



## Request for Contract Update

Pursuant to the terms of contract number [R190303](#), [R190502](#), [R191812](#), [R210405](#), [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 27, 2022](#).

**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 paper pricing per terms of contract. Proposed implementation date 02-28-2022.

Submitted By: [Drew Tuller](#) \_\_\_\_\_

Title: [Public Sector Program Manager](#) \_\_\_\_\_

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■ **Approved by Email: Date** 2/3/2022 | 10:38 AM CST

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

DocuSigned by:  
*Robert Zingelmann*  
Region 4 ESC: \_\_\_\_\_  
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Region 4 ESC February-2022 Synopsis:

February-2022: Market Condition Paper Increases from Domtar, Boise, South Coast and Sylvamo (formerly known as International Paper)

Core:

There are 62 core items that increased an average of 8.84%

- 60 Master Core Paper items increased
- 2 School Core Paper items increased

Vendor Letters are provided.

Proposed Go Live date 02/28/22