



Request for Contract Update

Pursuant to the terms of contract number [R190303 for Office Supplies](#) and [R190502 for School Supplies & R142212 Furniture & Installation](#) Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

[Office Depot, Inc](#) _____ hereby provides notice of the following update on
(Contractor)

this date [February 18, 2020](#) _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ **Authorized Distributors/Dealers**

- _____ Addition
- _____ Deletion
- _____ Supporting Documentation

■ **Price Update**

- _____ Supporting Documentation

■ **Products/Services**

- _____ New Addition
- _____ Update Only
- _____ Supporting Documentation

■ **Discontinued Products/Services**

- _____ Supporting Documentation

■ **States/Territories**

- _____ Supporting Documentation

■ **Other Addition of Authorized Distributors/Dealers**

- _____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary). Per the terms of our agreement, Office Depot would like to add the following Authorized Distributors/Dealers. These organizations are wholly owned by Office Depot but operate independently: Garvey's

Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Office Depot accepts alternate language. Counter Response: Acknowledged.

10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment ~~shall~~ **can only** be made to the ~~Contractor~~ **Authorized Distributor/Dealer** unless otherwise approved by ~~Region 4 ESC Contractor~~. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Submitted By: Valya Broyer _____

Title: Director, Strategic Partnerships _____

Email Address: Valya.Broyer@OfficeDepot.com _____

■ **Approved by Email:** Date 2/27/2020 | 10:33 AM PST _____

■ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC: Robert Engelmann
0B1D33BB0130490...

Garvey's Office Products

Bernie Garvey	7500 N. Caldwell Niles, IL 60714	President	bgarvey@getgarveys.com	O: 847-588-1315 C: 847-343-2415
Dan Garvey	7500 N. Caldwell Niles, IL 60714	Sr. VP of Sales, Business Development	dgarvey@getgarveys.com	O: 847-588-1683 C: 847-343-2125
Sheila Gartland	7500 N. Caldwell Niles, IL 60714	Director, Marketing	sheilag@getgarveys.com	O: 847-588-1682
Jennifer Navigato	7500 N. Caldwell Niles, IL 60714	Purchasing	jennifern@getgarveys.com	O: 847-324-1274
Kevin Garvey	7500 N. Caldwell Niles, IL 60714	Sr. VP of Sales	keving@getgarveys.com	O: 847-588-1681 C: 847-343-2124
Ken Garvey	7500 N. Caldwell Niles, IL 60714	Sales/Marketing	keng@getgarveys.com	O: 847-588-1316 C: 847-343-1319
Scott Larson	7500 N. Caldwell Niles, IL 60714	VP of Sales	slarson@getgarveys.com	O: 847-324-1247 C: 847-767-8697