



## 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.

TK Elevator Corporation hereby provides notice of the following update to  
(Vendor Name)

Contract number R200502 for Elevator Industry Equipment, Repair, Related Products and Services  
Contract Title

on this date March 19, 2024.

**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. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
X \_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
X \_\_\_\_ Update Only  
\_\_\_\_ 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).

**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."

Submitted By: Donna Sams Digitally signed by Donna Sams  
Date: 2024.03.26 16:44:31 -04'00'

Title: Supervisor – S&R Contract Analysts

Contact Number: 678-904-3016

Email Address: donna.sams@tkelevator.com

**Approved Date** April 2, 2024 | 4:59 PM CDT

**Denied Date** \_\_\_\_\_

DocuSigned by:  
Jorgannie Carter  
Region 4 ESC: 56ED09D3AAB54E3...