



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

**MA 005**

**19340C**

**EFFECTIVE BEGIN DATE:** 08-01-2022  
**EXPIRATION DATE:** 07-31-2023  
**PAGE:** 1 of 9

**VENDOR:**

**MAIL SERVICES LLC**

**00002094774**

**PO Box 9260**

**Des Moines, IA 50306-9260**

**VENDOR CONTACT:**

Patricia Fredrichs

**PHONE:** 515-727-7717

**EMAIL:** pfredrichs@mailserviceslc.com

**FOB:** FOB Dest, Freight Prepaid

**ISSUER:**

Julie Janssen

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

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

**Contract For:** Mail Processing Services, Pre-Sort and Other

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 Services - Central Procurement.

Attachment 1: Competitive Solicitation RFB0519005308

Attachment 2: Contractor's Response to Solicitation Criteria RFB0519005308 (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: Bid Tabulation to competitive solicitation RFB0519005308.

For ordering contact the Vendor located in the header.

For billing contact: Sherry Harvey, 515-727-7700, sharvey@mailserviceslc.com

**RENEWAL OPTIONS**

**FROM** 08-01-2023 **TO** 07-31-2024

**FROM** 08-01-2024 **TO** 07-31-2025

**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	EA	91558	\$ 0.000000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Move comply service. Machine readable mail (Vendor will qualify 100%). First class letter size (1 & 2 oz.).

Mail Type: Metered, First Class Letters

Postage Rate: Minimum Automation AADC postage rate.

Service charge per piece.

2	0.00000	EA	91558	\$ 0.335000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Move comply service. Machine readable mail (Vendor will qualify100%). First class flats (1-13 oz.).

Mail Type: Metered, First Class Flats

Postage Rate: Minimum presort automation full service 5 digit USPS

Service charge per piece.

3	0.00000	EA	91558	\$ 0.020000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Move comply service. Machine readable mail standard class, letter size (not to exceed 3.3 oz.).

Mail Type: Metered, Standard Class

Postage Rate: Automation 5 digit entry

Discount DSCF Qualification Rate: Various rate levels by zip

Service charge per piece.

4	0.00000	EA	91558	\$ 0.015000
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\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Move comply service. (not Unit: Each - comingled includes scanning, address, barcoding, presorting, putting in trays, and bagging)

Permit Imprint: 1st class and/or standard class, letter size mail with permit imprint.

Presorted to following rates: 5 digit, 3 digit, AADC, and mixed AADC.

Must supply postage statement for mailing breakdown on specific mailing.

Service charge per piece.

5	0.00000	EA	91558	\$ 0.335000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Move comply service. (not Unit: Each - comingled includes scanning, address, barcoding, presorting, putting in trays, and bagging)

Permit Imprint: 1st class and/or standard class, non-letter size mail with permit imprint.

Presorted to following rates: USPS full service automation 5 digit, 3 digit, AADC, and mixed AADC.

Must supply postage statement for mailing breakdown on specific mailing.

Service charge per piece.

6	0.00000	EA	91558	\$ 0.120000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Hand insertion charged (Manual)

Each document includes: addressing, collating, packaging, sorting, and jumbo flats.



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Per piece charge.

7	0.00000	EA	91558	\$ 0.008000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Machine folding per piece.

8	0.00000	EA	91558	\$ 0.060000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Hand folding per piece. (Manual)

9	0.00000	EA	91558	\$ 0.005000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Tabbing/per tab

Apply mail tabs as directed by request to the top of mail piece of  
printed folded material.

Per tab charge. (2 or 3 as directed)

11	0.00000	EA	91558	\$ 0.012000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Inkjet addressing of furnished envelopes and postcards. (letter).

Per piece charge.

12	0.00000	EA	91558	\$ 0.040000
				\$ 0.000000

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



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Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Labeling with pre-printed labels of furnished envelopes and  
postcards. (non-letter)

Per piece charge.

13	0.00000	EA	91558	\$ 0.003000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Data work

Standardized address, cleanse, NCOA, and produce file in presort zip  
code order for imprinting.

Per record charge.

14	0.00000	EA	91558	\$ 0.060000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Manually label, peel and stick address labels.

Per piece charge.

15	0.00000	EA	91558	\$ 25.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Warehousing cost for materials held on contractors premise at the  
request of the Agency.

In excess of thirty (30) days.

Monthly charge per product/pallet.

Different products will not be combined on the same pallet.

Example: The storing of three different items and there are six



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boxes of each the billing will be three times \$25 for the billable period.

16	0.00000	EA	91558	\$ 0.075000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Saturday sort separate pre-sort service by prior approval.  
Per event

17	0.00000	EA	91558	\$ 0.040000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Manual sealing of articles that cannot be part of metering process.  
Per piece charge.

18	0.00000	EA	91558	\$ 0.250000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Manual sort: Includes any mail class needing manual work Non-letter  
mail with permit imprint: manual sort  
Manual sorts (presorted standard flats such as booklets)

19	0.00000	EA	91558	\$ 0.003000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

First Class service fee.  
Service fee for flat size mail pieces metered at full service rate  
to bring it back up to the contracted 3 digit rate.  
This line is for the exclusive use of DAS.



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20	0.00000	EA	91558	\$ 0.046000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Meter Services - First Class Letters (1oz to 3oz).  
Apply postage - metered at the AADC discounted postage rate.

This service line item is only available to the Department of  
Transportation in Ankeny, Department of Defense - Johnston, and as a  
back up service.

21	0.00000	EA	91558	\$ 0.080000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Meter Services - First Class Flats (1oz to 13oz).  
Apply postage - metered at the 3 Digit discounted postage rate.

This service line item is only available to the Department of  
Transportation in Ankeny, Department of Defense - Johnston, and as a  
back up service.

22	0.00000	EA	91558	\$ 0.440000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services

Meter Services - EZ Flats  
Apply postage - metered and presorted at the 5 Digit full service,  
presort, automation postage rate.

This service line item is only available to the Department of  
Transportation in Ankeny Department of Defense - Johnston, and as a  
back up service. Also as approved per other Agencies by DAS mailing  
department.

23	0.00000	EA	91558	\$ 0.620000
				\$ 0.000000

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

Mailing Services (Incl .Addressing, Collating, Packaging, So



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**Mailing Services**

Special Services Mail (Certified Mail)

Services provided to apply postage and process certified mail and deliver to the USPS.

This service line item is only available to the Department of Transportation in Ankeny and the Department of Defense - Johnston

24	0.00000	EA	91558	\$ 0.420000
				\$ 0.000000

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

**Mailing Services (Incl .Addressing, Collating, Packaging, So  
Mailing Services**

Parcel Processing Fee.

Services for applying postage at Commercial Base Postage Rate and delivery to the USPS.

This service line item is only available to the Department of Transportation in Ankeny and the Department of Defense - Johnston

As approved by DAS Mailing department or other Agencies.

25	0.00000	EA	91558	\$ 0.000000
				\$ 0.000000

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

**Mailing Services (Incl .Addressing, Collating, Packaging, So  
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For misc. postage charges not covered in line items.

As approved by DAS Mailing department for other Agencies.



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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.) Mail Services LLC	AGENCY NAME IOWA DAS CENTRAL SERVICES
BY (Authorized Signature)      Date Signed <u>Jerry Porter</u> <u>7/1/2022</u> <small>Jerry Porter      7/1/2022 (Jul 1, 2022 08:25 CDT)</small>	BY (Authorized Signature)      Date Signed <u>Julie Janssen, Purchasing Agent</u> <small>Julie Janssen, Purchasing Agent (Jul 1, 2022 08:31 CDT)</small>
Printed Name and Title of Person Signing Jerry Porter      7/1/2022	Printed Name and Title of Person Signing Julie Janssen, Purchasing Agent
Address	Address