



## 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.

Cotton Commercial USA, Inc hereby provides notice of the following update to  
(Vendor Name)

Contract number: R191605 for Disaster and Non-Disaster Restoration Services of Operational Services on this date 7/25/2022.  
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**  
\_\_\_\_ 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). Cotton is requesting its 2019 T&M Rate sheet to be updated to its 2022 T&M Rates to reflect current market conditions.

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

Submitted By: James Scaife

**Approved Date** 7/28/2022 | 9:37 AM CDT

Title: President

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

Contact Number: 877-511-2962

Email Address: james@cottonteam.com

DocuSigned by:  
Robert Zingelmann  
Region 4 ESC:  
Robert Zingelmann