



Iowa Department of Administrative Services

Central Procurement and Fleet Services Enterprise

FLEET SERVICES NEWSBRAKE

6/28/2018

To: State of Iowa Fleet Contacts
Re: June NewsBrake

Enterprise Reservations

Reservations for vehicle rentals outside of DAS Motor Pool, such as Enterprise, must now be requested through the [Iowa Agile FleetCommander](#) system. Outside rentals are for drivers needing vehicles not available in the motor pool; for example cargo vans, 12 and 15 passenger vans. Drivers and requestors may use their current account to make a request; if an account is needed, create one by selecting "Sign Up Now!" on the Iowa Agile home page. When making a reservation, the requestor shall select "Outside Rental" for the Usage Type and Vehicle Size. In the Comments section, specify the vehicle size being requested, reason for rental and the pickup location (either a rental company location or the Fleet Service office). Once the outside reservation is made by DAS Fleet, the reservation inside Agile will be approved and the confirmation number from the corresponding rental company will be added to the Comments section. For reservations in the Des Moines area, drivers must pick up a WEX Fuel Card from the Fleet Services office prior to the reservation starting.

Change to Tire Billing

Tires must be purchased through the Bridgestone/Firestone, Goodyear or Michelin master agreements associated with the NASPO ValuePoint national tire contracts. The purchase of tires, mounting and other tire related services must be invoiced through the master agreement. Any other services, such as oil changes, brake work, repairs to enable proper alignment, etc. provided by an authorized dealer must be invoiced directly to DAS Fleet Services, resulting in two separate invoices. Contact DAS Fleet Services for more information on the separation of tire invoices and what is considered a tire related service. A current list of approved tire dealers is available through an [interactive map](#) or on the [Procurement Website](#) by searching "Tires." All maintenance and repairs, including tire purchases, over \$300 must be approved in advance by contacting Fleet Services at 515-281-3162; this is the vendor's responsibility. Tire vendors have been notified of this change, attached is the letter vendors were sent.

Vehicle Disablement

NAC FleetRescue has been renewed for FY19 for vehicle disablement. They can assist with jump starts, lockouts, tire changes, and fuel delivery. NAC FleetRescue can be reached at 866-329-3471. Hanifen Towing and Perry's Service & Towing (in Des Moines) should be the first choice for towing needs. Fleet has new cards with towing and disablement information for vehicles; contact DAS Fleet Services at motorpool@iowa.gov to request cards.

DAS Fleet Services, 109 SE 13th St., Des Moines, Iowa 50319
HOURS: Monday: 6:00 am - 4:30 pm • Tuesday - Friday: 7:00 am - 4:30 pm
CONTACT: Customer Service: 515-281-3162 • After Hours: 515-897-8728
Risk Management: das.risk@iowa.gov • Fleet Motor Pool: motorpool@iowa.gov
For more information: <https://das.iowa.gov/procurement/fleet-services>