



## 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 **March 16, 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

■ **Products/Services**

- \_\_\_\_\_ New Addition
- \_\_\_\_\_ Update Only
- \_\_\_\_\_ Supporting Documentation

■ **States/Territories**

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

■ **Price Update**

- Supporting Documentation

■ **Discontinued Products/Services**

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

■ **Other** \_\_\_\_\_

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

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

**Updating pricing per terms of contract. Proposed implementation date 04-01-2021.**

Submitted By: **Drew Tuller** \_\_\_\_\_

Title: **Public Sector Program Manager** \_\_\_\_\_

Email Address: **drew.tuller@OfficeDepot.com** \_\_\_\_\_

**Approved by Email: Date** 3/26/2021 | 9:39 AM PDT

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

Region 4 ESC: DocuSigned by:  
*Robert Engelmann*  
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