



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 [April 26, 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**

- X _____ 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 Q2 pricing per terms of contract. Proposed implementation date 05-24-2021.](#)

Submitted By: [Drew Tuller](#) _____

Title: [Public Sector Program Manager](#) _____

Email Address: drew.tuller@OfficeDepot.com _____

5/20/2021 | 11:29 AM PDT
■ **Approved by Email: Date** _____

■ **Denied by Email: Date** _____

DocuSigned by:
Robert Engelmann
Region 4 ESC: _____
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