

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.
TK Elevator Corporation (Vendor Name) hereby provides notice of the following
update to NCPA contract number 02-99 Contract Number for Elevator Equipment, Service, Repair and Contract Title Related Services on this date March 19, 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).

Contract update to include the following:

- 1. **2024 pricing** (see attached spreadsheets)
- 2. **Clarify material indexing**: "All quoted repairs to receive a 5% discount off list price, which will be shown on the proposal."
- 3. **Define credit card fee surcharges**: "A 3% credit card surcharge fee will be added for all credit card payments, effective February 12, 2024. To avoid the surcharge fee, simply pay using ACH via our billing and payments portal: TKELEVATOR.BILLTRUST.COM. Please note that interest fees may apply on late payments."

TK Elevator Corporation	
Vendor Name	
Donna L. Sams	
Submitted By	
Donna L Sams	3/26/2024
Signature	Date
FOR USE BY NCPA ONLY:	
Sarah Vavra, SVP Public Sector Contracting	
DocuSigned by:	Manch 27 2024 10.22 PM CDT
Jarah Vave	March 27, 2024 10:23 PM CDT
Signature	Date