



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

**MA 005**

**23026**

**EFFECTIVE BEGIN DATE:** 08-18-2022  
**EXPIRATION DATE:** 06-30-2024  
**PAGE:** 1 of 7

**VENDOR:**

**Sink Paper & Packaging**

**00002110485**

**PO Box 3746**

**Urbandale, IA 50323-0746**

**VENDOR CONTACT:**

Barb Sink

**PHONE:** 515-331-9000

**EMAIL:** barb@sinkpaper.com

**ISSUER:**

Julie Janssen

**EXT:** **PHONE:** 515-240-2698

**EMAIL:** julie.janssen@iowa.gov

**FOB:** FOB Dest, Freight Prepaid

**Contract For:** Bulk Sanitary Papers and Catalog Discount

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 005-RFB-0060-2022.

Attachment 2: Contractor's Response and Cost (final pricing documentation) to Competitive Solicitation 005-RFB-0060-2022 (except for any contractor objection or amendment to the Competitive Solicitation Document requirements that the State has not explicitly agreed to in writing).

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

Payment Terms: NET60, No PCards Accepted

Delivery Terms: FOB Destination, Freight Prepaid

Delivery Dates: 13 Days after receipt of order

Sales, Reporting and Billing - Shane Ketcham - 515-331-9000 - shane@sinkpaper.com

Ordering - Sink Team - 515-331-9000 - orders@sinkpaper.com

For access to Contract pricing for items not listed on contract - request a login to <https://ddi.sinkpaper.com/>.

1% Administrative Fee and Quarterly Reports to be sent to DAS Central Services COO, Hoover Building, 3rd Floor, 1305 E Walnut Street, Des Moines, Iowa 50321.

**RENEWAL OPTIONS**

**FROM** 07-01-2024 **TO** 06-30-2027

**AUTHORIZED DEPARTMENT**

ALL

SUB Other Governmental Entities



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|----------|--------------------------|------|-------------------------|------------------------------|
|----------|--------------------------|------|-------------------------|------------------------------|

|   |         |    |     |             |
|---|---------|----|-----|-------------|
| 1 | 0.00000 | EA | 640 | \$ 0.000000 |
|   |         |    |     | \$ 0.000000 |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

45% Discount off Catalog MSRP

45% Discount Off Catalog MSRP

(Percentage Discount off Catalog - not applied to items listed below on Contract)

Bathroom Tissue

Facial Tissue

Fold Towels

Roll Towels

Seat Covers

Sanitary Pads & Tampons

Sanitary Papers - All other items and categories not listed above.

|   |         |      |     |              |
|---|---------|------|-----|--------------|
| 2 | 0.00000 | CASE | 640 | \$ 63.290000 |
|   |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

DISCONTINUED - 1PLY RESPONSE BATH TISSUE 4.5"x4.4"

Item#149-11440

1PLY RESPONSE BATH TISSUE 4.5"x4.4" 1000Sh/Rl 96Rl/CS

|   |         |      |     |              |
|---|---------|------|-----|--------------|
| 3 | 0.00000 | CASE | 640 | \$ 47.060000 |
|   |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

2PLY RESPONSE BATH TISSUE 4.5x3.75" 500Sh/Rl 96Rl/CS

Item#149-12375

2PLY RESPONSE BATH TISSUE 4.5x3.75" 500Sh/Rl 96Rl/CS

|   |         |      |     |              |
|---|---------|------|-----|--------------|
| 4 | 0.00000 | CASE | 640 | \$ 53.640000 |
|   |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

2PLY RESPONSE BATH TISSUE 4.5"x4.4" 500Sh/Rl 96Rl/CS



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|----------|--------------------------|------|-------------------------|------------------------------|

Item#149-12440

2PLY RESPONSE BATH TISSUE 4.5"x4.4" 500Sh/Rl 96Rl/CS

|   |         |      |     |                             |
|---|---------|------|-----|-----------------------------|
| 5 | 0.00000 | CASE | 640 | \$ 21.230000<br>\$ 0.000000 |
|---|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE  
FACIAL TISSUE 8x8 BOXED 100/BOX 30BX/CASE

Item# 149-13000

FACIAL TISSUE 8x8 BOXED 100/BOX 30BX/CASE

|   |         |      |     |                             |
|---|---------|------|-----|-----------------------------|
| 6 | 0.00000 | CASE | 640 | \$ 26.410000<br>\$ 0.000000 |
|---|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE  
2PLY RESPONSE JR JUMBO 3.3"x1000' 9"Rl 12Rl/CS

Item#149-19920

2PLY RESPONSE JR JUMBO 3.3"x1000' 9"Rl 12Rl/CS

|   |         |      |     |                             |
|---|---------|------|-----|-----------------------------|
| 7 | 0.00000 | CASE | 640 | \$ 19.250000<br>\$ 0.000000 |
|---|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE  
2Ply WHITE NPS C-FOLD TOWEL 10.1"x12.75" 2400/CS

Item#149-21000

2Ply WHITE NPS C-FOLD TOWEL 10.1"x12.75" 2400/CS

|   |         |      |     |                             |
|---|---------|------|-----|-----------------------------|
| 8 | 0.00000 | CASE | 640 | \$ 22.830000<br>\$ 0.000000 |
|---|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE  
1PLY WHITE MULTI-FOLD TOWEL 9.25"x9.4" 250Pk 16Pk/CS

Item#149-21280

1PLY WHITE MULTI-FOLD TOWEL 9.25"x9.4" 250Pk 16Pk/CS

|   |         |      |     |                             |
|---|---------|------|-----|-----------------------------|
| 9 | 0.00000 | CASE | 640 | \$ 17.250000<br>\$ 0.000000 |
|---|---------|------|-----|-----------------------------|



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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1PLY BROWN MULTI-FOLD TOWEL 9.25"X9.4" 4000/CS 16Pk/CS

Item# 149-21580

1PLY BROWN MULTI-FOLD TOWEL 9.25"X9.4" 4000/CS

|    |         |      |     |              |
|----|---------|------|-----|--------------|
| 10 | 0.00000 | CASE | 640 | \$ 18.980000 |
|    |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1PLY BROWN SINGLE-FOLD TOWEL 9.25"X10.25" 250Pk 16Pk/CS

Item#149-21980

1PLY BROWN SINGLE-FOLD TOWEL 9.25"X10.25" 250Pk 16Pk/CS

|    |         |      |     |              |
|----|---------|------|-----|--------------|
| 11 | 0.00000 | CASE | 640 | \$ 29.840000 |
|    |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1PLY WHITE HRT 8"x800' 6Rl/CS

Item#149-30300

1PLY WHITE HRT 8"x800' 6Rl/CS

|    |         |      |     |              |
|----|---------|------|-----|--------------|
| 12 | 0.00000 | CASE | 640 | \$ 23.220000 |
|    |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1PLY BROWN NPS HRT 8"x800' 6Rl/CS

Item#149-30400

1PLY BROWN NPS HRT 8"x800' 6Rl/CS 16Pk/CS

|    |         |      |     |              |
|----|---------|------|-----|--------------|
| 13 | 0.00000 | CASE | 640 | \$ 20.920000 |
|    |         |      |     | \$ 0.000000  |

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

BROWN KRAFT NPS HRT 8"x800'-2" CORE 6Rl/CS



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|----------|--------------------------|------|-------------------------|------------------------------|

Item#191-30700

BROWN KRAFT NPS HRT 8"x800'-2" CORE 6Rl/CS

|    |         |      |     |                             |
|----|---------|------|-----|-----------------------------|
| 14 | 0.00000 | CASE | 640 | \$ 23.440000<br>\$ 0.000000 |
|----|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

2PLY WHITE KITCHEN ROLL TOWEL 8.8"x11" 85/Rl 30Rl/CS

Item#150-KRT30

2PLY WHITE KITCHEN ROLL TOWEL 8.8"x11" 85/Rl 30Rl/CS

|    |         |      |     |                             |
|----|---------|------|-----|-----------------------------|
| 15 | 0.00000 | CASE | 640 | \$ 61.910000<br>\$ 0.000000 |
|----|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1PLY WRAPPED BATH TISSUE 4.5X4.4 1000/RL 96/CS

Item#191-NT801

1PLY WRAPPED BATH TISSUE 4.5X4.4 1000/RL 96/CS

|    |         |      |     |                             |
|----|---------|------|-----|-----------------------------|
| 16 | 0.00000 | CASE | 640 | \$ 33.450000<br>\$ 0.000000 |
|----|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

30200 BROWN NPS HRT 8"x350' 12Rl/CS

Item#149-30200

30200 BROWN NPS HRT 8"x350' 12Rl/CS

|    |         |      |     |                             |
|----|---------|------|-----|-----------------------------|
| 17 | 0.00000 | CASE | 640 | \$ 37.090000<br>\$ 0.000000 |
|----|---------|------|-----|-----------------------------|

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

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1/4FLD Lunch Napkin 12x12 1ply 6000/CS

Item#149-45214

1/4FLD Lunch Napkin 12x12 1ply 6000/CS

|    |         |      |     |              |
|----|---------|------|-----|--------------|
| 18 | 0.00000 | CASE | 640 | \$ 61.910000 |
|----|---------|------|-----|--------------|



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|----------|--------------------------|------|-------------------------|------------------------------|
|----------|--------------------------|------|-------------------------|------------------------------|

\$ 0.000000

REF DOC:

REF VNDR LN:

REF COMM LN:

REF TYPE: FINAL

PAPER AND PLASTIC PRODUCTS, DISPOSABLE

1PLY Reponse Universal Bath Tissue 4.5"x3.75" 1000/Rl 96/Cs

Item#149-11375

1PLY Reponse Universal Bath Tissue 4.5"x3.75" 1000/Rl 96/Cs



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**TERMS AND CONDITIONS**

**Goods 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 goods contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.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.<br>Sink Paper & Packaging    | AGENCY NAME<br>DAS CENTRAL SERVICES ENTERPRISE   |
| BY (Authorized Signature)      Date Signed<br><u>Carly Littlefield</u><br>Carly Littlefield (Jul 24, 2023 09:24 CDT) | BY (Authorized Signature)      Date Signed<br><u>Julie Janssen</u><br>Julie Janssen (Jul 24, 2023 09:38 CDT) |
| Printed Name and Title of Person Signing<br>Carly Littlefield  | Printed Name and Title of Person Signing<br>JULIE JANSSEN, PURCHASING AGENT III                              |
| Address  | Address  |










# State of Iowa MA23026 Sink Paper Revised 7.24.23 unsigned

Final Audit Report

2023-07-24

|                 |  |
|-----------------|--|
| Created:        | 2023-07-24                                   |
| By:             | Julie Janssen (julie.janssen@iowa.gov)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAcGwvktvCuqgy5mvBaG2TKVy4bwh4jE7j |

## "State of Iowa MA23026 Sink Paper Revised 7.24.23 unsigned" History

-  Document created by Julie Janssen (julie.janssen@iowa.gov)  
2023-07-24 - 1:38:45 PM GMT- IP address: 165.206.169.150
-  Document emailed to carly@sinkpaper.com for signature  
2023-07-24 - 1:41:49 PM GMT
-  Email viewed by carly@sinkpaper.com  
2023-07-24 - 2:23:19 PM GMT- IP address: 65.140.152.91
-  Signer carly@sinkpaper.com entered name at signing as Carly Littlefield  
2023-07-24 - 2:24:38 PM GMT- IP address: 65.140.152.91
-  Document e-signed by Carly Littlefield (carly@sinkpaper.com)  
Signature Date: 2023-07-24 - 2:24:40 PM GMT - Time Source: server- IP address: 65.140.152.91
-  Document emailed to Julie Janssen (julie.janssen@iowa.gov) for signature  
2023-07-24 - 2:24:41 PM GMT
-  Email viewed by Julie Janssen (julie.janssen@iowa.gov)  
2023-07-24 - 2:34:31 PM GMT- IP address: 66.102.6.99
-  Document e-signed by Julie Janssen (julie.janssen@iowa.gov)  
Signature Date: 2023-07-24 - 2:38:16 PM GMT - Time Source: server- IP address: 165.206.169.150
-  Agreement completed.  
2023-07-24 - 2:38:16 PM GMT