



## Request for Vendor Contract Update

Pursuant to the terms of contract number R191814 for Office Furniture \_\_\_\_\_ 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.

Safco Products Co. hereby provides notice of the following update on  
(Contractor)  
this date 4/23/21 .

Contract Title

**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

### X 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).

Safco Products Co. is requesting a price list increase to the May 2021 price list. The Omnia discount off list will not change.

Submitted By: Yvonne Moore

Title: State/Local Contract Sales Manager

Email Address yvonnemooore@safcoproducts.com

**Approved by Email:** Date 4/26/2021 | 10:38 AM PDT

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

DocuSigned by:  
Robert Eigelmann  
Region 4 ESC: \_\_\_\_\_  
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March 15, 2021

Valued Safco® Partner,

This letter is to inform you that Safco is implementing a necessary price increase to offset unprecedented increases in steel and material prices. In addition, the economy is experiencing impactful increases in domestic and international freight, labor, and currency exchange rates.

While Safco consistently works internally and with external suppliers to avoid cost driven pricing, steel prices have risen to historic rates, increasing 100% since August and, unfortunately, the speed and severity of these increases is greater than we alone can absorb.

Effective May 3, 2021 Safco is instituting a weighted average **6.1%** price increase on impacted items. The increase on each item is determined by the amount of steel/impacted material utilized in addition to the level of impact experienced.

We will continue to monitor and work diligently to minimize inflationary costs including steel prices, freight, and exchange rates to jointly remain competitive.

Attached is an updated excel price file effective May 3, 2021. Safco's digital Full-Line Pricer will be available at [safcoproducts.com](http://safcoproducts.com) by April 26<sup>th</sup>.

We appreciate your business and thank you for your continued partnership.

Sincerely,

A handwritten signature in black ink that reads "Rick Stanley". The signature is fluid and cursive, with the first name "Rick" and last name "Stanley" clearly legible.

Rick Stanley  
President  
Safco