



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

MARK CAMPBELL, DIRECTOR

October 19, 2026

Mark Campbell
Iowa Dept of Administrative Services
Hoover Building, 3rd Floor
1305 East Walnut Street
Des Moines, IA 50319

Dear Director Campbell,

The Iowa Department of Administrative Services ("DAS") is requesting a waiver under Iowa Admin. Code r. 11–117.21 of the application of Iowa Admin. Code r. 11–117.4(2) concerning the duration of goods contracts.

The latter rule states "The initial term of a master agreement shall be no more than three years. Following the initial term, a master agreement may be renewed by the department for periods of one to three years; provided, however, that a master agreement, including all optional renewals, shall not exceed a term of six years unless a waiver of this provisions is granted pursuant to rule 11–117.21(8A) (goods) or rule 11–118.16(8A) (services)."

Master Agreement 21077E between Spee Dee Delivery Service Inc. and the Iowa Department of Administrative Services covering Statewide Courier Services originally ran for one (1) year starting November 9th, 2020. After five (5) annual renewals totaling an additional five (5) years, it is set to expire on November 9th, 2026.

At this time, DAS-CPE is requesting a waiver to allow a six (6) month extension, resulting in a total contract term of six (6) years and six (6) months for the Master Agreement, MA 21077E.

This extension is necessary to prevent any interruption in State Agencies ability to provide Statewide Courier Services for critical documents, medications, and other necessary goods. Upon completion of a new solicitation, DAS-CP will discontinue use of the current contract in accordance with this waiver.

Thank you for your time and consideration of this request for waiver.

Respectfully submitted: Paul Manges PAUL MANGES

Date: 10/23/26

Approved based on the justification provided:

Approval: [Signature]

Date: 10/26/2026