



## REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

Engineered Floors (Vendor Name) hereby provides notice of the following update to NCPA contract number 02-146 for Flooring and Outdoor Surfaces Solutions on this date 2-22-24 .  
Contract Number Contract Title

### Instructions:

**Vendors must check all that may apply and provide supporting documentation.** Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

*This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.*

### Authorized Affiliates/Dealers/Distributors/Resellers

- Additions
- Deletions

### Products/Services (check all that apply)

- Additions
- Deletions
- Modifications
- Pricing Update

**Other** Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Changes on 2-22-24 are additions of new products, removal of dropped products, decrease in LVT pricing and an increase in labor pricing. Effective date will be 3-4-24.

Engineered Floors  
Vendor Name

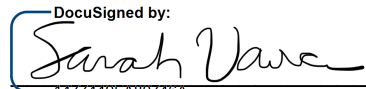
Rachell Byers  
Submitted By

Rachell Byers  
Signature

2-22-24  
Date

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**FOR USE BY NCPA ONLY:**

Sarah Vavra, SVP Public Sector Contracting

DocuSigned by:  
  
1477449FA80746A...  
Signature

February 26, 2024  
Date