



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

Kimball Midwest hereby provides notice of the following update to
(Vendor Name)

Contract number: R192004 for MRO and Related Services on this date 4/27/2021.
Contract Title

Instructions: Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

Authorized Distributors/Dealers

_____ Addition

_____ Deletion

_____ Supporting Documentation

Products/Services

_____ New Addition

_____ Update Only

_____ Supporting Documentation

States/Territories

_____ Supporting Documentation

Price Update

_____ Supporting Documentation

Discontinued Products/Services

_____ Supporting Documentation

Other Credit Card Convenience Fee

_____ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). Kimball Midwest is implementing a 2.5% credit card convenience fee for customer who pay with a credit card after invoicing. Point of Sale credit card purchases will not be charged, and New Customers will have a 10-day grace period after invoicing to pay with credit card with no fee. Debit cards will not be charged a fee, only credit cards.

Our new payment response will read as such: We accept cash, check, and credit cards (including P-Cards), with credit being the preferred method. Customers who pay with credit card after invoicing will be charged a 2.5% convenience fee. Point of Sale credit card purchases will not be charged, and New Customers will have a 10-day grace period after invoicing to pay with credit card with no fee. Debit cards will not be charged a fee, only credit cards.

Submitted By: Seamus Moore

Title: Government Program Coordinator

Approved Date 4.30.21

Denied Date N/A

Contact Number: 614-951-2406

Email Address: seamus.moore@kimballmidwest.com

DocuSigned by:
Region 4 ESC Robert Zingelmann
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Section:	On page 7 of our original response, section (j) under "Tracking and Reporting," j. Payment terms/options. Include standard payment terms, early payment discounts and forms of payment accepted. Also state the Convenience Fee, if allowable, per the Visa Operating Regulations.
Reason for Change:	A 2.5% credit card convenience fee is being implemented for credit card payments made <u>after invoicing</u> . Point of Sale credit card purchases and debit cards will not be charged, <u>only credit cards when used to pay after invoicing</u> .
Original Statement:	<i>We accept cash, check, and credit cards (including P-Cards), with credit being the preferred method. Cash and check payments made within the first 10 days will receive a 1% discount.</i>
Updated Statement:	<i>We accept cash, check, and credit cards (including P-Cards), with credit being the preferred method. Cash and check payments made within the first 10 days will receive a 1% discount. Credit card payments made <u>after the date of invoicing</u> will incur a 2.5% convenience fee. Point of Sale credit card purchases will not be charged, and New Customers have a 10-day grace period after invoicing to pay with credit card with no fee. This fee does not apply to debit cards.</i>