



### 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.

The Garland Company, Inc/DBS hereby provides notice of the following update to  
(Vendor Name)

Contract number: R 230401 for Roofing products, services & Job Services on this date 1-9-2024  
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**  
JA Supporting Documentation

**Products/Services**  
GT New Addition  
\_\_\_\_ Update Only  
gp 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).

Requesting to add a pricing file that would provide material only pricing. This would allow for Region 4 and agencies to buy product without installation in the case of alternative installation methods are preferred.

Submitted By: Jordan Trimble

**Approved Date** 1/17/2024 | 10:05 AM CST

Title: Director Strategic Operations

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

Contact Number: 216-430-3534

Email Address: J.Trimble@garlandco.com

DocuSigned by:  
Jorgannie Carter  
Region 4 ESC: \_\_\_\_\_  
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Jorgannie Carter