



## Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/TCPN 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.

OFFICE DEPOT, INC \_\_\_\_\_ hereby provides notice of the following update to  
*(Vendor Name)*

TCPN contract number(s) - for : R141703 – Office Supplies / R141605 – School Supplies / R142212 – Furniture Solutions / R160204 – Technology Solutions / R162102 – Janitorial Solutions / R5243 – Managed Print Solutions on this date: October 2, 2017 \_\_\_\_\_ .

**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 TCPN Contracting Team to request 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** Complete Office Transaction Letter  
Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). Effective, October 2, 2017 Office Depot has acquired Complete Office Solutions, based in Seattle, WA. At the time of acquisition, it is the intent of Office Depot to continue to operate Complete Office as an independent stationer under the ownership of Office Depot, Inc. Office Depot is seeking to add Complete Office Solutions as an authorized dealer of the of contract, as outlined in article 4.9 of the contract. (see below).

**4.9 Adding authorized distributors/dealers:** Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.



Submitted By: Susan Cummings

Title: Vice President, Public Sector

Contact Number: **R141703 – Office Supplies**  
**& Adjacency Contracts R141605/R142212/R160204**  
**R162102 & R5243**

Email Address [Susan.Cummings@OfficeDepot.com](mailto:Susan.Cummings@OfficeDepot.com)

**Approved by Email: Date** \_\_\_\_\_

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

**Region 4 ESC:** \_\_\_\_\_

**TCPN:** \_\_\_\_\_



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.

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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. 1<sup>ST</sup> 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. 32<sup>nd</sup> 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