



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.

ServiceWear Apparel hereby provides notice of the following update to
(Vendor Name)

Contract number: R210102 for Apparel, Uniforms and Accessories on this date 9/8/25.
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.

Authorized Distributors/Dealers

- Addition
- Deletion
- Supporting Documentation

Price Update

RR Supporting Documentation

Products/Services

- New Addition
- Update Only
- Supporting Documentation

Material Change

- Assignment
- Change in ownership (sale/purchase)
- Bankruptcy
- Acquisition
- Merger
- 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). For material changes, indicate the name of the company of the awarded supplier and the official name of assigned or added company.

ServiceWear is requesting a price adjustment based on the price increases we have been experiencing from our manufacturing partners that ServiceWear has been absorbing. The average increase is 3%. Attached is the price adjustment letter from Workwear Outfitters.

Signature of Vendor: Richard Reeves

Submitted By: Richard Reeves

Approved Date 9/26/2025 | 12:20 PM CDT

Denied Date _____

Title: President

Contact Phone Number: 318-791-0606

Email Address: rreeves@servicewearapparel.com

Region 4 ESC 1st Review:

DS
 CW
 Signed by: Initials
 Adam Tabar
 A5A9F627C7BBA8B
 Signature

Region 4 ESC:

For material changes, the awarded contract holder and/or subsequent assignee agrees to and understands the following principles:

i. **Contract holder reference.** If the contract holder undergoes a merger, acquisition, or partial assignment, in which case they still maintain the contract, then all transactions made under the existing contract number (including purchase orders) must reference the name of the awarded contract holder. The exception to this requirement is if the contract holder no longer holds the contract or if the company has been acquired by another company and undergone a name change. Notice of the authorized name change, to the existing contract, must be provided and approved by Region 4.

In instances where the contract holder has acquired a separate and distinct company, and it is necessary to designate those certain purchases facilitated by the non-contract holder, then this designation may be made if, and only if, the contract holder is also referenced on the transaction.

ii. **Maintenance of records.** Both the awarded contract holder and subsequent assignee agree to remain responsible for maintaining all auditable records, including documents kept in the ordinary course of business and sales invoices, related to OMNIA Partners, Public Sector and/or contract number pursuant to the statutory requirements identified in the vendor contract.

iii. **Payments.** Both the awarded contract holder and subsequent assignee agree that all payments made by participating entities must be made directly to the contract holder, unless otherwise approved by Region 4. Accordingly, both parties acknowledge that in instances where it is necessary to designate the purchases facilitated by assignee, that the contract holder must also be referenced on the purchase order.

iv. **Handling of Proprietary and/or Confidential Information.** In accord with the terms of the contract, both awarded vendor and assignee agree that at all times it will hold in strict confidence and not disclose to any third party Confidential and/or Proprietary information of Region 4, except as approved in writing by Region 4, and will use the Confidential Information for no purpose other than providing services under the contract. Both awarded vendor and assignee shall only permit access to Confidential Information to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

This document is to be construed in strict accordance with the terms and conditions outlined in the Region 4/vendor Master Agreement referenced herein. Both awarded vendor and assignee agree to uphold the vendor obligations set forth in the vendor agreement. This Agreement will become effective when signed by all parties.