



## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R160204, R162102, R171404 for Office Supplies, School Supplies, Educational Supplies, 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 \_\_\_\_\_ hereby provides notice of the following update on  
(Contractor)

this date January 25, 2021 \_\_\_\_\_.

**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** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q1 pricing per terms of contract. Proposed implementation date 02-25-2021.

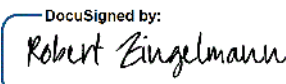
Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email: Date** 2/24/2021 | 8:50 AM PST

■ **Denied by Email: Date** \_\_\_\_\_

Region 4 ESC:   
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