



**STATE OF IOWA**  
**MASTER AGREEMENT**  
Contract Declaration and Execution

**MA 005**

**5090D**

**EFFECTIVE BEGIN DATE:** 06-12-2019  
**EXPIRATION DATE:** 06-11-2020  
**PAGE:** 1 of 7

**VENDOR:**

**KELTEK INC**

**PO Box 14**  
**Baxter, IA 50028**

**VENDOR CONTACT:**

Kelly Milligan

**PHONE:** 641-227-2222

**EMAIL:** sales@keltekinc.com

**ISSUER:**

Nancy Wheelock

**EXT:** **PHONE:** 515-725-2268

**EMAIL:** Nancy.Wheelock@iowa.gov

**FOB:** FOB Dest, Freight Prepaid

**Contract For:** Vehicle Upfitting Parts and 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.

General Terms and Conditions for service/goods contracts are posted at: [https://das.iowa.gov/sites/default/files/procurement/pdf/51415%20terms\\_services.pdf](https://das.iowa.gov/sites/default/files/procurement/pdf/51415%20terms_services.pdf)

Attachments 1-3 are on file with the Department of Administrative Services.

Attachment 1: Competitive Solicitation RFB1115005004.

Attachment 2: Contractor's Response to Competitive Bidding RFB1115005004 (except for any contractor objection or amendment to the Competitive Bidding Document requirements that the State has not explicitly agreed to in writing).

Attachment 3: Contractor's Cost (final pricing documentation) response to competitive bidding document RFB1115005004.

Attachment 4: Special Terms as follows:

1. The Contractor will itemize goods and services in their invoices as shown in the Cost Proposal. Travel Fees must be charged per hour on the invoice.
2. The State reserves the right to add or delete equipment as needed provided that the parts and installation costs are agreed upon by the Contractor and the State.
3. In the event items placed on Contract are discontinued, or new items are introduced that may become of interest to the State and are of minimal value as compared to the value of the Contract, the State reserves the right to add these items if deemed to be in its best interest.

FOB destination, freight Prepaid.  
N60 Payment term

**RENEWAL OPTIONS**

**FROM** 06-12-2020 **TO** 06-11-2021

**AUTHORIZED DEPARTMENT**

ALL

SUB Other Governmental Entities



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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1	0.00000	HOVR	92833	\$ 65.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
HOURLY INSTALLATION RATE PERFORMED AT CONTRACTOR'S LOCATION

Installation rate for work performed at the Contractor's Location.

2	0.00000	HOVR	92833	\$ 65.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
HOURLY INSTALLATION RATE PERFORMED ON-SITE

Installation rate for work performed on-site at Agency's location.  
In addition to hourly rate, a mobilization fee of \$150.00 applies.  
Travel\* and overnight fees when applicable to the service requested.  
\*The \$65/hr travel fee starts when the vendor leaves their facility or current location.  
See line items 15 through 18 for entry of travel fees.

3	0.00000	HOVR	92833	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
NON-WARRANTIED PARTS - REPAIR OR REPLACEMENT AT CONTRACTOR

Flat rate fee and hourly rate fee should be included in line item.  
Repairs or Replacement of Installed Components no longer on Warranty  
Performed at Contractor's Location.  
Flat Rate: \$69.00 for first 1/2 hour  
After 1/2 hour: \$129.00 per hour

4	0.00000	HOVR	92833	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
NON-WARRANTIED PARTS - REPAIR OR REPLACEMENT ON-SITE

Flat rate fee and hourly rate fee should be included in line item.  
Repairs or Replacement of Installed Components no Longer on Warranty  
Performed on-site at Agency's Location.  
Flat Rate: \$129.00 for first 1/2 hour  
After first 1/2 hour: \$129.00 per hour  
Travel\* and overnight fees when applicable to the service requested.\*



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The \$129/hr travel fee starts when the vendor leaves their facility or current location. See line items 15-18 for entry of travel fees.

5	0.00000	HOURL	92833	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
TRAINING AT CONTRACTOR'S LOCATION

Flat rate fee and hourly rate fee should be included in line item.

Training Performed at Contractor's Location. This training would be beyond the 4 hours of individual provided free of charge.

Flat Rate: \$89.00 plus  
\$169 per hour

6	0.00000	HOURL	92833	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
TRAINING ON-SITE

Flat rate fee and hourly rate fee should be included in line item.

Training Performed at on-site at Agency's location. This training would be beyond the 4 hours of individual provided free of charge.

Flat Rate: \$129.00 plus  
\$169 per hour for training.

Travel\* and overnight fees when applicable to the service requested.  
\*The \$129/hr. travel fee starts when the vendor leaves their facility or current location. See line items 15-18 for entry of travel fees.

7	0.00000	HOURL	92833	\$ 169.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
SUPPORT FEE - MISC.

Support fee for miscellaneous support items not otherwise covered in this contract.

8	0.00000	EA	92833	\$ 300.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Customizing Services Vehicle (Including Armoring of Vehicles  
REMOVAL AND SALVAGE CHARGE FOR RETIRED VEHICLES

Removal and Salvage Charge for Retired Vehicles per Section 4.1.9 of the RFP.



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9	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
STANDARD AND OPTIONAL EQUIPMENT

Pricing for Equipment is contained in Tables I, II, and IV of the attached Cost Proposal.

10	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
INSTALLATION OF STANDARD AND OPTIONAL EQUIPMENT

Pricing for installation of Standard and Optional Equipment is contained in Tables III and V of the attached Cost Proposal.

11	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
SENTINA EQUIPMENT - PERCENTAGE DISCOUNT OFF MSRP

Contractor will provide a 25% discount off MSRP for Sentina Equipment with the exception of Lighted Pushbumpers / Blac-Rac which will be provided at a 10% discount off MSRP. Updated pricing lists, catalogs or website links will be provided by Contractor for the duration of the contract.

Discount percentage will remain firm for the duration of the contract including renewals.

12	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
PRO-GARD EQUIPMENT - PERCENTAGE DISCOUNT OFF MSRP

Contractor will provide a 25% discount off MSRP for Pro-Gard Equipment. Updated pricing lists, catalogs or website links will be provided by Contractor for the duration of the contract.

Discount percentage will remain firm for the duration of the contract including renewals.



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13	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
WHELEN EQUIPMENT - PERCENTAGE DISCOUNT OFF MSRP

Contractor will provide a 43% discount off MSRP for Whelen Equipment. Updated pricing lists, catalogs or website links will be provided by Contractor for the duration of the contract.

Discount percentage will remain firm for the duration of the contract including renewals.

14	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
HAVIS EQUIPMENT - PERCENTAGE DISCOUNT OFF MSRP

Contractor will provide a 43% discount off MSRP for Havis Equipment excluding the equipment listed in the Havis Equipment Exception List attached. All equipment on this list is excluded from the 43% MSRP discount. If an agency requires a specific piece of equipment included in this list, they should contact the Contract Manager to negotiate an individual price per piece of equipment with the Contractor.

Updated pricing lists, catalogs or website links will be provided by Contractor for the duration of the contract.

Discount percentage will remain firm for the duration of the contract including renewals.

15	0.00000	HOURL	060	\$ 0.000000
				\$ 0.000000

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AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
TRAVEL FEE FOR ON-SITE SERVICES

The address of the starting point must be provided with the invoice if other than vendor's facility in Baxter, IA.

Based upon the flat rate service fee or hourly fee associated with the service line item. Travel fee begins when the vendor leaves their current location in route to the Agency.

16	0.00000	EA	060	\$ 150.000000
				\$ 0.000000

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AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
MOBILIZATION FEE FOR ON-SITE SERVICES

This is a one-time flat rate fee per on-site visit for installation work performed at Agency location.

17	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
MEAL REIMBURSEMENT FOR ON-SITE SERVICES

Receipts for meals are required per Executive Order No. 13.

Meals will be reimbursed according to the maximum reimbursable rates as stated in Procedure # 210.245 of the State Accounting Policy & Procedures Manual for In-state: Board, Commission, Advisory Council. These rates may change over time. <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual>

18	0.00000	EA	060	\$ 0.000000
				\$ 0.000000

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

AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS  
LODGING REIMBURSEMENT FOR ON-SITE SERVICES

Receipts for Lodging must be provided.

Meals will be reimbursed according to the maximum reimbursable rates as stated in Procedure # 210.245 of the State Accounting Policy & Procedures Manual for In-state: Board, Commission, Advisory Council. These rates may change over time. <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual>



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**TERMS AND CONDITIONS**

**Services Eff Feb 15**

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/51415%20terms\\_services.pdf](https://das.iowa.gov/sites/default/files/procurement/pdf/51415%20terms_services.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.) <i>KELTEK Incorporated</i>	AGENCY NAME DAS Central Procurement Bureau
BY (Authorized Signature)      Date Signed <i>T. J. Bergan</i> <i>4/29/2019</i>	BY (Authorized Signature)      Date Signed <i>Nancy Wheelock</i> <i>4/30/19</i>
Printed Name and Title of Person Signing <i>Tim Bergan, CEO</i>	Printed Name and Title of Person Signing Nancy Wheelock, Purchasing Agent
Address <i>205 N. High St, Baxter IA 50008</i>	Address 1305 E. Walnut Street, Hoover Bldg., Floor 3 Des Moines, IA 50319