



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 [December 19, 2019](#) _____.

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: America's Office Source (AOS), COS Business & Interiors (COS), Complete Office (Washington, California, and Wisconsin), Sandia / Admiral, Business Essentials, Perimeter Office Products, Regency Office Products

*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.

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- 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 2/18/2020 | 6:08 AM PST

■ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC: Robert Engelmann
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December 8, 2017

Dear Sir or Madam:

Please accept this letter as notice and confirmation that effective October 2, 2017, Complete Office of Wisconsin ("COWI"), Complete Office of Washington ("COWA"), and Complete Office of California ("COCA") became wholly owned subsidiaries of Office Depot, Inc. The Complete Office legal entities (including the federal tax ID numbers as more particularly set forth below) and names remain intact, but their parent company is now Office Depot.

- COCA 20-8973605
- COWA 91-2197470
- COWI 39-1308787

We deeply appreciate your partnership and look forward to continue working together into the future.

Sincerely,

A handwritten signature in black ink that reads "Claudia Hughes". The signature is written in a cursive, flowing style.

Claudia Hughes, Senior Vice President



Complete Office Locations

Complete Office of CA

12724 Moore Street
Cerritos, CA 90703

Sales Office Location:

San Diego, CA
10948 Willow Ct, San Diego, CA 92127

Complete Office LLC (WA)

11521 E. Marginal Way S
Seattle, WA 98168

Sales Office Locations:

Boise, ID
8491 W Elisa St Boise, Idaho 83709

Spokane, WA
126 S Sheridan Street, Spokane WA 99202

Complete Office of WI

N115 W18500 Edison Drive
Germantown, WI 53022

Locations:

140 s. 1ST Street Milwaukee, WI
EBI Office Furniture Showroom - Downtown Milwaukee

1575 County Rd XX, Rothschild, WI 54474
Sales Office/Office Furniture Showroom/Delivery and Warehouse Branch

831 W Northland Ave, Appleton WI 54914
Sales Office/Office Furniture Showroom

3100 E Enterprise Avenue, Appleton WI 54913
Delivery and Warehouse Branch

3208 Progress Rd, Madison, WI 53716
Delivery and Warehouse Branch

4604 Hammersley Rd, Madison, WI 53711
Sales Office/Office Furniture Showroom

3323 S. 32nd Street, Sheboygan, WI 53082
Sales Office/Delivery and Warehouse Branch (closing 12/31/19)

200 Main Street, Suite 105, La Crosse, WI 54601
Sales Office

851 E Clifton St, Tomah WI 54660
Storage Facility