



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

19213A

EFFECTIVE BEGIN DATE: 04-01-2020
EXPIRATION DATE: 03-31-2021
PAGE: 1 of 13

VENDOR:

Reliable Property Services LLC

VENDOR CONTACT:

Mark Stecker

PHONE: 515-300-7494

EXT:

EMAIL: marks@rpsia.com

ISSUER:

Julie Janssen

PHONE: (515) 281-5602

EMAIL: julie.janssen@iowa.gov

PO Box 936640

Atlanta, GA 31193-6640

FOB: FOB Dest, Freight Prepaid

Contract For: IPBS and Heartland AEA Mowing and Landscaping Service

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.

Attachments are on file with the Department of Administrative Service - Central Procurement.

Attachment 1: Competitive Solicitation RFB0319285024.

Attachment 2: Contractor's Response to Competitive Solicitation RFB0319285024 (except for any contractor objection or amendment to the Competitive Solicitation Document requirements that the State has not explicitly agreed to in writing).

Attachment 3: Contractor's Cost (final pricing documentation) Response to competitive solicitation document RFB0319285024.

The state reserves the right to add additional services to the Contract.

Customer Service Contact Information: Mark Stecker, 515-300-7494, marks@rpsia.com, www.rpsia.com

Remit Address: Reliable Property Services, LLC DBA Reliable Snow Plowing, LLC, 3245 Terminal Drive, Eagan, MN 55121.

Payment Terms: NET60.

Invoicing Requirements: Contractor must invoice Agency with separate invoices for each building location and indicate a property address. Iowa PBS, PO Box 6450 Johnston, Iowa 50131. Heartland AEA, 6500 Corporate Dr, Johnston, Iowa 50131.

IPBS Facilities Manager: Jon Brooker 515-669-8003, jon.brooker@iptv.com.

Heartland AEA Facilities Manager: Steven Howard, 515-321-6137, Steven_Howard@heartlandaea.org

RENEWAL OPTIONS

FROM 04-01-2021 **TO** 03-31-2022

FROM 04-01-2022 **TO** 03-31-2023

FROM 04-01-2023 **TO** 03-31-2024

FROM 04-01-2024 **TO** 03-31-2025

AUTHORIZED DEPARTMENT

ALL

SUB Other Governmental Entities



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1	0.00000	WK	98852	\$ 256.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive-Mowing Once Per Week

IPBS 6450 Corporate Drive (178,000 Sq Ft) - Mowing Once Per Week
To Occur Annually April - November 30 or at other times mutually
agreed upon. The first and last mowing dates are to be determined by
location Facilities Manager.

Grass shall be maintained at a height according to species and
variety. Mowing shall occur every one (1) time per business week or
as needed due to varying weather conditions and will be decided at
the discretion of the Facilities Manager at each location.
Contractor must dispose of debris off-site. Mowing must include:
Equipment with a mulching type blade. Clean up of walkways,
sidewalks and parking lots. Lawn mowing and trimming, around curbing
islands, building, downspouts, trees, shrubs/bushes, fences, posts,
sidewalk and parking lot cracks shall be done each time area is
mowed.

2	0.00000	WK	98852	\$ 59.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive- Mowing Once Per Week

IPBS 6535 Corporate Drive (41,000 Sq Ft) - Mowing Once Per Week To
Occur Annually April - November 30 or at other times mutually agreed
upon. The first and last mowing dates are to be determined by
location Facilities Manager.

Grass shall be maintained at a height according to species and
variety. Mowing shall occur every one (1) time per business week or
as needed due to varying weather conditions and will be decided at
the discretion of the Facilities Manager at each location.
Contractor must dispose of debris off-site. Mowing must include:
Equipment with a mulching type blade. Clean up of walkways,
sidewalks and parking lots. Lawn mowing and trimming, around curbing
islands, building, downspouts, trees, shrubs/bushes, fences, posts,
sidewalk and parking lot cracks shall be done each time area is
mowed.

3	0.00000	WK	98852	\$ 164.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Mowing Once Per Week



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Heartland AEA 6500 Corporate Drive (114,229 Sq Ft) - Mowing Once Per Week To Occur Annually April - November 30 or at other times mutually agreed upon. The first and last mowing dates are to be determined by the Facilities Manager.

Grass shall be maintained at a height according to species and variety. Mowing shall occur every one (1) time per business week or as needed due to varying weather conditions and will be decided at the discretion of the Facilities Manager at each location. Contractor must dispose of debris off-site. Mowing must include: Equipment with a mulching type blade. Clean up of walkways, sidewalks and parking lots. Lawn mowing and trimming, around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks shall be done each time area is mowed.

4	0.00000	WK	98852	\$ 155.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Mowing Once Per Week

Heartland AEA 6500 Corporate Drive (108,069, Sq Ft) - Mowing Once Per Week To Occur Annually April - November 30 or at other times mutually agreed upon. The first and last mowing dates are to be determined by location Facilities Manager.

Grass shall be maintained at a height according to species and variety. Mowing shall occur every one (1) time per business week or as needed due to varying weather conditions and will be decided at the discretion of the Facilities Manager at each location. Contractor must dispose of debris off-site. Mowing must include: Equipment with a mulching type blade. Clean up of walkways, sidewalks and parking lots. Lawn mowing and trimming, around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks shall be done each time area is mowed.

5	0.00000	JOB	98852	\$ 494.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive- Herbicide Application

Pre-emergent herbicide to control crabgrass, weedy grass and broadleaf weeds. These services must only be performed at the request of the Facilities Manager.

6	0.00000	JOB	98852	\$ 114.000000
				\$ 0.000000



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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive- Herbicide Application

Pre-emergent herbicide to control crabgrass, weedy grass and broadleaf weeds. These services must only be performed at the request of the Facilities Manager.

7	0.00000	JOB	98852	\$ 273.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Fertilizer Application

These services must only be performed at the request of the Facilities Manager. Targeted Weed Control Included.

8	0.00000	JOB	98852	\$ 317.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Herbicide Application

Pre-emergent herbicide to control crabgrass, weedy grass and broadleaf weeds. These services must only be performed at the request of the Facilities Manager.

9	0.00000	JOB	98852	\$ 300.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Herbicide Application

Pre-emergent herbicide to control crabgrass, weedy grass and broadleaf weeds. These services must only be performed at the request of the Facilities Manager.

10	0.00000	JOB	98852	\$ 449.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive-Fertilizer Application.



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These services must only be performed at the request of the Facilities Manager. Targeted Weed Control Included.

11	0.00000	JOB	98852	\$ 103.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive- Fertilizer Application.

These services must only be performed at the request of the Facilities Manager. Targeted Weed Control Included.

12	0.00000	JOB	98852	\$ 288.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Fertilizer Application

These services must only be performed at the request of the Facilities Manager. Targeted Weed Control Included.

13	0.00000	JOB	98852	\$ 165.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Flower Bed Maintenance - All Locations

Flower Bed Maintenance. All Locations. These services must only be performed at the request of the Facilities Manager at each location.

14	0.00000	HOURL	98852	\$ 45.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Garbage and Debris Removal - All Locations

Garbage and Debris Removal - All Locations \$45.00/HR. These services must only be performed at the request of the Facilities Manager at each location.

15	0.00000	HOURL	98852	\$ 45.000000 \$ 0.000000
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Landscaping (Including Design, Fertilizing, Planting, etc.,



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Mulching (Labor) - All Locations

Mulching (Labor) - All Locations. \$45.00/HR. These services must only be performed at the request of the Facilities Manager at each location.

16	0.00000	JOB	98852	\$ 105.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive -Metal Blade Edging**

Heartland AEA 6500 Corporate Drive - Metal blade Edging around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks. These services must only be performed at the request of the Facilities Manager.

17	0.00000	EA	98852	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Landscaping (Including Design, Fertilizing, Planting, etc.,
Mulch (Materials) - All Locations. 10% Off Retail**

Mulch (Materials) - All Locations. 10% Off Reliable Retail Price. These services must only be performed at the request of the Facilities Manager at each location.

18	0.00000	JOB	98852	\$ 120.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Metal blade Edging**

Heartland AEA 6445 Corporate Drive - Metal blade Edging around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks. These services must only be performed at the request of the Facilities Manager.

19	0.00000	HOOR	98852	\$ 45.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Landscaping (Including Design, Fertilizing, Planting, etc.,
Pressure Washing - All Locations**



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Pressure Washing - All Locations. \$45.00/HR. These services must only be performed at the request of the Facilities Manager at each location.

20	0.00000	JOB	98852	\$ 255.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive - Irrigation Winterization

IPTV 6450 Corporate Drive - Irrigation Winterization. These services must only be performed at the request of the Facilities Manager.

21	0.00000	JOB	98852	\$ 148.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive- Metal Blade Edging

Metal blade Edging around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks. These services must only be performed at the request of the Facilities Manager.

22	0.00000	JOB	98852	\$ 75.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive - Tree Trimming and Shrub Pruning.

IPBS 6535 Corporate Drive -Tree Trimming and Shrub Pruning. Contractor must dispose of debris off-site. These services must only be performed at the request of the Facilities Manager.

23	0.00000	HOURL	98852	\$ 75.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive - Irrigation Maintenance

IPBS 6450 Corporate Drive - Irrigation Maintenance. \$75.00/HR. These services must only be performed at the request of the Facilities Manager.

24	0.00000	JOB	98852	\$ 67.000000
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\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive- Metal Blade Edging

Metal blade Edging around curbing islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks. These services must only be performed at the request of the Facilities Manager.

25	0.00000	JOB	98852	\$ 150.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive - Tree Trimming and Shrub Pruning

IPBS 6450 Corporate Drive - Tree Trimming and Shrub Pruning. Contractor must dispose of debris off-site. These services must only be performed at the request of the Facilities Manager.

26	0.00000	JOB	98852	\$ 115.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Tree Trimming and Shrub

Heartland AEA 6500 Corporate Drive - Tree Trimming and Shrub Pruning. Contractor must dispose of debris off-site. These services must only be performed at the request of the Facilities Manager.

27	0.00000	JOB	98852	\$ 125.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Tree Trimming and Shrub

Heartland AEA 6445 Corporate Drive - Tree Trimming and Shrub Pruning. Contractor must dispose of debris off-site. These services must only be performed at the request of the Facilities Manager.

28	0.00000	JOB	98852	\$ 686.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,



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IPBS 6450 Corporate Drive -Pest and Grub Control Application

IPBS 6450 Corporate Drive -Pest and Grub Control Application. These services must only be performed at the request of the Facilities Manager.

29	0.00000	JOB	98852	\$ 691.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Spring Clean Up.

Heartland AEA 6550 Corporate Drive - Spring Clean Up. These services must only be performed at the request of the Facilities Manager.

30	0.00000	JOB	98852	\$ 158.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive - Pest and Grub Control Applicatio

IPBS 6535 Corporate Drive - Pest and Grub Control Application. These services must only be performed at the request of the Facilities Manager.

31	0.00000	JOB	98852	\$ 440.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive -Pest and Grub Control A

Heartland AEA 6500 Corporate Drive - Pest and Grub Control Application. These services must only be performed at the request of the Facilities Manager.

32	0.00000	JOB	98852	\$ 416.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Pest and Grub Control

Heartland AEA 6445 Corporate Drive - Pest and Grub Control Application. These services must only be performed at the request of the Facilities Manager.



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33	0.00000	JOB	98852	\$ 1,077.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive - Spring Clean Up

IPBS 6450 Corporate Drive - Spring Clean Up. These services must only be performed at the request of the Facilities Manager.

34	0.00000	JOB	98852	\$ 248.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive - Spring Clean Up.

IPBS 6535 Corporate Drive - Spring Clean Up. These services must only be performed at the request of the Facilities Manager.

35	0.00000	JOB	98852	\$ 655.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Spring Clean Up.

Heartland AEA 6445 Corporate Drive Spring Clean Up. These services must only be performed at the request of the Facilities Manager.

36	0.00000	JOB	98852	\$ 1,472.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive - Fall Clean Up

IPBS 6450 Corporate Drive - Fall Clean Up. Leaf Removal Included. These services must only be performed at the request of the Facilities Manager.

37	0.00000	JOB	98852	\$ 339.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive - Fall Clean Up



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IPBS 6535 Corporate Drive - Fall Clean Up. Leaf Removal Included. These services must only be performed at the request of the Facilities Manager.

38	0.00000	JOB	98852	\$ 945.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Fall Clean Up

Heartland AEA 6550 Corporate Drive - Fall Clean Up. Leaf Removal Included. These services must only be performed at the request of the Facilities Manager.

39	0.00000	JOB	98852	\$ 655.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Fall Clean Up

Heartland AEA 6445 Corporate Drive - Fall Clean Up. Leaf Removal Included. These services must only be performed at the request of the Facilities Manager.

40	0.00000	JOB	98852	\$ 890.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6450 Corporate Drive - Aerator

IPBS 6450 Corporate Drive - Aerator. These services must only be performed at the request of the Facilities Manager.

41	0.00000	JOB	98852	\$ 205.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
IPBS 6535 Corporate Drive- Aerator

IPBS 6450 Corporate Drive - Aerator. These services must only be performed at the request of the Facilities Manager.

42	0.00000	JOB	98852	\$ 571.000000
				\$ 0.000000



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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6500 Corporate Drive - Aerator

Heartland AEA 6500 Corporate Drive - Aerator. These services must only be performed at the request of the Facilities Manager.

43	0.00000	JOB	98852	\$ 541.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Heartland AEA 6445 Corporate Drive - Aerator.

Heartland AEA 6445 Corporate Drive - Aerator. These services must only be performed at the request of the Facilities Manager.

44	0.00000	EA	98852	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Other Landscaping Materials - All Locations - 10% off Retail

10% Off Reliable Retail Price -Other Landscaping materials as requested by Facilities Manager at each location. Contractor must provide written quote before order is placed.

45	0.00000	HOURL	98852	\$ 45.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,
Other Landscaping Maintenance - All Locations

\$45.00/HR - Other Landscaping maintenance as requested by Facilities Manager at each location. Contractor must provide written quote before performing service.



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EFFECTIVE BEGIN DATE: 04-01-2020

EXPIRATION DATE: 03-31-2021


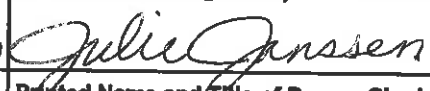
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TERMS AND CONDITIONS

Services Effective 1 May 16

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

CONTRACTOR		STATE OF IOWA	
CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.) Reliable Property Services, LLC		AGENCY NAME DAS CENTRAL PROCUREMENT & FLEET ENTERPRISE	
BY (Authorized Signature) 	Date Signed 13 March 2020	BY (Authorized Signature) 	Date Signed 3/13/2020
Printed Name and Title of Person Signing John Valtakis Vice President		Printed Name and Title of Person Signing JULIE JANSSEN, PURCHASING AGENT III	
Address 3245 Terminal Dr Eagan MN 55121		Address HOOVER BUILDING, 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IOWA 50319	