Requested by: Ken Thornton / Jay Young <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
-------------------------	---	---

Building:	Central Energy Plant
------------------	----------------------

Supervisor Approval:	CCM Administrator Approval: S.E. Durr
----------------------	--

Accounting Codes (FY11) 005-0674 -X674 (\$231.84) + 5330 (\$154.56) - 406-2496

- 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 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.

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



(515) 262-4000

Invoice 61401

Bill to: STATE OF IA DEPT OF ADMIN DESIGN & CONSTR DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	Job: 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
Subtotal:				386.40
Total:				386.40

RECEIVED
 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%.

Department of Administrative Services		PURCHASE REQUISITION		
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 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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
				TOTAL
				\$ 1642.90
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000		<i>RECEIVED</i> <i>OCT 18 2011</i> <i>Bill Proj 1230.03</i> <i>Barb Bendon</i>		
Baker Group - CT3537-09				
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>STE Dross</i>			
Accounting Codes	(FY11) 005-0674 - <i>X674-406-2496</i>			

- 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.)

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Department of Administrative Services		PURCHASE REQUISITION		
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 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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
				TOTAL
				\$ 1642.90
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000		<i>RECEIVED</i> <i>OCT 18 2011</i> <i>Bill Proj 1230.03</i> <i>Barb Bendon</i>		
Baker Group - CT3537-09				
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>STE Dross</i>			
Accounting Codes	(FY11) 005-0674 - <i>X674-406-2496</i>			

- 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).
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Department of Administrative Services **PURCHASE REQUISITION**

General Services Enterprise - Capitol Complex Maintenance

PO Number 00512 305942 eDAS Work Request Number: _____ Date 11/1/11

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

Ship To: Iowa Dept. of Administrative Services
Facilities Mgmt. Ctr.—CCM
109 SE 13th Street
Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
2		PTX1 Steam Sensor	297.71	595.42
2		DGP-250-D 24v DC Power Supply	58.50	117.00
				TOTAL
				\$ 712.42

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)
 Baker Group
 4224 Hubbell Ave
 Des Moines, IA 50317-4508
 (515) 262-4000
 Baker Group - CT3537-09

RECEIVED
NOV 01 2011

Product/service: Monitor Steam Pressure at 2 locations (HVAC) Requested by: Jay Young
 Check here to receive a copy of this requisition with the PO#

Building: Central Energy Plant

Supervisor Approval: _____ CCM Administrator Approval: St S. Dorr

Accounting Codes (FY11) 005- 674-X67Y (16 427.45) - 406 -2496 r 5330

- Contract # 3537-09 If not on a state contract, attach the following: (284.97)
- 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).
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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.)

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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 13th 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

RECEIVED
NOV 01 2011

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

PO Number 00512 305942	eDAS Work Request Number:	Date 11/1/11
----------------------------------	---------------------------	-----------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
2		PTX1 Steam Sensor	297.71	595.42
2		DGP-250-D 24v DC Power Supply	58.50	117.00
TOTAL				
\$ 712.42				

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

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

Baker Group - CT3537-09

RECEIVED
NOV 01 2011

Product/service:	Monitor Steam Pressure at 2 locations (HVAC)	Requested by: Jay Young
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#

Building: Central Energy Plant

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

Accounting Codes (FY11) 005- 674-X67Y ⁽¹⁸ 427.45) - 406 -2496 r 5330 ⁽⁸ 284.97)

- Contract # 3537-09 If not on a state contract, attach the following:
- 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).
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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.)

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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 13th 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

RECEIVED
NOV 01 2011

Department of Administrative Services

PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00514 028 957

eDAS or Work Order Number (circle one):

017662

Date

1/27/14

Bill To:

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

Ship To:

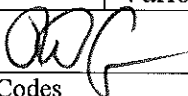
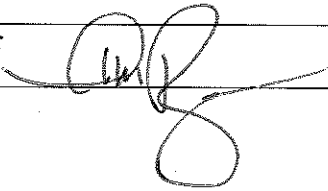
Iowa Dept. of Administrative Services
 Facilities Mgmt. Ctr.—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		3 PTZ cameras that were sent into Pelco for repair	1,085.00	1,085.00
		Troubleshoot cable and replaced camera in tunnel entrance	1,270.00	1,270.00
		Labor to troubleshoot /fix PTZ camera Jessie Parker	577.50	577.50
		East Parking gate lot 12 troubleshoot and repair	375.46	375.46
		DPS third floor PTZ/net 300 troubleshoot/program/repair	962.00	962.00
				TOTAL
				\$4,269.96

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

Baker Group
 4224 Hubbell
 Des Moines Iowa 50317
 (515)299-4056

RECEIVED
 JAN 28 2014

Product/service:	service	Requested by: Travis Christensen
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Building:	Various	
Supervisor Approval:		CCM Administrator Approval: 
Accounting Codes	(FY14) 005-0674-X674-35-406-2370-3879(70% \$1,911.72) 005-0001-5330-35-406-2370-3879(30% \$819.29) 005-0674-X674-05-406-2370-3879(\$577.50) 005-0674-X674-14-406-2370-3879(\$962.00)	

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.)

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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

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00514 038 952	eDAS or Work Order Number (circle one): 19444	Date 1-30-2014
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Iowa Labs---CCM Room C115 2224 S Ankeny Blvd Ankeny, IA 50023
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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#
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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.)

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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 13th 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

Department of Administrative Services

PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number <i>00514 076 945</i>	eDAS or Work Order Number (circle one): 19702	Date 3-12-2014
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Iowa Labs---CCM Room C115 2224 S Ankeny Blvd Ankeny, IA 50023
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Qty	Invoice #	Description	Unit Cost	Total Cost
		Service SME and DCI gate controls	EST.	\$2500.00
			TOTAL	
				\$2500.00

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

Baker Group
4224 Hubbell Ave.
Des Moines, Iowa 50317
515-262-4000

RECEIVED
MAR 17 2014

Product/service:	Service	Requested by: Dan Gates X_ 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-X674-15-406-2370-3879 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)
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Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number 00514 282 942		eDAS Work Request Number: # 16566p		Date 10/08/2013
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
1		172M-10330S 2 Way 2" Ball Valve 120 volt Stainless Steel	381.58	381.58
TOTAL				\$381.58
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="margin: 0;">RECEIVED</p> <p style="margin: 0;">OCT 09 2013</p> </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 - CEF			
Supervisor Approval:	CCM Administrator Approval:		<i>Bruce Steiner</i>	
Accounting Codes (FY13) 005-0674-X674-65-406-2496-4185 (70% \$267.11) 005-0001-5330-65-406-2496-4185 (30% \$114.47)				

- 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)
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PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number 00514 284 946	eDAS Work Request Number: 16592	Date 10-9-2013
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Iowa Labs---CCM Room C115 2224 S Ankeny Blvd Ankeny, IA 50023
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Qty	Invoice #	Description	Unit Cost	Total Cost
10		GAP191.1P Siemens Fast acting Actuators	186.30	1863.00
TOTAL				1863.00

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

Baker Group
4224 Hubbell Ave.
Des Moines, Iowa 50317
515-262-4000

RECEIVED
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:
----------------------	-----------------------------

Accounting Codes (FY13) 005-0674-X674-15-406-2496 - 4185

- 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)
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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,

RECEIVED

OCT 11 2013

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
515-208-9036

Please consider the environment before printing this email

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Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number		eDAS or Work Order Number:		Date
00514 287 944		15561, 16098, 16225		10/14/13
Bill To:		Ship To:		
Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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				
<p>RECEIVED</p> <p>OCT 14 2013</p>				
Product/service:	Service:	Requested by:		
	Camera Systems	Jay Young, Phil Pickett, Cody Smith		
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Iowa Labs			
Supervisor Approval:	CCM Administrator Approval:		<i>Bruce Sherrin</i>	
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.

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

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
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: 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
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

RECEIVED
OCT 14 2013

AUTHORIZATION/COMPLETION INFORMATION

Authorized By:		Authorized:	
Planned By:	David Haines	Planned:	09/18/13
Completed By:		Completed:	

Baker Group

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

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 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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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OCT 14 2013

573.00

Product/service:	Service: Camera Systems	Requested by: Jay Young, Phil Pickett, Cody Smith
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#

Building: Iowa Labs

Supervisor Approval: CCM Administrator 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

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
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

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IOWA LABS 03-31-09 2250 S ANKENY BLVD ANKENY IA 500239093
---	--

Invoice #: 84470 Date: 12/31/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

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
			Subtotal:	573.00
			Total:	573.00

RECEIVED

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	SERVICED 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 chkdsk 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 RECEIVED

Thank You

CUSTOMER SIGNATURE _____

JAN 09 2014

I hereby acknowledge the satisfactory completion of work described above.

D.A.S. FINANCE

ENT'D DEC 18 2013

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>	
RECEIVED								
<i>JAN 09 2014</i>								
D.A.S. FINANCE								
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.

CUSTOMER SIGNATURE

[Handwritten 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

BE GREEN

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-----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

Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
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 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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				
RECEIVED OCT 14 2013				
Product/service:	Service: Camera Systems	Requested by: Jay Young, Phil Pickett, Cody Smith		
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Iowa Labs			
Supervisor Approval:	CCM Administrator Approval:		<i>Bruce Steiner</i>	
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.

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

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
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

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
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

RECEIVED
OCT 14 2013

AUTHORIZATION/COMPLETION INFORMATION

Authorized By:		Authorized:	
Planned By:	David Haines	Planned:	09/18/13
Completed By:		Completed:	

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION				
PO Number <i>00514 312 942</i>		eDAS or Work Order Number: <i>17359</i>		Date 11/7/2013		
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319				
Qty	Invoice #	Description	Unit Cost	Total Cost		
5		259-02030 ½” Siemens Globe valve and actuator	101.22	506.10		
				TOTAL		
				\$506.10		
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)						
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000 </td> <td style="width: 50%; text-align: center; vertical-align: middle;"> RECEIVED NOV 0 8 2013 </td> </tr> </table>					Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000	RECEIVED NOV 0 8 2013
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000	RECEIVED NOV 0 8 2013					
Product/Service:	Replace bad valves on FCU at Ola Babcock	Requested by: <i>JAY YOUNG</i>				
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#				
Building:	Ola Babcock					
Supervisor Approval:	CCM Administrator Approval: 					
Accounting Codes (FY14) 005-0674-X674-06-406-2496-4185 (50% \$ 253.05) 005-0001-5330-06-406-2496-4185 (50% \$ 253.05)						

- 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.
 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.

Department of Administrative Services

PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number 00514 337 941	eDAS or Work Order Number: 17783	Date 12/2/2013
-----------------------------------	--	--------------------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
1		B2LF0088 Belimo 3/4" ball valve and actuator 2 pos,	297.60	297.60
				TOTAL
				\$297.60

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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DEC 03 2013

Product/service:	Replace broken drain valve for cooling tower 1 & 3	Requested by: <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
------------------	--	--

Building:	Central Energy Plant
Supervisor Approval:	CCM Administrator Approval:
Accounting Codes	(FY14) 005-0674-X674-65-406-2496-4185 (70% \$208,32) 005-0001-5330-65-406-2496-4185 (30% \$89,28)

- 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.
 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.

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number 00514 361 941		eDAS or Work Order Number: 17677		Date 12/27/13
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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
				TOTAL
				\$2,578.00
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group				
				
Product/service:	Service: HVAC	Requested by: Lennie Carkhuff		
		___ 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)
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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

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



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.

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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	Date Analyzed	Service Period	* Oil Type	Physical Data							Wear Metal Data (in parts per million)				
				Moisture PPM	Total Acid	Aluminum	Chromium	Copper	Iron	Lead	Tin	Zinc			
110531974	11/18/05	5441 Hours	YORK C	34	0.0129	0	0	4	3	0	0	0			
120533416	12/14/05	5441 Hours		5	0.0189	0	0	6	8	1	0	0			
090628880	9/27/06		YORK C	20	0.0580	1	1	2	5	0	0	0			
070718190	7/10/07	14259 Hours	YORK C	58	0.0181	0	0	1	11	0	3	0			
060918254	6/17/09		YORK	109	0.0071	0	0	2	7	0	0	1			
021203340	2/16/12	48170 Hours	YORK	16	0.0223	0	0	2	10	0	0	0			
121339813	12/13/13		YORK	16	0.1424	0	0	5	11	0	0	1			

* O = Oil Changed, B = Bearing, R = RNewal

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DEC 27 2013



Trane Chemical Laboratory

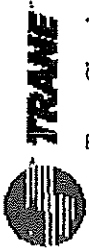
Oil Analysis

Lab Number: 121339813	Serviced By: BAKER GROUP	Purchase Order: 74997
Serial Number: HCEM000766	Equipment Owner: STATE OF IOWA POWER PLANT	Machine Type: YTL4M4-CSG
Location:		

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.

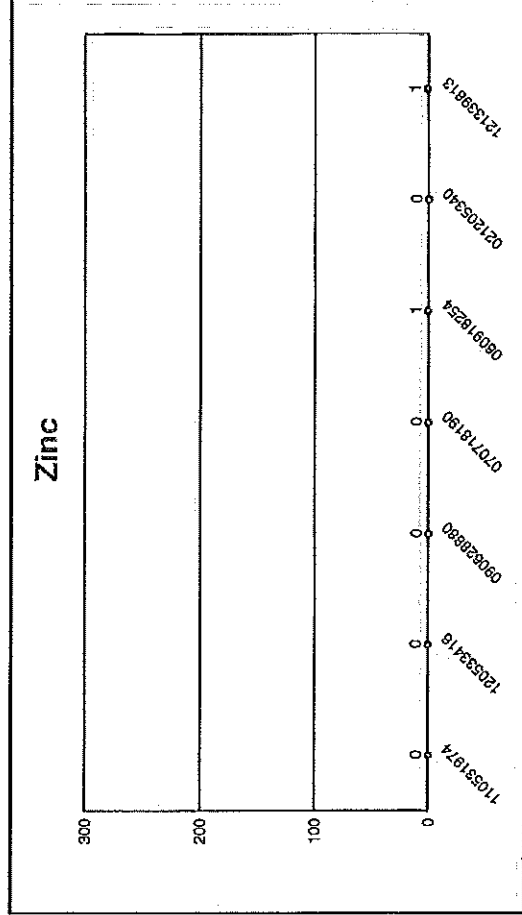
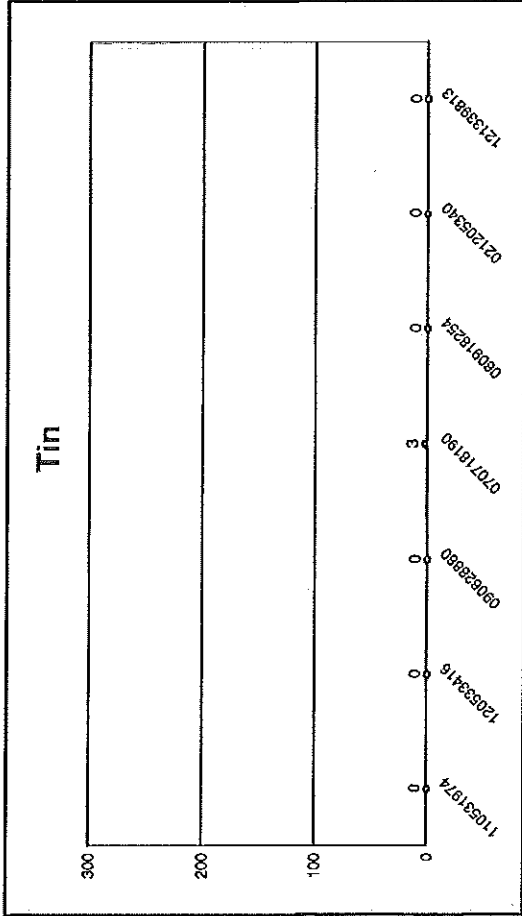
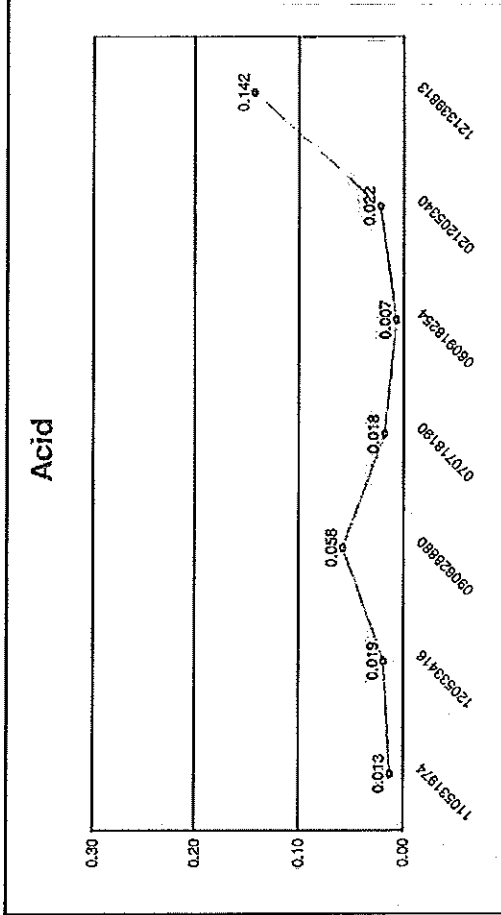
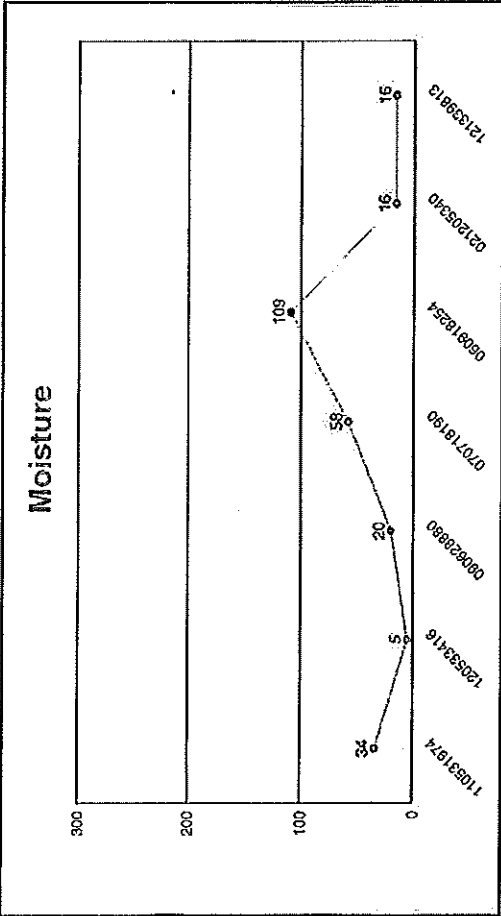
RECEIVED
DEC 27 2013



Trane Chemical Laboratory

Oil Analysis

Lab Number: 121339813	Served By: BAKER GROUP	Purchase Order: 74997
Serial Number: HCEM000766	Equipment Owner: STATE OF IOWA POWER PLANT	Machine Type: YTL4M4-CSG
Location:		



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DEC 27 2015

PURCHASE ORDER
DAS - CAPITOL COMPLEX MAINTENANCE
 Page:1

PO Number: 000328 **Corp PO Number:** **Created:** 12/27/13

Requested By: **Promised:** **Requisition:**
Required: **FOB:** **Posted:** 12/27/13
Ship Via:

VENDOR INFORMATION

Baker Mechanical 4224 Hubbell Ave Des Moines, Ia 50317	Number: 2109043 Phone: 515-559-3704 Fax: 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 Aisle Account #	Quantity Shelf Bin	Cost / VDU	Total Cost
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 78271

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

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
			Subtotal:	454.50
			Total:	454.50

0001-005-THIL-2512 ✓

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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 MATERIAL					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

Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number <i>00512 177 940M</i>		eDAS Work Request Number: #207030558		Date 6/27/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
1		371-03131 Flowrite Globe Valve Assembly, 2 way, ½" to 2",NC Equal Percentage, 0-10V,NSR	449.19	449.19
				TOTAL
				\$449.19
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:		Hoover Pnuematics Project <i>HVAC</i>	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:		CCM Administrator Approval: <i>[Signature]</i>		
Accounting Codes (FY12) 005- <i>674 - X674 - 406 - 2796</i>				

RECEIVED
JUN 25 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.)

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Baker Group

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number 00512 177 945 RM		eDAS Work Request Number: #	Date 6/22/2012	
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship to: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
6		GCA-161-1U-Damper Actuator	213.91	1283.46
4		RIBU1C RIB Relay	15.16	60.64
				TOTAL
				\$1344.10
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				\$60.64
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
Product/service:	Public Safety Dampers Project HVAC	Requested by: Jay Young	<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#	
Building:	Public Safety Building -17			
Supervisor Approval:	CCM Administrator Approval: <i>J E Dun</i>			
Accounting Codes (FY12) 005- 67Y-X67Y ¹⁷ 406-2496				

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JUN 25 2012

Contract # CT3537-09 If not on a state contract, attach the following:

- 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).
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AB 7-12-12
6-25-08



Proof of Delivery

[Close Window](#)

Dear Customer,

This notice serves as proof of delivery for the shipment listed below.

Tracking Number: 1Z5371980395187468
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 RIBLIC
PO# 00512177945RM*

Baker Group

Department of Administrative Services				
PURCHASE REQUISITION				
General Services Enterprise - Capitol Complex Maintenance				
PO Number 00512 177 945 AM		eDAS Work Request Number: #		Date 6/22/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319			Ship to: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319	
Qty	Invoice #	Description	Unit Cost	Total Cost
6		GCA 161.1U Damper Actuator	213.91	1283.46
4		RIBUIC RIB Relay	15.16	60.64
				TOTAL
				\$1344.10
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:	Public Safety Dampers Project <i>HVAC</i>	Requested by: Jay Young		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Public Safety Building			
Supervisor Approval:	CCM Administrator Approval: <i>J E Dean</i>			
Accounting Codes	(FY12) 005- <i>67Y-X67Y-406-2496</i>			

RECEIVED
JUN 25 2012

- Contract # CT3537-09 If not on a state contract, attach the following:
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7-3-12 AG

Department of Administrative Services		PURCHASE REQUISITION	
General Services Enterprise - Capitol Complex Maintenance			
PO Number 00513 003 941		eDAS Work Request Number:	Date 1-03-13
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319	
Qty	Invoice #	Description	Total Cost
		Oil for Cooling Towers	1434.72
			TOTAL
			1434.72
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)			
Baker Group 4224 Hubbell Ave. Des Moines IA.50317 515-262-4000 <div style="text-align: center; font-size: 2em; opacity: 0.5;">RECEIVED JAN 03 2013</div>			
Product/service:	HVAC----4185-35	Requested by: Lennie	<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Building:	Complex--35		
Supervisor Approval:	CCM Administrator Approval:		
Accounting Codes	(FY13) 005-0674-X674-35 - 406-2496-4185 (70% - \$1,004.90) 005-0001-5330-35 - 406-2496-4185 (30% - \$430.42) 005- 005-		

- Contract # _____ If not on a state contract, attach the following:
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Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 035 940	eDAS Work Request Number: #	Date 2/01/2013
-----------------------------------	--------------------------------	-------------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
10		SSC81U Valve Actuators	66.48	664.80
TOTAL				\$664.80

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

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

RECEIVED
FEB 04 2013

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

Accounting Codes
 (FY13) 005-674-X674-35-406-2496-4185 (70% - \$465.36)
 005-0001-5330-35-406-2496-4185 (30% - \$199.44)

- Contract # CT3537-09 If not on a state contract, attach the following:
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Baker Group

Main Phone: 515.262.4900
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 13th 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
drentd@thebakergroup.com

APPROVED BY: _____

Name: _____

Title: _____

Date: _____

RECEIVED

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 this 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

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

PO Number 00513 085 941 M	eDAS Work Request Number: 20703 6759 01	Date 1/15/13 3-26-13
-------------------------------------	---	--

Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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
TOTAL				\$11,300

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

RECEIVED
MAR 26 2013

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

Building: Hoover 3rd Floor Dept. of Revenue

Supervisor Approval: CCM Administrator 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.)

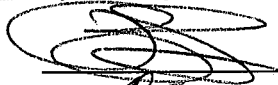
Vendors—A PO # issued from this requisition is valid for 90 days from the above date; OR, until the end of the fiscal year (June 30th), whichever date occurs first. Please put this PO# on the invoice and send to the "Bill to" address for payment. If you have questions, call 515-281-6101.




GSE Routing Slip Summary Sheet


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

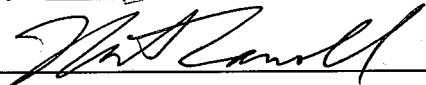
Originator: Jay Young Date 3/26/2013

CCM Administrator:  Date 3/26/13

Purchasing:  Date 5/8/13

Legal Counsel: _____ Date _____

Doug Woodley:  Date 05.09.13

Mike Carroll:  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 3rd 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
Total	\$7,100

Hoover 3rd floor

Labor	\$6,910
Equipment and duct	\$5,720
Total	\$11,300

*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

-----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

-----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

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE PO BOX 33121 ST PAUL, MN 55133-3121	Job: 50.9627 HOOVER BLDG VAV INSTALL INSTALL 3 NEW VAV AND REHEAT CORRIDORS DES MOINES, IOWA
---	---

Invoice #: 74408	Date: 1/15/13	Customer P.O. #: JAY YOUNG
Payment Terms: NET 30 DAYS	Salesperson:	
Customer Code: 18110		

Remarks: 50.9627

Quantity	Description	U/M	Unit Price	Extension
LABOR:				
	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
EQUIP/DUCT:				
	BG TRUCK TIME	HRS	37.75	641.72
	BG SHEET METAL DIV DUCT FABRICATION			1,750.43
MATERIALS:				
	RIST & ASSOCIATES			701.82
	BRILCO COMPANY			312.14
	HEATING & COOLING SUPPLY			81.48
	BG TICKET 96271			265.45

Subtotal:	11,300.00
Total:	11,300.00

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 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:				<u>11,300.00</u>
Total:				<u>11,300.00</u>

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%.

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number

00513 085 942M

eDAS Work Request Number:

2070338241

Date

~~3/22/13~~
3-26-13

Bill To:

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

Ship To:

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

Qty	Invoice #	Description	Unit Cost	Total Cost
	76054	Purchase VAV boxes for eDAS project	7,100	7,100
				TOTAL
				\$7,100.00

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

Baker Group

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MAR 26 2013

Product/service:

Product: HVAC

Requested by: David Haines/Jay Young

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

Building:

Hoover B Level

Supervisor

CCM Administrator

Approval:

Approval:

Accounting Codes

(FY13) 005-0674-X674-12-406-2496-4185

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.



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)

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 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
shoopa@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

RECEIVED
MAR 26 2013

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



(515) 262-4000

Invoice 76054

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE PO BOX 33121 ST PAUL, MN 55133-3121	Job: 50.9481 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
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			1,050.99
	DUCT FABRICATION			
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



EDAS#
~~2070338865~~
201038241

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	Customer P.O. #: JAY YOUNG
Payment Terms: NET 30 DAYS	Customer Code: 18110	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%.

Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number <i>00513 086 941</i>		eDAS Work Request Number: #		Date 3/27/2013
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
1000'		18/2 Unshielded Plenum Wire (Blue)	150.80	150.80
1000'		20/2 Unshielded Plenum Wire (Blue)	121.80	121.80
				TOTAL
				\$272.60
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number) Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000 <div style="text-align: center; opacity: 0.5;">RECEIVED MAR 27 2013</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:		IA Labs - Ankeny		
Supervisor Approval:		CCM Administrator <i>[Signature]</i>		
Accounting Codes		(FY13) 005- 674- X 674 - 15 - 406-2496 - 4185		

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.

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

PO Number: 00513 116 941 eDAS Work Request Number: _____ Date: 4/26/13

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

Ship To: Iowa Dept. of Administrative Services
 Facilities Mgmt. Ctr.—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
		Repair drain pipe for Café water leak	<2,000	<\$2,000.00
			EST	TOTAL
				\$<2,000.00

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

RECEIVED
 APR 26 2013

Product/service: Service: Plumbing Requested by: David Haines
 ___ Check here to receive a copy of this requisition with the PO#

Building: Lucas

Supervisor Approval: _____ CCM Administrator Approval: *Bruce Haines*

Accounting Codes (FY13) 005-0674-X674-10-302-2224-4185

- 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.

Department of Administrative Services
General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 150 943	eDAS Work Request Number:	Date 5-30-13
-----------------------------------	---------------------------	------------------------

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

Qty.	Invoice #	Description	Unit Cost	Total Cost
3	77910	Trouble shooting for camera's @ 150 Des Moines st	\$125.00	\$375.00 315.00
			TOTAL	\$375.00

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number) **\$315.00**

Baker Group

RECEIVED
MAY 30 2013
10:08 AM

Product/service: _____ Requested by: Josh Davenport

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

Building: 150 Des Moines St

Supervisor Approval: CCM Administrator Approval:

Accounting Codes
(FY13) 005-0674-X674 - 08 - 406-2370 -388/
-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.

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



(515) 262-4000

Invoice 77910

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IA 150 BLDG 150 DES MOINES STREET DES MOINES IA 50309
---	--

Invoice #: 77910 Date: 05/23/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

Remarks: STATE OF IA 150 BLDG WO# 37194

Quantity	Description	U/M	Unit Price	Extension
2.00	LABOR USED	HRS	105.00	210.00
Subtotal:				210.00
Total:				210.00

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
 7737194

DATE 4/24/13	SERVED BY Crad
CUSTOMER CONTACT Josh D.	CUSTOMER PO#
JOB NAME State of IA	
JOB LOCATION Down 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	PT	
					RECEIVED			
					MAY 29 2013			
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			

HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL LABOR	TOTAL MATERIALS	TOTAL EQUIPMENT	TOTAL
					TOTAL LABOR			
					TOTAL MATERIALS			
					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.

TOTAL EQUIPMENT

Thank You

ENTERED MAY 03 2013

CUSTOMER SIGNATURE _____

I hereby acknowledge the satisfactory completion of work described above.

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

PO Number: 00513 150 943 eDAS Work Request Number: Date: 5-30-13

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

Qty.	Invoice #	Description	Unit Cost	Total Cost
3	77910	Trouble shooting for camera's @ 150 Des Moines st	\$125.00	\$375.00
				315.00
				TOTAL
				\$375.00

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number) **Baker Group** 150 Des Moines St Des Moines IA 50319
 RECEIVED MAY 30 2013

Product/service: Requested by: Josh Davenport
 Check here to receive a copy of this requisition with the PO#

Building: 150 Des Moines st

Supervisor Approval: [Signature] CCM Administrator Approval: Bruce Stein

Accounting Codes (FY13) 005-0674-X674 - 08 - 406-2370 -3881 -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.

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



(515) 262-4000

Invoice 77910

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IA 150 BLDG 150 DES MOINES STREET DES MOINES IA 50309
---	--

Invoice #: 77910 Date: 05/23/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

Remarks: STATE OF IA 150 BLDG WO# 37194

Quantity	Description	U/M	Unit Price	Extension
2.00	LABOR USED	HRS	105.00	210.00
Subtotal:				210.00
Total:				210.00

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
 7737194

DATE 4/24/13	SERVED BY Crad
CUSTOMER CONTACT Josh D.	CUSTOMER PO#
JOB NAME State of IA	
JOB LOCATION Down 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	PT	
					RECEIVED			
					MAY 29 2013			
					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

ENTERED MAY 03 2013

CUSTOMER SIGNATURE _____

I hereby acknowledge the satisfactory completion of work described above.

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 192 944	eDAS Work Request Number: #	Date 6/22/2012
---	--------------------------------	--

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

Qty	Invoice #	Description	Unit Cost	Total Cost
24		GCA 161.1U Damper Actuator	213.91	5133.84
6		RIBU1C RIB Relay	15.16	90.96
1000'		20/2 Wire, Blue w/ Lt. Blue Stripe	113.10	113.10
1000'		14/2 24V Wire, Blue	321.30	321.30
TOTAL				\$5659.20

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

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

RECEIVED
 JUN 25 2012
 7-1072

Product/service:	Lucas Dampers Project HVAC	Requested by: Jay Young / Phil Pickett <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
------------------	--	---

Building:	Lucas Building -10
-----------	--------------------

Supervisor Approval:	CCM Administrator Approval: [Signature]
----------------------	---

Accounting Codes	(FY12) 005- 674-X674 ¹⁰ 406-2496 A
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- 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.)

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RECEIVED
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: _____ Date _____

Legal Counsel: _____ Date _____

Doug Woodley: _____ Date _____

Mike Carroll: _____ Date _____

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



Order 7190 Pick List

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

Sales order #: 7190 Order date: 08/25/12 Ship date: Warehouse: .7	P.O.#: 00512177945RM Salesperson: Pay terms: NET-30 DAYS Contact: JAY YOUNG	Ship terms: Ship via: UPS GROUND F.O.B.: Customer #: 18110
--	--	---

Remarks: 73.7190

Seq	Item code	Description	U/M	Location	Req ship date	Current order	Quantity shipped	Back order
001	KGCA161-1U	DAMPERACTUATOR	EA			6.00		BACK ORDER
002	RIBU1C	RELAY 10 AMP SPDT	EA			4.00	4	-



Shipment Receipt

Transaction Date: 26 Jun 2012

Tracking Number:

1Z5371960395187466

1 Address Information		
Ship To: STATE OF IOWA DEPT. OF ADMIN. ATTN: JAY YOUNG 109 SE. 13TH. ST. FAC.MGMT / JAY YOUNG DES MOINES IA 503199018	Ship From: BAKER GROUP Jimmy Fane 4224 HUBBELL AVE DES MOINES IA 50317 Telephone:5152624000 x4292	Return Address: 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	
Service: Guaranteed By: 27, 2012	UPS Ground Service End of Day Wednesday, Jun
Shipping Fees Subtotal: Transportation Fuel Surcharge	6.34 USD 5.84 USD 0.50 USD

4 Payment Information	
BRI 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.

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00513 192 947</i>		eDAS Work Request Number: #		Date 7/10/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
30		RIBU1C – RIB Relay	15.16	454.80
				TOTAL
				\$454.80
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
<i>RECEIVED JUL 10 2012</i>				
Product/service:	Hoover Lighting Project	Requested by: Jay Young and Phil Pickett		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Hoover Building – 12			
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>			
Accounting Codes	(FY13) 005- <i>674 -X 674 -12 - 302-2222</i>			

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.

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

PO Number 00513 192 947 eDAS Work Request Number: # _____ Date 7/10/2012

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

Ship To: Iowa Dept. of Administrative Services
 Facilities Mgmt. Ctr.—CCM
 109 SE 13th Street
 Des Moines, IA 50319

Qty	Invoice #	Description	Unit Cost	Total Cost
30		RIBU1C – RIB Relay	15.16	454.80
				TOTAL
				\$454.80

VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)
 Baker Group
 4224 Hubbell Ave
 Des Moines, IA 50317-4508
 (515) 262-4000

RECEIVED
 JUL 10 2012

Product/service: Hoover Lighting Project Requested by: Jay Young and Phil Pickett
 Check here to receive a copy of this requisition with the PO#

Building: Hoover Building – 12

Supervisor Approval: _____ CCM Administrator Approval: [Signature]

Accounting Codes (FY13) 005- 674 -X 674 -12 - 302 -2222

Contract # CT3537-09 If not on a state contract, attach the following:

- 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).
- Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
- 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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Department of Administrative Services PURCHASE REQUISITION General Services Enterprise - Capitol Complex Maintenance				
PO Number <i>00513 212 940M</i>		eDAS Work Request Number:		Date 7/30/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
10		McQuay Heat Pump Rev. Valve #106694103	30.77	307.70
10		McQuay Heat Pump Mark 4 Control Board #056792402	303.08	3030.80
10		McQuay Heat Pump MTIII Control Board #66810560	137.15	1371.50
10		Solenoid Coil #106694202	10.00	100.00
				TOTAL
				\$4810.00
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
RECEIVED JUL 30 2012				
Product/service:	Post 1 Parts for the Heat Pumps	Requested by: Jay Young and Phil Pickett		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Post 1			
Supervisor Approval:		CCM Administrator Approval:	<i>[Signature]</i>	
Accounting Codes (FY13) 005- 674 - X674 - 27 - 406 - 2496				

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

PO Number <i>00513 219 947 M</i>	eDAS Work Request Number:	Date 8/06/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
10		Transformer #TR75VA005	26.95	269.50
10		RIBL3C	43.49	434.90
1		Tecumseh Compressor RK222ET – 009 –A4	492.75	492.75
1		Bristol Compressor H25A56Q DBLA	979.55	979.55
				TOTAL
				\$2176.70

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 06 2012

Product/service:	Replacement Parts for Post 1 <i>HVAC</i>	Requested by: Jay Young and Phil Pickett <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
------------------	---	---

Building:	Post 1
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Supervisor Approval:	CCM Administrator Approval:
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Accounting Codes
 (FY13) 005- 674 - X674 - 27 - 406 - 2496 - 4185

- 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)
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Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 219 948	eDAS Work Request Number:	Date 8/06/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
--	---

Qty	Invoice #	Description	Unit Cost	Total Cost
5		Valve Assembly #171A-10210	96.70	483.50
				TOTAL
				\$483.50

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 06 2012

Product/service:	HVAC Parts	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 Bldg.
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Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>
----------------------	--

Accounting Codes

(FY13) 005- 674 -X674-01-406-2496-4185 (20% - \$96.70)
 005-0001-5330-01-406-2496-4185 (80% - \$386.80)

- 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)
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Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number	eDAS Work Request Number:		Date	
<i>00513 228 941</i>			7-31-12	
Bill To:		Ship To:		
Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Work on attic unit at Post 1		320.00
			TOTAL	
			\$320.00	
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave. Des Moines IA.50317 515-262-4000				
RECEIVED AUG 15 2012				
Product/service:	HVAC----4185	Requested by: Lennie		
		<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#		
Building:	Post 1 -location 27-invoice 69944			
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>			
Accounting Codes	(FY13) 005-0674-X674- 27- 406-2496-4185			
	005-			
	005-			
	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)
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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
4224 HUBBELL AVE.
DES MOINES, IA 50317-4508

(515) 262-4000



00513 228 941

Invoice 69944

Bill to: STATE OF IA DEPT OF ADMIN DESIGN & CONSTR-DIVISION 109 SE 13TH ST DES MOINES, IA 50319-9018	Job: IOWA HIGHWAY PATROL POST 1 260 NW 48TH PL DES MOINES IA 50313
---	--

Invoice #: 69944 Date: 07/31/12	Customer P.O. #:
Payment Terms: NET 30 DAYS	Salesperson:
Customer Code: 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
			Subtotal:	320.00
			Total:	320.00

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	SERVICED 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

DESCRIPTION OF WORK:

checked out AC unit in attic, charged system, with R-22 Rechargeant 2lbs total needed 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.

Thank You

RECEIVED
 AUG 15 2012

ENT'D JUL 25 2012

CUSTOMER SIGNATURE _____

I hereby acknowledge the satisfactory completion of work described above.

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 236 942	eDAS Work Request Number:	Date 8/23/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
--	---

Qty	Invoice #	Description	Unit Cost	Total Cost
6		GCA121.1U – Damper Actuator	166.60	999.60
				TOTAL
				\$999.60

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 23 2012

Product/service:	HVAC ReStock Parts	Requested by: Jay Young and Phil Pickett <input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
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Building:	IA Labs - Ankeny
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Supervisor Approval:	CCM Administrator Approval:
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Accounting Codes (FY12) 005- 674-X674-15-406-2496-4185

- 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.

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00513 249 940</i>		eDAS Work Request Number: #		Date 9/05/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
5		JON-A70GA-1C Low Temp Sensor	150.46	752.30
				TOTAL
				\$752.30
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000 <div style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-15deg);">RECEIVED SEP 05 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 - 35			
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>			
Accounting Codes (FY13) 005-674-X674-35-406-2496-4185 (70% - \$526.61) 005-0001-5330-35-406-2496-4185 (30% - \$225.69)				

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.)

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Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 265 940	eDAS Work Request Number: #	Date 9/20/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
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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
TOTAL				\$2864.70

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

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

RECEIVED
SEP 21 2012

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#
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Building:	Capitol Complex
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Supervisor Approval:	CCM Administrator Approval:
----------------------	-----------------------------

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.)

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Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number <i>00513 265 948</i>		eDAS Work Request Number: #		Date 9/21/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
2		CSP-5001	235.20	470.40
2		DT13E-24	151.44	302.88
2		DCPA-1.2	86.52	173.04
				TOTAL
				\$946.32
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
RECEIVED SEP 21 2012				
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-X674-35-406-2496-4185 (70% - \$662.42) 005-0001-5330-35-406-2496-4185 (30% - \$283.90)			

- 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.

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 269 941	eDAS Work Request Number:	Date 9-24-12
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
--	---

Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot gear box 3 n cooling tower making noise—CEP		875.00
				TOTAL
				\$875.00

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

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

RECEIVED
SEP 25 2012

Product/service:		Requested by: Lennie Carkhuff <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
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Building:	CEP
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Supervisor Approval:	CCM Administrator Approval: [Signature]
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Accounting Codes
 (FY13) 005-0674-X674-35-406-2496-4185 (70%-\$612.50)
 005-0001-5330-35-406-2496-4185 (30%-\$262.50)

- 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.)

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



(515) 262-4000

Invoice 70848

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IA POWER PLANT COURT AVE ENERGY PLANT DES MOINES IA 50319
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Invoice #: 70848 Payment Terms: NET 30 DAYS Customer Code: 18110	Date: 08/31/12 Customer P.O. #: Salesperson:
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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			
			1,865.14	1,865.14
			Subtotal:	2,740.14
			Total:	<u>2,740.14</u>

9-24-12
 CCM provided the oil so Baker will credit \$1,865.14 per Ronnie C. shw

Pay \$875.00

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 Iowa 50317
(515) 262-4000
Fax (515) 262-0380

SERVICE ORDER

JOB NUMBER

3133805

DATE 8-17-12	SERVED BY MIKE MORAN
CUSTOMER CONTACT LENNY	CUSTOMER PO#
JOB NAME NOISY TOWER GEARBOX #3	
JOB LOCATION STATE OF IA ENERGY PLANT	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO STATE OF IA

DESCRIPTION OF WORK

COOLING TOWER #3 - GEARBOX MAKING NOISE - OIL CHANGED, FUEL OIL FILLED - DRAINED GEARBOX - 6 gal. FLUID DRAINED OUT - WATER, OIL, SLUDGE, FLUSHED GEARBOX WITH FRESH OIL ^{UNTIL} DRAINING RINSE OIL FILLED GEARBOX TO FULL MARK WITH TOWER NOT RUNNING - Seal SMC 629 - GEARBOX STILL MAKING NOISE

RECOMMENDATIONS:

MAKE MARLEY

MODEL _____

SERIAL # _____

RECEIVED
SEP 25 2012

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					8-17	5.5	R	
RECEIVED								
SEP 10 2012								
D.A.S. FINANCE								
TOTAL MATERIAL					TOTAL LABOR			
TOTAL EQUIPMENT					TOTAL MATERIALS			
TOTAL					TOTAL EQUIPMENT			
TOTAL					TAX			
TOTAL					TOTAL			

is time on the job and travel. Please sign if above time is correct.
Warranty on labor, Paris Warranty as per manufacturer.

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

END AUG 22 2012



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

SERVICE ORDER

JOB NUMBER
31033805

DATE 8-15-10	SERVED BY MIKE MADRAN
CUSTOMER CONTACT LENNY	CUSTOMER PO#
JOB NAME NOISY TOWER	
JOB LOCATION STATE OF IOWA	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO **STATE OF IA**

DESCRIPTION OF WORK

COOLING 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 - WORKER DRAINED FROM STAND PIPE FIRST - THEN CONTAMINATED OIL (THICK - OILY) GEARBOX AND INSIDES OF TOWER AND OIL SPRAY ON IT - CHECKED GEARBOX VENT AND IT WAS CLEAN - LOOKED LIKE OIL WAS COMING OUT OF VENT AND THEN BEING BLOWN BY FAN

RECOMMENDATIONS

DRAIN + FLUSH OIL

MAKE **MARLBURY**
MODEL
SERIAL #

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					8-15	1.0	R	
					8-15	1.5	OT	
RECEIVED								
SEP 10 2012								
D.A.S. FINANCE								
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
TOTAL					TOTAL			
TOTAL EQUIPMENT								

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENTD AUG 17 2012

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 269 941	eDAS Work Request Number:	Date 9-24-12
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
--	---

Qty	Invoice #	Description	Unit Cost	Total Cost
		Trouble shoot gear box 3 n cooling tower making noise—CEP		875.00
				TOTAL
				\$875.00

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

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

RECEIVED
 SEP 25 2012

Product/service:		Requested by: Lennie Carkhuff <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
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Building:	CEP
-----------	-----

Supervisor Approval:	CCM Administrator Approval:	
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Accounting Codes
 (FY13) 005-0674-X674-35-406-2496-4185 (70%-\$612.50)
 005-0001-5330-35-406-2496-4185 (30%-\$262.50)

- 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.)

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



(515) 262-4000

Invoice 70848

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: STATE OF IA POWER PLANT COURT AVE ENERGY PLANT DES MOINES IA 50319
---	---

Invoice#: 70848 Date: 08/31/12 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
--	--

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
			Subtotal:	2,740.14
			Total:	<u>2,740.14</u>

9-24-12
CCM provided the oil so Baker will credit \$1,865.14 per Lennie C. shw

Pay \$875.00

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 Iowa 50317
(515) 262-4000
Fax (515) 262-0380

SERVICE ORDER

JOB NUMBER

3133805

DATE 8-17-12	SERVED BY MIKE MORAN
CUSTOMER CONTACT LENNY	CUSTOMER PO#
JOB NAME NOISY TOWER GEARBOX #3	
JOB LOCATION STATE OF IA ENERGY PLANT	
JOB PHONE	COMPLETED YES _____ NO <input checked="" type="checkbox"/>

BILL TO STATE OF IA

DESCRIPTION OF WORK

COOLING TOWER #3 - GEARBOX MAKING NOISE - OIL CHANGED, FUEL OIL FILLED -
DRAINED GEARBOX - 6 gal. FLUID DRAINED OUT - WATER, OIL, SLUDGE, FLUSHED
GEARBOX WITH FRESH OIL ^{UNTIL} DRAINING RINSE OIL - FILLED GEARBOX
TO FULL MARK WITH TOWER NOT RUNNING - Seal SMC 629 - GEARBOX STILL
MAKING NOISE

RECOMMENDATIONS:

MAKE MARLEY
MODEL _____
SERIAL # _____

RECEIVED
SEP 25 2012

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					8-17	5.5	R	
TOTAL MATERIAL					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
HRS	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX	TOTAL		
TOTAL EQUIPMENT								

RECEIVED
SEP 10 2012
D.A.S. FINANCE

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

END AUG 22 2012

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
31033805

DATE 8-15-10	SERVED BY MIKE MADRAN
CUSTOMER CONTACT LENNY	CUSTOMER PO#
JOB NAME NOISY TOWER	
JOB LOCATION STATE OF IOWA	
JOB PHONE	COMPLETED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BILL TO **STATE OF IA**

DESCRIPTION OF WORK
 COOLING 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 - WORKER DRAINED FROM STAND PIPE FIRST - THEN CONTAMINATED OIL (THICK - OILY) GEARBOX AND INSIDES OF TOWER AND OIL SPRAY ON IT - CHECKED GEARBOX VENT AND IT WAS CLEAN - LOOKED LIKE OIL WAS COMING OUT OF VENT AND THEN BEING BLOWN BY FAN

RECOMMENDATIONS
DRAIN + FLUSH OIL

MAKE **MARLBURY**
 MODEL _____
 SERIAL # _____

QTY	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					8-15	1.0	R	
					8-15	1.5	OT	
RECEIVED								
SEP 10 2012								
D.A.S. FINANCE								
TOTAL MATERIAL					TOTAL LABOR			
TOTAL MATERIAL					TOTAL MATERIALS			
TOTAL MATERIAL					TOTAL EQUIPMENT			
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT	TAX			
					TOTAL			
TOTAL EQUIPMENT								

Thank You

CUSTOMER SIGNATURE

I hereby acknowledge the satisfactory completion of work described above.

ENTD AUG 17 2012

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

PO Number 00513 269 943		eDAS Work Request Number: #	Date 9/25/2012	
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		

Qty	Invoice #	Description	Unit Cost	Total Cost
7		GCA121.1U – Damper Actuator	166.60	1166.20
4		GCA161.1U – Damper Actuator	213.91	855.64
14		ASK75.1U	69.49	972.86
				TOTAL
				\$2994.70

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

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

RECEIVED
SEP 25 2012

Product/service:	HVAC Replacement Stock	Requested by: Jay Young and Phil Pickett
Building:	IA Labs	<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>	
Accounting Codes	(FY13) 005- 674 -X674 -15 - 406 - 2496 - 4185	

- Contract # CT3537-09 If not on a state contract, attach the following:
- 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).
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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.

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 286 940	eDAS Work Request Number: #	Date 10/12/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
10		PXP2.3GFS	192.00	1920.00
TOTAL				\$1920.00

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

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

RECEIVED
OCT 17 2012

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:
----------------------	-----------------------------

Accounting Codes
 (FY13) 005-674-X674-18-406-2496-4185 (20% - \$1,374.00)
 005-0001-5330-18-406-2496-4185 (20% - \$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 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.

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00513 286 940	eDAS Work Request Number: #	Date 10/12/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
10		PXP2.3GFS	192.00	1920.00
TOTAL				\$1920.00

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

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

RECEIVED
OCT 17 2012

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:
----------------------	-----------------------------

Accounting Codes
 (FY13) 005-674-X674-18-406-2496-4185 (20% - \$1,374.00)
 005-0001-5330-18-406-2496-4185 (20% - \$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 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.

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

PO Number 00513 298 945	eDAS Work Request Number:	Date 10-24-2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd 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
		Service finish hooking up the SHL condensing unit	EST	\$1200.00
			TOTAL	\$1200.00

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

Baker Group
4224 Hubbell Ave.
Des Moines, Iowa 50317
515-262-4000

*RECEIVED
OCT 24 2012*

*\$3,016.17
skw
11-29-12*

Product/service: Service Requested by: Dan Gates
 Check here to receive a copy of this requisition with the PO#

Building: Iowa Labs

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

Accounting Codes 2496
 (FY13) 005-0674-X674-15-406-2596-4185

- 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.

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 Deon

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

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!

Department of Administrative Services		PURCHASE REQUISITION		
General Services Enterprise - Capitol Complex Maintenance				
PO Number <i>00513 324 940</i>		eDAS Work Request Number: #		Date 11/19/2012
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
1		18/2 Shielded Non-plenum Blue Jacket Wire 1000 ft.	155.25	155.25
				TOTAL
				\$155.25
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group 4224 Hubbell Ave Des Moines, IA 50317-4508 (515) 262-4000				
RECEIVED NOV 19 2012				
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 - 35			
Supervisor Approval:	CCM Administrator Approval: <i>[Signature]</i>			
Accounting Codes	(FY13) 005-677-X677-35-406-2496-4185 (20% - \$108.68) 005-0001-5330-35-406-2496-4185 (30% - \$46.57)			

- 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.

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

PO Number 00513 345 943	eDAS Work Request Number: #	Date 12/10/2012
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
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Qty	Invoice #	Description	Unit Cost	Total Cost
1		2-way 1-1/4 inch, 100 Cv ball valve assembly with stainless steel ball and stem, 2-position, NO, fail safe actuator, 200 psi close-off, NPT (Part #171E-10321S)	235.20	235.20
				TOTAL
				\$235.20

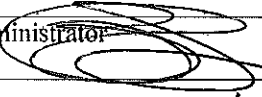
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)

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

*RECEIVED
 DEC 10 2012*

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: 

Accounting Codes
 (FY13) 005-674-X674-35-406-2496-4185 (70% - \$167.64)
 005-0001-5330-35-406-2496-4185 (30% - \$70.56)

- 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.

207047182

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



Invoice 84560

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: CAPITAL COMPLEX MAINTENANCE 5912 NW 2ND AVE DES MOINES IA
---	---

Invoice #: 84560 Date: 12/31/13 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: Salesperson:
---	--

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
			Subtotal:	582.00
			Total:	582.00

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

Thank You

JAN 09 2014

CUSTOMER SIGNATURE _____

D.A.S. FINANCE

I hereby acknowledge the satisfactory completion of work described above.

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 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

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

Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00514 049 944m	eDAS or Work Order Number (circle one): 19556 20704 8877	Date 02/13/14
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
		Make repairs to furnace at Post Garage	500.00	500.00
Estimate			TOTAL	
			\$500.00	

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

Baker Group
 4224 Hubbell Ave
 Des Moines, IA 50317

RECEIVED
 FEB 18 2014

Product/service:	Service: HVAC	Requested by: Lennie Carkhuff
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Building:	Post Garage	
Supervisor Approval:		CCM Administrator Approval:
Accounting Codes	(FY14) 005-0674-X674-29-406-2496-4185 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.

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

PO Number <i>00514 191 947</i>	eDAS Work Request Number:	Date 07/09/13
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th 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
				TOTAL
				\$612.60

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

*RECEIVED
JUL 10 2013*

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: <i>[Signature]</i>	<i>Bruce Haines</i>
----------------------	--	---------------------

Accounting Codes (FY14) 005-0674-X674-10-406-2496-4185

7-10-13

- 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.

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 ¼", 2W, Globe \$279.30 each

VS-7213-812-4-10, 1 ½", 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

RECEIVED
JUL 10 2013

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Thank you for the opportunity to work with you!

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> 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

Teresa Lane Contact info
Phone: (515)725-0049
FAX: (515)281-8748

109 SE 13th St.
Des Moines, IA 50319

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>

RECEIVED
JUL 10 2013

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

PO Number 00514 232 942	eDAS Work Request Number:	Date 8/20/13
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
2		Mamac pressure transducer PR-274-R2-VDC 0-10 VDC 0-1" WC	112.50	225.00
			TOTAL	
				\$225.00

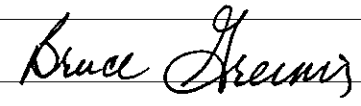
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)
 Baker Group

RECEIVED

AUG 20 2013

Product/service:	Product: HVAC	Requested by: Jay Young/ Phil Pickett
		<input type="checkbox"/> Check here to receive a copy of this requisition with the PO#

Building:	Iowa Labs
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Supervisor Approval:	CCM Administrator Approval: 
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Accounting Codes
 (FY14) 005-0674-X674-15-406-2496-4185

- Contract # 3165-12 If not on a state contract, attach the following:
- Copy of the TSB Notice (must be posted for 48 hrs before doing step #2). To post, contact Dave Haines or Josh Davenport.
 - Informal Bid (form), Emergency (electronic), or Sole Source (electronic). (See skw to submit electronic forms)
 - 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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Department of Administrative Services
 General Services Enterprise - Capitol Complex Maintenance

PURCHASE REQUISITION

PO Number 00514 232 943	eDAS Work Request Number:	Date 8/20/13
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
3		Siemens control valve 259-02030 1/2" N/O, Fail in place	99.72	299.16
		Work Order 15329		
				TOTAL
				\$299.16

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

Baker Group

RECEIVED

AUG 20 2013

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

Building:	Ola Miller
-----------	------------

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

Accounting Codes	(FY14) 005-0674-X674-06-406-2496-4185 (50% \$149.58) 005-0001-5330-06-406-2496-4185 (50% \$149.58)
------------------	---

- 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.

WO# 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>
Date: August 20, 2013, 8:39:05 AM CDT
To: "Young, Jay [DAS]" <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!!!

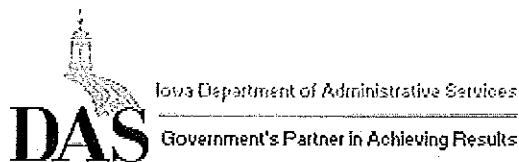
\$99.72 each

RECEIVED
AUG 20 2013

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.



Department of Administrative Services **PURCHASE REQUISITION**

General Services Enterprise - Capitol Complex Maintenance

PO Number 00514 233 940	eDAS Work Request Number:	Date 8/21/13
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Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319	Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319
---	--

Qty	Invoice #	Description	Unit Cost	Total Cost
		Make repairs to camera system in Lucas, Historical, CEP and Oran Pape	EST	4,500.00
		(15322, 15323, 15324, 15325,)		
			<i>ESTIMATE</i>	TOTAL \$4,500.00

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

Baker Group

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AUG 21 2013

Product/service:	<u>Service: Security</u>	Requested by: Jay Young/ Cody Smith/ Phil Pickett <input type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Building:	Complex Wide	
Supervisor Approval:	CCM Administrator Approval:	<i>By</i>
Accounting Codes (FY14) 005-0674-X674-35-406-2370-3879 (70% \$3,150.00) 005-0001-5330-35-406-2370-3879 (30% \$1,350.00)		

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.

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

PO Number 00514 312 950	17325	Date 11-6-2013
-----------------------------------	--------------	-------------------

Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd 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
1		Repair Fuseal acid resistant P trap on D136b fume Hood	EST	\$600.00
				TOTAL
				\$600.00

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

Baker Group
 4224 Hubbell Ave.
 Des Moines, Iowa 50317
 515-262-4000

RECEIVED
 NOV 08 2013

Product/service:	Service	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-X674-15-302-2224-4185

- Contract # Service <\$5,000 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.)

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Haines, David [DAS]

From: Gates, Daniel [DAS]
Sent: Wednesday, November 06, 2013 3:52 PM
To: Haines, David [DAS]

David

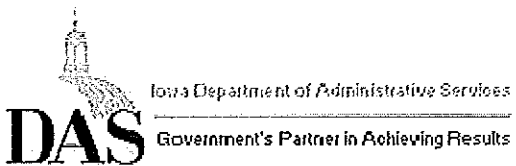
I called Proctor Mechanical Monday talked to a receptionist; explained I had a Fuseal P trap leaking. The receptionist told me someone would call me.

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
<http://das.iowa.gov>

RECEIVED
NOV 08 2013

PURCHASE REQUISITION

PO Number <i>00514 312 950</i>	17325	Date 11-6-2013
-----------------------------------	--------------	-------------------

Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd 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
1		Repair Fuseal acid resistant P trap on D136b fume Hood	EST	\$600.00
				TOTAL
				\$600.00

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

Baker Group
 4224 Hubbell Ave.
 Des Moines, Iowa 50317
 515-262-4000

RECEIVED
NOV 08 2013

Product/service:	Service	Requested by: Dan Gates
Building:	Iowa Labs	<input checked="" type="checkbox"/> Check here to receive a copy of this requisition with the PO#
Supervisor Approval:	CCM Administrator Approval:	<i>Bruce Gunn</i>
Accounting Codes (FY14) 005-0674-X674-15-302-2224-4185		

- Contract # Service <\$5,000 If not on a state contract, attach the following:
- 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).
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To: Haines, David [DAS]

David

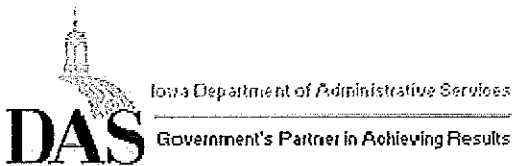
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he said he did not have the machine needed to repair the Fuseal P trap.

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
<http://das.iowa.gov>

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NOV 08 2013

Baker Group

Department of Administrative Services General Services Enterprise - Capitol Complex Maintenance		PURCHASE REQUISITION		
PO Number		eDAS or Work Order Number:		Date
00514 330 947A		17677		11/26/13
Bill To: Iowa Dept. of Administrative Services Finance (CCM) 1305 E. Walnut, 3 rd Floor Des Moines, IA 50319		Ship To: Iowa Dept. of Administrative Services Facilities Mgmt. Ctr.—CCM 109 SE 13 th Street Des Moines, IA 50319		
Qty	Invoice #	Description	Unit Cost	Total Cost
		Make emergency repairs to CE-CHL-02 York Chiller		
		Materials	5,443.20	5,443.20
		Labor	2,400.00	2,400.00
				TOTAL
				\$7,843.20
VENDOR INFORMATION (Vendor name, street, city/state/zip, & phone number)				
Baker Group				
RECEIVED NOV 26 2013 7623.72				
Product/service:		Service: Chillers	Requested by: Lennie Carkhuff	
Building:		CEP	___ Check here to receive a copy of this requisition with the PO#	
Supervisor		CCM Administrator		
Approval:		Approval:		
Accounting Codes				
(FY14) 005-0674-X674-65-406-2496-4185 (70% \$5,490.24)				
005-0001-5330-65-406-2496-4185 (30% \$2,352.96)				

- 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)
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Haines, David [DAS]

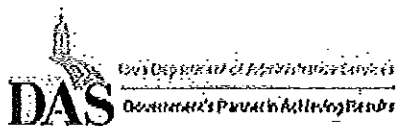
From: Greiner, Bruce [DAS]
Sent: Tuesday, November 26, 2013 7:34 AM
To: Haines, David [DAS]
Cc: Lane, Teresa [DAS]; Carkhuff, Leonard [DAS]; Carr, Rodney [DAS]
Subject: FW: York Chiller Repairs

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 13th Street
Des Moines, IA 50319
Office: 515-829-6219
Bruce.greiner@iowa.gov
Das.gse.iowa.gov

RECEIVED
NOV 26 2013

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

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!

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
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.

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NOV 26 2013

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



(515) 262-4000

Invoice 86380

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: ST. OF IA ADMIN-CHILL 9-20-08 CENTRAL ENERGY PLANT PO 00508262305 DES MOINES IA
---	--

Invoice #: 86380 Date: 02/28/14 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00514 330 947 Salesperson:
---	--

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
	Subtotal:			7,623.72
	Total:			7,623.72

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 <input checked="" type="checkbox"/>

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 had SCR - Johnson Controls finally called back in PM - was told to send Mth + Sth and he would send info. on how

RECOMMENDATIONS: to test SCR package - never did receive info.

MAKE YORK
MODEL YTL4M4FI-CSG
SERIAL # HCE M 000766

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
1	PO# 75156				12-2-13	6	R	
								Billed 3 hrs
					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.

TOTAL EQUIPMENT

Thank You
RECEIVED

MAR 10 2014

CUSTOMER SIGNATURE _____

I hereby acknowledge the satisfactory completion of work described above.

White-Customer Copy

Yellow - Billing Copy

Pink - Accounting Copy

DAS FINANCE



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

SERVICE ORDER

JOB NUMBER
31-40416

DATE **11-25-13** SERVICED BY **Steve H.**
CUSTOMER CONTACT _____ CUSTOMER PO# _____

BILL TO _____

JOB NAME **State of Iowa York Chiller**
JOB LOCATION **State of Iowa Energy Plant**
JOB PHONE _____ COMPLETED
YES _____ NO

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
					11/25/13	5	R	
					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.

CUSTOMER SIGNATURE _____

I hereby acknowledge the satisfactory completion of work described above.

Thank You

RECEIVED

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

SERVED BY Steve H.

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME

State of IA. - York Chiller

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

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. Confered with Lennie will need to continue trouble shooting 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 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 RECEIVED

MAR 10 2014

DAS FINANCE

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 00514 340 947	eDAS or Work Order Number: 17677	Date 12/5/13
-----------------------------------	--	-----------------

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Make emergency repairs to CE-CHL-02 main electric motor		
		Cost not to exceed		19,114.00
				TOTAL
				\$19,114.00

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

Baker Group

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DEC 06 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% \$13,379.80)

005-0001-5330-65-406-2496-4185 (30% \$5,734.20)

- Contract # Emergency purchase 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.)

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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

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

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

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: \$5,308.00

Thank You,

Ryan English
Service Operations Manager
Baker Group
Office 299-4052
Cell 559-3704
englishr@thebakergroup.com

APPROVED BY: _____
Name: _____
Title: _____
Date: _____

RECEIVED
DEC 06 2013



PROJECT TERMS AND CONDITIONS

GENERAL

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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
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]; Beichley, 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
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

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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

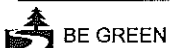
Please let them know this has been approved.

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



Please consider the environment before printing this email

RECEIVED

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**

RECEIVED

DEC 06 2013

Department of Administrative Services

PURCHASE REQUISITION

General Services Enterprise - Capitol Complex Maintenance

PO Number

00514 340 947

eDAS or Work Order Number:

17677

Date

12/5/13

Bill To:

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

Ship To:

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

Qty	Invoice #	Description	Unit Cost	Total Cost
		Make emergency repairs to CE-CHL-02 main electric motor		
		Cost not to exceed		19,114.00
			TOTAL	
				\$19,114.00

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

Baker Group

RECEIVED

DEC 06 2013

Product/service:

Service: HVAC

Requested by: Lennie Carkhuff

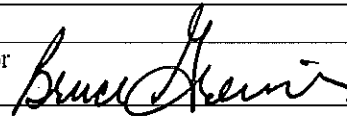
Check here to receive a copy of this requisition with the PO#

Building:

CEP

Supervisor Approval:

CCM Administrator Approval:



Accounting Codes

(FY14) 005-0674-X674-65-406-2496-4185 (70% \$13,379.80)
005-0001-5330-65-406-2496-4185 (30% \$5,734.20)

Contract # Emergency purchase 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.



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

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

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.

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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

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: \$5,308.00

Thank You,

Ryan English
Service Operations Manager
Baker Group
Office 299-4052
Cell 559-3704
englishr@thebakergroup.com

APPROVED BY: _____
Name: _____
Title: _____
Date: _____

RECEIVED
DEC 06 2013



PROJECT TERMS AND CONDITIONS

GENERAL

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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
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.

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Explain how this procurement fits the emergency situation(s) selected above.

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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]; Beichley, 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
515-725-2272

<http://das.iowa.gov>

BE GREEN

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-----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-----

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Sent: Thursday, December 05, 2013 2:26 PM
To: DAS GSE Purchasing Mailbox

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DEC 06 2013

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Submitted: 12/05/13

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Contact Name: David Haines

Telephone: 515-208-4399

Email: david.haines@iowa.gov

Vendor: Baker Group

Amount: \$19,114.00

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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

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From: DAS GSE Purchasing Mailbox
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To: Stapp, Randall [DAS]
Subject: FW: Emergency Procurement Justification

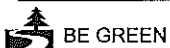
Please let them know this has been approved.

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



Please consider the environment before printing this email

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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**

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

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

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.
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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.
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

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

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

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
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
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:

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It also serves part of the cooling system for the Capitol Complex year round.

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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

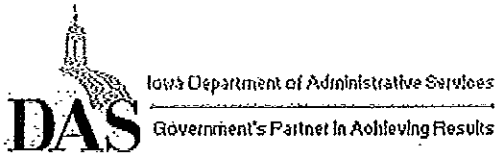
Your emergency request is approved (below). Thank You

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

 BE GREEN
Please consider the environment before printing this email

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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

RECEIVED
DEC 06 2013

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



(515) 262-4000

Invoice 85470

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: ST. OF IA ADMIN-CHILL 9-20-08 CENTRAL ENERGY PLANT PO 00508262305 DES MOINES IA
---	--

Invoice #: 85470 Date: 01/31/14 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00514 340 947 Salesperson:
---	--

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
			Subtotal:	5,115.46
			Total:	5,115.46

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 <input checked="" type="checkbox"/> NO <input type="checkbox"/>

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>	
RECEIVED								
FEB 04 2014								
DAS FINANCE								
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, IA 50317-4508



(515) 262-4000

Invoice 85574

Bill to: STATE OF IOWA DEPT OF ADMIN STATE ACCOUNTING ENTERPRISE 1305 E WALNUT-3RD FLR HOOVER DES MOINES, IA 50319	Job: ST. OF IA ADMIN-CHILL 9-20-08 CENTRAL ENERGY PLANT PO 00508262305 DES MOINES IA
---	--

Invoice #: 85574 Date: 01/31/14 Payment Terms: NET 30 DAYS Customer Code: 18110	Customer P.O. #: 00514 340 947 Salesperson:
---	--

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
			Subtotal:	7,810.50
			Total:	7,810.50

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 12.5.13

SERVICED BY Ed Wor

CUSTOMER CONTACT

CUSTOMER PO#

JOB NAME

JOB LOCATION

JOB PHONE

COMPLETED

YES

NO

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
					12.5	6	R.T.	
RECEIVED								
FEB 10 2014								
DAS 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.

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.
 90 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	SERVICED BY MIKE SHAY
CUSTOMER CONTACT	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	
					TOTAL LABOR			
					TOTAL MATERIALS			
					TOTAL EQUIPMENT			
					TAX			
					TOTAL			
TOTAL MATERIAL		TOTAL MATERIAL		TOTAL MATERIAL				
TOTAL EQUIPMENT		TOTAL EQUIPMENT		TOTAL EQUIPMENT				
HRS.	EQUIPMENT USED	P/S	PRICE / HOUR	AMOUNT				
2.5	# 2245							
					TOTAL EQUIPMENT			

RECEIVED
FEB 10 2014
DAS FINANCE

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 *Mike Shay*

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. 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;">RECEIVED FEB 10 2014 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								
					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.

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 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.



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 Steve H.
CUSTOMER CONTACT	CUSTOMER PO#
JOB NAME State of Iowa - York chiller	
JOB LOCATION State of IA, Power Plant	
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 shut off valves on chiller.*

RECOMMENDATIONS:

MAKE **YORK**
MODEL **YT**
SERIAL# _____

QTY.	MATERIAL	P/S	UNIT PRICE	AMOUNT	LABOR			
					DATE	HRS.	RATE	AMOUNT
					12/11/13	5	R	
RECEIVED								
FEB 10 2014								
DAS 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.



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 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.



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 Gantry and get nuts 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 style="text-align: center;">RECEIVED</p> <p style="text-align: center;">FEB 10 2014</p> <p style="text-align: center;">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.