



## 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 7/13/2023.

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

**Products/Services**

- New Addition
- Update Only
- Supporting Documentation

**States/Territories**

- Supporting Documentation

**Price Update**

- 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).

Please use this as a dealer addition request for Office Design Concepts.

Submitted By: Yvonne Moore

Title: State/Local Contract Sales Manager

Email Address yvonmoore@safcoproducts.com

**Approved by Email:** Date 7/24/2023 | 10:49 AM CDT

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

DocuSigned by:  
Robert Eichelmann  
Region 4 ESC: 30EE15BFEF1C4C8...

Area of Coverage	Dealer Name	Address	DealerPhone	Contact	Email	Tax ID
TX	Office Design Concepts	6200 Savoy Houston, TX 77041	2819248512	Joseph Sylvan	joseph@odc-llc.com	

Key to Classification:

MBE	Minority Owned Business
WBE	Women Owned Business
HUB	Historically Underutilized Business (WOSB)
WSB	Women Owned Small Business
VET	Veteran Owned Business (V)
SDV	Service Disabled Veteran Owned Business
VSb	Veteran-Owned Small Business (VOSB)
DVS	Service-Disabled Veteran-Owned Small Business (SDVOSB)