



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

**MA 005**

**20079**

**EFFECTIVE BEGIN DATE:** 11-09-2019  
**EXPIRATION DATE:** 10-31-2022  
**PAGE:** 1 of 6

**VENDOR:**

**WHITFIELDS LAWN AND GARDEN  
SPECIALIST LLC**

**3132 4th St  
Des Moines, IA 50313-4324**

**VENDOR CONTACT:**

RaeLynn Whitfield  
**PHONE:** 515-710-1812  
**EMAIL:** whitfieldslgs@gmail.com

**ISSUER:**

Julie Janssen  
**PHONE:** (515) 281-5602  
**EMAIL:** julie.janssen@iowa.gov

**EXT:**

**FOB:** FOB Dest, Freight Prepaid

**Contract For:** ABD Landscaping and Snow Removal Services

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 RFB0320212008.

Attachment 2: Contractor's Response to Competitive Solicitation RFB0320212008 (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 RFB0320212008.

Delivery Days: Two (2) days after order receipt for materials.  
Payment Terms: NET60

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

whitfieldslgs@gmail.com  
Chris Whitfield Mowing Manager 515-710-1802 cell  
Catum Whitfield Snow Manager 515-974-9699 cell  
Randy Whitfield Landscape Manager 515-554-3640 cell  
RaeLynn Whitfield Office Manager 515-988-6230 cell

**RENEWAL OPTIONS**

<b>FROM</b>	11-01-2022	<b>TO</b>	10-31-2023
<b>FROM</b>	11-01-2023	<b>TO</b>	10-31-2024
<b>FROM</b>	11-01-2024	<b>TO</b>	10-31-2025

**AUTHORIZED DEPARTMENT**

212	Alcoholic Beverages
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	EA	98852	\$ 450.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

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

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 Facility Maintenance Coordinator at each location. Contractor must dispose of debris off-site. Equipment with a mulching type blade. (Grass to be mulched - no debris/ discharge.) Clean up of walkways, sidewalks and parking lots. Lawn mowing and grass trimming, around behind security fences and in front area outside security fence and around curbing, islands, building, downspouts, trees, shrubs/bushes, fences, posts, sidewalk and parking lot cracks must be done each time area is mowed. Removal of weeds and small trees growing within chain link fencing.

2	0.00000	EA	98852	\$ 500.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Landscaping (Including Design, Fertilizing, Planting, etc.,  
Tree Trimming and Bush Pruning

Disposal of material, pruning of dead, excessive or low lying tree limbs and trimming of bushes, entire facility, once per year in spring or additionally at request of facility. Contractor must dispose of debris off-site.

3	0.00000	EA	98852	\$ 350.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

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

Front area outside security fence, performed by Contractor twice at appropriate times once in the spring and once in the fall.

4	0.00000	EA	98852	\$ 750.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

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



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Pre-emergent herbicide to control crabgrass, weedy grass and broadleaf weeds. Applied to entire turf area (mowed areas) once in the spring.				
5	0.00000	EA	98852	\$ 650.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
Landscaping (Including Design, Fertilizing, Planting, etc., Lawn Core Aeration				
Front area outside security fence, performed by Contractor once at appropriate time in spring.				
6	0.00000	EA	98852	\$ 1,060.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
Landscaping (Including Design, Fertilizing, Planting, etc., Steel Metal Blade Edging				
Around curbing islands, building, downspouts, trees, shrubs/ bushes, fences, posts, sidewalk and parking lot cracks. Once per month.				
7	0.00000	EA	98852	\$ 650.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
Landscaping (Including Design, Fertilizing, Planting, etc., Flower Bed Maintenance				
Dead heading of any shrubs, plants, and grasses. Also includes the spring cut back for the ornamental grasses. All trash, debris, and weeds will be removed from flower beds. Beds will be kept tidy and neat. Trees will be pruned and saplings growing from roots will be removed. Maintenance will occur 1-2 per month.				
8	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 Special Landscaping materials as requested				
Other materials as requested by Facilities Maintenance Coordinator. Contractor must provide written quote before order is place. 20% Material Markup.				
9	0.00000	HOUR	98852	\$ 50.000000



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\$ 0.000000

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

Landscaping (Including Design, Fertilizing, Planting, etc.,  
Other Special Landscaping maintenance as requested

Contractor must provide written quote before performing service. Services may included but are not limited to; Spring Clean Up, Fall Clean Up, Targeted Weed Control, Leaf Removal, Garbage/Debris Removal, Mulch Application. Includes island maintenance, overseeding, weeding and debris removal, herbicide (round-up) spot spraying, soil sterilant for sidewalk and parking lot cracks, hardwood or cedar mulch.

10	0.00000	EA	96872	\$ 717.000000
				\$ 0.000000

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

Snow and Ice Removal Services  
Snow and Ice Removal and Treatment Required Services 1-3 in

Contractor must provide snow and ice removal services automatically after one (1) inch of accumulation of snowfall occurs to allow for Iowa Alcoholic Beverages Division business to continue on a normal basis. 1-3 inch snowfall snow removal from the lot, sidewalks, entry ways, and other hard surfaces as expressed in the RFB Document.

11	0.00000	EA	96872	\$ 932.000000
				\$ 0.000000

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

Snow and Ice Removal Services  
Snow and Ice Removal and Treatment Required Services 1-5 in.

Contractor must provide snow and ice removal services automatically after one (1) inch of accumulation of snowfall occurs to allow for Iowa Alcoholic Beverages Division business to continue on a normal basis. 1-5 inch snowfall. snow removal from the lot, sidewalks, entry ways, and other hard surfaces as expressed in the RFB Document.

12	0.00000	EA	96872	\$ 1,212.000000
				\$ 0.000000

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

Snow and Ice Removal Services  
Snow and Ice Removal and Treatment Required Services 1-8 in.

Contractor must provide snow and ice removal services automatically after one (1) inch of accumulation of snowfall occurs to allow for Iowa Alcoholic Beverages Division business to continue on a normal



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basis. 1-8 inch snowfall. snow removal from the lot, sidewalks, entry ways, and other hard surfaces as expressed in the RFB Document.

13	0.00000	EA	96872	\$ 1,700.000000
				\$ 0.000000

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

**Snow and Ice Removal Services**

**Snow and Ice Removal and Treatment Required Services 12+ in**

(Blizzard 12 inch (Plus))Contractor must provide snow and ice removal services automatically after one (1) inch of accumulation of snowfall occurs to allow for Iowa Alcoholic Beverages Division business to continue on a normal basis. 1 Foot - Blizzard. snow removal from the lot, sidewalks, entry ways, and other hard surfaces as expressed in the RFB Document.

14	0.00000	EA	96872	\$ 835.000000
				\$ 0.000000

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

**Snow and Ice Removal Services**

**Application of Rock Salt/Sand, Ice Melt mix.**

Application of Rock Salt/Sand mix on roadways, parking lots, and driveways. Ice Melt/Sand Mix. Performed as needed or upon request of the Facility Maintenance Coordinator



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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.) Whitfield's Lawn & Garden	AGENCY NAME DAS Central Procurement Bureau
BY (Authorized Signature)      Date Signed Raelynn Whitfield 10/21/19	BY (Authorized Signature)      Date Signed Julie Jassen 10-22-2019
Printed Name and Title of Person Signing Raelynn Whitfield Account Manager	Printed Name and Title of Person Signing -Purchasing Agent
Address 3132 4th St DSM IA 50313	Address Hoover Bldg 3rd Floor 1305 E Walnut St Des Moines Iowa 50319-0105