



## Request for Contract Update

Pursuant to the terms of contract number [R190303 for Office Supplies](#) and [R190502 for School Supplies & R191812 Furniture, Installation and Related Services](#) 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 [September 18,2020](#) \_\_\_\_\_.

**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 Addition of Authorized Distributors/Dealers**

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

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary). Per the terms of our agreement, Office Depot would like to add the following Authorized Distributors/Dealers. These organizations are wholly owned by Office Depot but operate independently: Office Essentials

*Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.*

**Office Depot accepts alternate language. Counter Response: Acknowledged.**

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- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment ~~shall~~ can only be made to the ~~Contractor~~ Authorized Distributor/Dealer unless otherwise approved by Region 4 ESC Contractor. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Submitted By: Drew Tuller

Title: National Program Manager

Email Address: Drew.Tuller@OfficeDepot.com

- **Approved by Email: Date** 9/21/2020 | 10:32 AM CDT

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

DocuSigned by:  
**Region 4 ESC:** Robert Engelmann  
AB11C26E709E4C4...

**Office Essentials**

Shawn Menke	1834 Walton Road St. Louis, MO 63114	Director of Sales	<a href="mailto:smenke@offess.com">smenke@offess.com</a>	O: 314-373-5823 C: 314-372-5223
Anne Farrow	1834 Walton Road St. Louis, MO 63114	Education Manager	<a href="mailto:afarrow@offess.com">afarrow@offess.com</a>	O: 314-227-2749 C: 573-864-7471
Chris Fortune	1834 Walton Road St. Louis, MO 63114	Furniture Manager	<a href="mailto:cfortune@offess.com">cfortune@offess.com</a>	O: 314-373-5538 C: 314-680-9709
Kate Dougherty	1834 Walton Road St. Louis, MO 63114	VP of Sales and Marketing	<a href="mailto:kdougherty@offess.com">kdougherty@offess.com</a>	O: 314-373-5537 C: 314-440-8097
Brenda Schmidt	1834 Walton Road St. Louis, MO 63114	Purchasing Manager	<a href="mailto:bschmidt@offess.com">bschmidt@offess.com</a>	O: 314-373-5544 C: 314-249-5365
Greg Bussmann	1834 Walton Road St. Louis, MO 63114	Marketing	<a href="mailto:gbussmann@offess.com">gbussmann@offess.com</a>	O: 314-227-4322 C: 314-304-9300