



Request for Contract Update

Pursuant to the terms of contract number R142212, R160204, R162102 & R171404 for Furniture Solutions, Technology Solutions, Janitorial Services & Managed Print Solutions 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. (Contractor) hereby provides notice of the following update on this date 8/20/19.

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 Rebate Incentives & Core List Customization
____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

The recent contract awards for Office Supplies (R190303) & Educational Supplies (R190502), provided new rebate incentives as well as the ability to provide a customized core list of products to those customers who meet the required spend thresholds. In order to ensure contract consistency and execution, it has become necessary to update and revise the Furniture, Technology, Janitorial Services & Managed Print Solutions contracts to contain consistent rebate and custom core list incentives. See the attached sheet for further details.

Submitted By: Nancy Davis

Approved by Email: Date 9/24/2019

Title: National Program Manager, Public Sector

Denied by Email: Date _____

Email Address: nancy.davis@officedepot.com

DocuSigned by:
Region 4 ESC Robert Engelmann
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Region 4 ESC Contract Incentive Offers

Annual Volume Rebate

Remove this rebate incentive table from the Furniture, Janitorial & Managed Print Services

Annual Spend	Annual Volume Rebate %
\$100,000 - \$1,000,000	1.0% of Annual Spend
\$1,000,001 - \$2,500,000	2.0% of Annual Spend
\$2,500,001 - \$4,000,000	3.0% of Annual Spend
\$4,000,001+	5.0% of Annual Spend

Additionally remove this rebate incentive language:

Rebates paid annually following the close of the contract year

- Contract Year, January 1 – December 31st

Rebates paid within 90 days of contract year closeout

Minimum Rebate issued \$200

Insert the this rebate incentive table for Furniture, Janitorial & Mangaged Print Services

Annual Spend	Annual Volume Rebate %
\$500,001 - \$1,000,000	1.5% of Annual Spend
\$1,000,001 - \$2,000,000	2.0% of Annual Spend
\$2,000,001 - \$3,000,000	3.0% of Annual Spend
\$3,000,001 - \$4,000,000	4.0% of Annual Spend
\$4,000,001+	5.0% of Annual Spend

In addition to revised rebate table, update the rebate incentive language to:

Rebates paid annually following the close of the contract year

- Contract Year, July 1st – June 30th

Rebates paid within 90 days of contract year closeout

Customers must be in good A/R standing to receive rebate

Adjacency Category Rebate

Remove this rebate incentive table from the Furniture, Technology, Janitorial & Managed Print Services.

Category	Achievement %	Rebate %
Copy & Print	7% or Greater of Annual Spend	2% of Category Spend
Janitorial	8% or Greater of Annual Spend	3% of Category Spend
Furniture	12% or Greater of Annual Spend	2% of Category Spend
Technology	10% or Greater of Annual Spend	0.5% of Annual Spend
	Category Spend of \$250K or Greater	0.5% of Annual Spend

Additionally remove this rebate incentive language:

Rebates paid annually following the close of the contract year

- Contract Year, January 1 – December 31st

Rebates paid within 90 days of contract year closeout

Minimum Rebate issued \$200

Insert the this Adjacency Category Rebate for Managed Print Services

Category	Achievement \$	Rebate %
Copy & Print	\$200,000+ Annually	5% of Category Spend

In addition to revised category rebate table, update the rebate incentive language to:

Rebates paid annually following the close of the contract year

- Contract Year, July 1st – June 30th

Rebates paid within 90 days of contract year closeout

Customers must be in good A/R standing to receive rebate

Region 4 ESC - Custom Core Capabilities

Remove the Select Core program from the Furniture, Technology, Janitorial & Managed Print Services contracts

Remove the Janitorial Premier Core from the Janitorial Services Contracts

Insert the Custom Core List parameters table into the Furniture, Technology, Janitorial & Manged Print Services contracts

Customer Annual Spend	Customization Tier	Custom Core Item Limit
\$100K +	Level I	10
\$250K+	Level II	25
\$500K+	Level III	50
\$1M+	Level IV	75
\$2M+	Level V	100
\$3M+	Level VI	125
\$4M+	Level VII	150

In addition to adding the Custom Core list parameters table, please update the custom core list incentive language:

Number of items based on customer annual spend

Custom core qualification period: Jan 1st – December 31st

Core list selections may not include Office (Master), School, or the R4 ESC HP Big Deal core list items

Custom list items are subject to standard price update guidelines

Customers must acknowledge any core creation, additions & deletions via email