



## Request for Vendor Contract Update

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

\_\_\_\_\_ Schneider Electric \_\_\_\_\_ hereby provides notice of the following update to  
(Vendor Name)

Contract number: R170602 & R170504 \_\_\_\_\_ for Facility Tech Integ & Security Sys Svcs \_\_\_\_\_ on this date 12/11/2021.  
Contract Title

**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 OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

**Authorized Distributors/Dealers**  
X 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** \_\_\_\_\_  
\_\_\_\_\_ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary).  
Retrofit Service Company, Inc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Chas Reynolds \_\_\_\_\_

**Approved Date** 12/15/2021 | 8:35 AM CST \_\_\_\_\_

Title: Program Manager \_\_\_\_\_

**Denied Date** \_\_\_\_\_

Contact Number: 850-982-3740 \_\_\_\_\_

Email Address: chas.reynolds@se.com \_\_\_\_\_

DocuSigned by:  
Robert Zingelmann  
Region 4 ESC: \_\_\_\_\_  
30EE15BFETC406...  
Robert Zingelmann