



Request for Contract Update

R190303, R190502, Office Supplies, Educational Supplies,
R142212, R160204, Furniture, Technology, Janitorial &

Pursuant to the terms of contract number R162102 & R171404 for Managed Print Solutions Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Office Depot, Inc. _____ hereby provides notice of the following update on

(Contractor)

this date 8/21/19.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

☐ **Authorized Distributors/Dealers**

_____ Addition

_____ Deletion

_____ Supporting Documentation

☐ **Products/Services**

_____ New Addition

_____ Update Only

_____ Supporting Documentation

☐ **States/Territories**

_____ Supporting Documentation

☐ **Price Update**

_____ Supporting Documentation

☐ **Discontinued Products/Services**

_____ Supporting Documentation

☒ **Other** Tariff Import Surcharge Fees

☒ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary). Recent government tariffs have affected the costs of a wide array of goods throughout the marketplace. As a consequence of these government tariffs, Office Depot has begun to implement import surcharges on impacted core list items. Region 4 ESC and the contract suite using customers are able to see the relevant import surcharge at the item level while in cart, checkout and on order confirmation and order history. By implementing the surcharge as a line item fee rather than a price increase we are able to provide full transparency to the fees. This method also allows Office Depot to react to a change in the marketplace, if and when these fees cease to exist we are able to quickly remove the fee link and return to business as usual.

Submitted By: Nancy Davis

Title: National Program Manager, Public Sector

Email Address: nancy.davis@officedepot.com

☐ **Approved by Email:** Date 9/24/2019

☐ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC Robert Biegelmann
0B1D33BB0130490...



Request for Contract Update

Pursuant to the terms of contract number [R190303 for Office Supplies](#) and [R190502 for School Supplies](#) Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

[Office Depot, Inc](#) _____ hereby provides notice of the following update on
(Contractor)

this date [December 19, 2019](#) _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on 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** [Complete Office Transaction letter](#)

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Effective, October 2, 2017 Office Depot has acquired Complete Office Solutions, based in Seattle, WA. At the time of the acquisition, it is the intent of Office Depot to continue to operate Complete Office as an independent stationer under the ownership of Office Depot, Inc. Office Depot is seeking to add Complete Office Solutions as an authorized dealer of the Office and School supply contracts, as outlined in paragraph 2.0 of R190303 and paragraph 10 of R190502.

*Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. **At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer.** Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.*

[Office Depot accepts alternate language.](#) **Counter Response: Acknowledged.**

- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment ~~shall~~ can only be made to the ~~Contractor~~ Authorized Distributor/Dealer unless otherwise approved by ~~Region 4 ESC Contractor~~. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Submitted By: Valya Broyer _____

Title: Director, Strategic Partnerships

Email Address: Valya.Broyer@OfficeDepot.com _____

■ **Approved by Email:** Date 1/7/2020 | 11:01 AM PST

■ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC Robert Engelmann
0B1D33BB0130490...



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.

OFFICE DEPOT, INC _____ hereby provides notice of the following update to
(Vendor Name)

TCPN contract number(s) - for : R141703 – Office Supplies / R141605 – School Supplies / R142212 – Furniture Solutions / R160204 – Technology Solutions / R162102 – Janitorial Solutions / R5243 – Managed Print Solutions / R171404-MPS
on this date: October 2, 2017 _____.

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** Complete Office Transaction Letter
Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). Effective, October 2, 2017 Office Depot has acquired Complete Office Solutions, based in Seattle, WA. At the time of acquisition, it is the intent of Office Depot to continue to operate Complete Office as an independent stationer under the ownership of Office Depot, Inc. Office Depot is seeking to add Complete Office Solutions as an authorized dealer of the of contract, as outlined in article 4.9 of the contract. (see below).

4.9 Adding authorized distributors/dealers: Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.



Submitted By: Susan Cummings

Title: Vice President, Public Sector

Contact Number: **R141703 – Office Supplies**
& Adjacency Contracts R141605/R142212/R160204
R162102 & R5243

Email Address Susan.Cummings@OfficeDepot.com

☒ **Approved by Email:** Date 12/14/17

☐ **Denied by Email:** Date _____

Region 4 ESC: Robert Zingelmann

TCPN: Christine Dorantes



Request for Contract Update

Pursuant to the terms of contract number [R190303 for Office Supplies](#) and [R190502 for School Supplies & R142212 Furniture & Installation](#) Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

[Office Depot, Inc](#) _____ hereby provides notice of the following update on
(Contractor)

this date [December 19, 2019](#) _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on 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 Addition of Authorized Distributors/Dealers**

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).
[Per the terms of our agreement, Office Depot would like to add the following Authorized Distributors/Dealers. These organizations are wholly owned by Office Depot but operate independently: America's Office Source \(AOS\), COS Business & Interiors \(COS\), Complete Office \(Washington, California, and Wisconsin\), Sandia / Admiral, Business Essentials, Perimeter Office Products, Regency Office Products](#)

*Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. **At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer.** Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.*

[Office Depot accepts alternate language.](#) **Counter Response: Acknowledged.**

- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment ~~shall can only~~ be made to the ~~Contractor~~ Authorized Distributor/Dealer unless otherwise approved by ~~Region 4 ESC Contractor~~. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Submitted By: Valya Broyer _____

Title: Director, Strategic Partnerships _____

Email Address: Valya.Broyer@OfficeDepot.com _____

■ **Approved by Email:** Date 2/18/2020 | 6:08 AM PST

■ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC: Robert Engelmann
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Request for Contract Update

Pursuant to the terms of contract number [R190303 for Office Supplies](#) and [R190502 for School Supplies & R142212 Furniture & Installation](#) Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

[Office Depot, Inc](#) _____ hereby provides notice of the following update on
(Contractor)

this date [February 18, 2020](#) _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on 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 Addition of Authorized Distributors/Dealers**

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).
[Per the terms of our agreement, Office Depot would like to add the following Authorized Distributors/Dealers. These organizations are wholly owned by Office Depot but operate independently: Garvey's](#)

*Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. **At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer.** Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.*

[Office Depot accepts alternate language.](#) **Counter Response: Acknowledged.**

- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment ~~shall~~ can only be made to the ~~Contractor~~ Authorized Distributor/Dealer unless otherwise approved by Region 4 ESC Contractor. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Submitted By: Valya Broyer _____

Title: Director, Strategic Partnerships

Email Address: Valya.Broyer@OfficeDepot.com _____

■ **Approved by Email:** Date 2/27/2020 | 10:33 AM PST

■ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC: Robert Engelmann
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Request for Contract Update

Pursuant to the terms of contract number [R190303 for Office Supplies](#) and [R190502 for School Supplies & R191812 Furniture, Installation and Related Services](#) Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

[Office Depot, Inc](#) _____ hereby provides notice of the following update on
(Contractor)

this date [September 18, 2020](#) _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on 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 Addition of Authorized Distributors/Dealers**

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).
[Per the terms of our agreement, Office Depot would like to add the following Authorized Distributors/Dealers. These organizations are wholly owned by Office Depot but operate independently: Office Essentials](#)

*Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. **At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer.** Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.*

[Office Depot accepts alternate language.](#) **Counter Response: Acknowledged.**

- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment ~~shall~~ can only be made to the ~~Contractor~~ Authorized Distributor/Dealer unless otherwise approved by ~~Region 4 ESC Contractor~~. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

Submitted By: Drew Tuller

Title: National Program Manager

Email Address: Drew.Tuller@OfficeDepot.com

■ **Approved by Email: Date** 9/21/2020 | 10:32 AM CDT

■ **Denied by Email: Date**

Region 4 ESC: DocuSigned by:
Robert Eigelmann
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Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R160204, R162102, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Janitorial Services, & Managed Print Solutions contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Office Depot, Inc hereby provides notice of the following update on
(Contractor)

this date January 25, 2021.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ **Authorized Distributors/Dealers**

_____ Addition
_____ Deletion
_____ Supporting Documentation

■ **Products/Services**

_____ New Addition
_____ Update Only
_____ Supporting Documentation

■ **States/Territories**

_____ Supporting Documentation

■ **Price Update**

X _____ Supporting Documentation

■ **Discontinued Products/Services**

_____ Supporting Documentation

■ **Other** _____

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Updating Q1 pricing per terms of contract. Proposed implementation date 02-25-2021.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email:** Date 2/24/2021 | 8:50 AM PST

■ **Denied by Email:** Date _____

Region 4 ESC: DocuSigned by: Robert Zingelmann
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Request for Contract Update

Pursuant to the terms of contract number [R190303, R190502, R191812, R160204, R162102, R171404](#) for [Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Janitorial Services, & Managed Print Solutions](#) contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

[Office Depot, Inc](#) _____ hereby provides notice of the following update on
(Contractor)

this date **March 16, 2021** _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ **Authorized Distributors/Dealers**

_____ Addition
_____ Deletion
_____ Supporting Documentation

■ **Products/Services**

_____ New Addition
_____ Update Only
_____ Supporting Documentation

■ **States/Territories**

_____ Supporting Documentation

■ **Price Update**

X _____ Supporting Documentation

■ **Discontinued Products/Services**

_____ Supporting Documentation

■ **Other** _____

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Updating pricing per terms of contract. Proposed implementation date 04-01-2021.

Submitted By: [Drew Tuller](#) _____

Title: [Public Sector Program Manager](#) _____

Email Address: drew.tuller@OfficeDepot.com _____

✕ **Approved by Email: Date** 3/26/2021 | 9:39 AM PDT

■ **Denied by Email: Date** _____

Region 4 ESC: 
0B1D33BB0130490...



Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R160204, R162102, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Janitorial Services, & Managed Print Solutions contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Office Depot, Inc _____ hereby provides notice of the following update on
(Contractor)

this date April 26, 2021.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ **Authorized Distributors/Dealers**

_____ Addition
_____ Deletion
_____ Supporting Documentation

■ **Price Update**

X _____ Supporting Documentation

■ **Products/Services**

_____ New Addition
_____ Update Only
_____ Supporting Documentation

■ **Discontinued Products/Services**

_____ Supporting Documentation

■ **States/Territories**

_____ Supporting Documentation

■ **Other** _____

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Updating Q2 pricing per terms of contract. Proposed implementation date 05-24-2021.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

5/20/2021 | 11:29 AM PDT
✱ **Approved by Email: Date** _____

■ **Denied by Email: Date** _____

DocuSigned by:
Robert Engelmann
Region 4 ESC: _____
0B4D33BB0130490...



Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R160204, R162102, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Janitorial Services, & Managed Print Solutions contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Office Depot, Inc _____ hereby provides notice of the following update on
(Contractor)

this date June 14, 2021.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ **Authorized Distributors/Dealers**

_____ Addition
_____ Deletion
_____ Supporting Documentation

■ **Products/Services**

_____ New Addition
_____ Update Only
_____ Supporting Documentation

■ **States/Territories**

_____ Supporting Documentation

■ **Price Update**

X _____ Supporting Documentation

■ **Discontinued Products/Services**

_____ Supporting Documentation

■ **Other** _____

_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Updating Q3 pricing per terms of contract. Proposed implementation date 07-15-2021.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email:** Date 6/23/2021 | 9:48 AM CDT

■ **Denied by Email:** Date _____

Region 4 ESC: DocuSigned by: Robert Zingelmann
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