



# Request for Vendor Contract Update

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

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

TCPN contract number: \_\_\_\_\_ for \_\_\_\_\_ on this date \_\_\_\_\_ 2016.  
*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 TCPN Contracting Team to request 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** \_\_\_\_\_  
\_\_\_\_ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary).  
Request to add XXXX

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

Submitted By: \_\_\_\_\_

**Approved by Email:** Date 5/31/17

Title: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

**Region 4 ESC:** Robert Zingelmann

Email Address \_\_\_\_\_

**TCPN:** Christine Dorantes



May 30, 2017

Robert Zingelmann  
Chief Financial Officer  
Region 4 Education Service Center  
7145 West Tidwell Road  
Houston, TX 77092

Dear Mr. Zingelmann:

ServiceWear Apparel is very pleased with our association with Region 4 ESC and National IPA, and our contract for Apparel, Uniforms, Accessories, Product and Services. I write this as part of the process to update our offering to Region 4 ESC and those taking advantage of the contract benefits through National IPA.

Within the National IPA website, ServiceWear contract response Appendix G (Value Add, page 86/131) we included the following provision:

*Specialty Goods: Also, through our Small Business Program and partner, Big Star Branding, we have the ability to provide agencies with a bulk purchase opportunity on a broad selection of logoed specialty product, such as duffle bags, mugs, pens, giveaways, and other items. These would be available as needed in quantities of 288 or more, depending upon the item. As with T-Shirts, these orders will be placed through a separate process and will not be available through the normal SWA/VF ordering platforms. They will require a separate P.O. and will be invoiced separate and apart from regular orders.*

We are ready to implement the above to benefit Region 4 and National IPA member participants and are seeking your approval.

Our pricing structure for this is based off of manufacturer published retail pricing found at [www.zoomcatalog.com](http://www.zoomcatalog.com). This site is a tremendous resource as it aggregates the online catalogs of the many manufacturers and suppliers of literally tens of thousands of specialty products. Each presents the manufacturer's published retail price for each item, discounted by quantity level. These products and pricing populate our website designed exclusively for this program which can be found at [www.servicewearpromotional.com](http://www.servicewearpromotional.com). Member participants will receive a discount of 12% off of all published pricing in addition to any published quantity discounts that apply. The net of 12% off of manufacturer's published pricing is "not to exceed" pricing. As requested and noted on page 45/131, member participants that seek very large one-time bulk purchases may receive additional discounts.



As part of the ordering process, all agencies will receive a quote indicating list price based on quantity, the Region 4 ESC discount, and any other applicable charges which may or may not include an art charge, a setup fee, packaging and freight charges. These will vary by product type, and if applicable, will always be clearly identified and detailed for approval prior to an agency placing their order. The discount applies to product only.

ServiceWear Apparel will service our specialty product offering through our certified small business partner identified in our contract, Big Star Branding. Started in San Antonio in 1988, Big Star Branding has become one of the largest screen printing, embroidery and promotional products companies in south Texas. Big Star is a HUB, DEB, GSA and SCTRCA certified women and minority owned and run business. ServiceWear has been engaged in serving government agencies with Big Star since 2009.

It is our pleasure to offer this program to Region 4 ESC and the member participants of National IPA.

Yours Truly,

A handwritten signature in black ink, appearing to read "Jim Burnett", with a long horizontal flourish extending to the right.

Jim Burnett  
Chief Development Officer