



REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

_____Smith System Manufacturing Company_____(Vendor Name) hereby provides notice of the following

update to NCPA contract number 07-120 for Furniture
Contract Number Contract Title
on this date 3-1-2024.

Instructions:

Vendors must check all that may apply and provide supporting documentation. Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.

Authorized Affiliates/Dealers/Distributors/Resellers

- Additions
- Deletions

Products/Services (check all that apply)

- Additions
- Deletions
- Modifications
- Pricing Update

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

We added BC Interiors to CO, Facilities Equipment, Design Space Studios, Alianza, School Furniture, Syracuse, Workplace Interiors, Tech Valley and Margen to NY, The Collective to CA and Educational Environments to IL.

____ Smith System Manufacturing Company _____
Vendor Name

____ Lorrie Gibbs _____
Submitted By



Signature

____ 3-1-2024 _____
Date

FOR USE BY NCPA ONLY:

Sarah Vavra, SVP Public Sector Contracting

Signature

Date

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