



## Request for Vendor Contract Update

Pursuant to the terms of contract number R191814 for Office Furniture \_\_\_\_\_ 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.

Safco Products Co. hereby provides notice of the following update on  
(Contractor)  
this date 9/30/24 .

Contract Title

**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** \_\_\_\_\_  
Supporting Documentation

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

Please use this as a request to take a list price increase to 9-30-24 commercial list pricing on approved items for contract R191814 effective 9/30/24. Below is a link to our product price lists now divided into 2 price catalogs by category. Please see the letter of commercial price increase for a subset of items in our SAFCO Price List effective 9-30-24. All discounts will remain the same.

Safco Price Lists: <https://info.safcoproducts.com/literature/pricing>

Submitted By: Yvonne Moore

Title: State/Local Contract Sales Manager

Email Address yvonmoore@safcoproducts.com

**Approved by Email:** Date 9/11/2024 | 8:22 PM CDT

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

Signed by:  
Adam Taber  
Region 4 ESC: \_\_\_\_\_  
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**Date:** August 30, 2024

**Subject:** U.S. Price Adjustment Notification

Dear Valued Customer,

The U.S. economy continues to be unpredictable through an extended period of economic uncertainty. Prices for consumer products and commodities remain volatile. Since our last price adjustment, the SAFCO team has worked hard to proactively explore every avenue to ensure our products are competitively priced and available for delivery. Moreover, last year we took steps enabling us to lower prices by an average of 15% on our popular Swift offering. However, given current rising costs of doing business, it is necessary to adjust pricing on a small subset of our products.

Effective September 30, 2024, orders received on the following products will experience a list price adjustment:

- Flat File list pricing will increase 7%;
- Rumba, Mailroom, Mobile 1000, and Four Post list pricing will increase 4%;
- Flip n Go, targeted seating and storage solutions list pricing will increase 2%;

Please see the detailed list of products on the Safco Dealer Portal.

Thank you for your continued support of SAFCO and our comprehensive offering products that empower people to do their best work.

A handwritten signature in black ink that reads "Stuart M. Johnson".

Stuart Johnson  
Director of Sales & Customer Care

Cc: Shawn Green, VP of Product  
Jennifer Reynolds, Customer Care Manager  
Travis Holland, East DSM  
Christina Libby, Central DSM  
Steve Fitzgerald, West DSM