



**CONTRACT AMENDMENT
PRICE AND PRODUCT CHANGE REQUEST FORM**

Supplier Name: Staples

Sourcewell Contract Number: 012320-SCC (Contract)

Instructions

A request for product or service changes, additions, or deletions to the Contract will be considered at any time throughout the Contract term. All modifications must be within the scope of the original RFP and be in the best interests of Sourcewell and Sourcewell Participating Entities. If approved, the request will be incorporated into the above-referenced contract; however, no changes will be binding unless the request is approved by the Manager of Supplier Development and this request is signed by Sourcewell’s Chief Procurement Officer.

Additions: New products and related services may be added to the contract if they are within the scope of the original RFP.

Deletions: Products and related services may be deleted from the contract if they are no longer available.

Price increases: Price increase requests must provide sufficient justification for the change (e.g., recently imposed tariffs or significant petroleum cost increases), not merely generalized statements requesting the increase.

Price decreases: Price decreases are accepted at any time.

Submit this request to the assigned Sourcewell Supplier Development Administrator.

Request

Check all that apply

- Adding Products/Services
- Deleting Products/Services
- Price Increase
- Price Decrease
- Other

Detailed Justification for Changes

1. *Changed Product List*

List the products and/or services that are changing from the previous contract price list, along with the percentage change for each item or category. Attach a separate sheet if a large number of changes are included in this request.

See Pricing File - Exhibit

2. *Justification for Changes*

Provide justification and documentation explaining the requested changes (e.g., add a product because of technology advances in new model of equipment, increased raw material costs, add a Hot List of products). Include the percentage range of increase.

Increases based on manufacturer cost increases & margin requirements. Reductions based on competitor offerings, market conditions, etc. Drops due to discontinued and/or no usage. Adds to increase contract value for Sourcwell clients.

3. *Product additions only*

Describe how the product additions fit within the scope of the original RFP.

Product adds are within the awarded office supplies categories.

4. *Price changes or product/service additions only*

State how the requested pricing is consistent with current Sourcwell contract pricing.

Pricing continues to offer the best overall value based on available competitor data, market information, manufacturer pricing, etc.


Complete Restatement of Pricing Submitted

I understand that a complete restatement of pricing must be attached with this request or it will not be processed.

Approvals

Supplier Offer:

This Price and Product Change Request has been submitted for review to be considered as an amendment to the above referenced Contract.

By: 
Supplier Authorized Signature

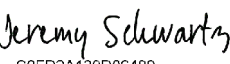
Jul 26, 2022
Date

Matthew Eckhouse CSO

Print Name and Title of Authorized Signer

Sourcwell Acceptance:

Sourcwell accepts Supplier's offer in this Price and Product Change Request. By Sourcwell's signature below, this document becomes an amendment to the above referenced Contract and incorporates all referenced attachments into this Amendment.

DocuSigned by:

C0FD2A139D06489...
Sourcwell Chief Procurement Officer

8/11/2022 | 10:28 PM CDT
Date

**PRODUCT & PRICING AMENDMENT TO
SOURCEWELL CONTRACT #012320-SCC**

**For the procurement
OFFICE SUPPLY CATALOG SOLUTIONS**

This Product & Pricing (“P&P Amendment”) is made as of **August 1, 2022** to the Contract RFP award #012320-SCC for Office Supply Catalog Solutions effective as of August 1, 2020, as amended (“Contract”) by and between Sourcewell (“Sourcewell”) and Staples Contract & Commercial LLC (“Staples”). Sourcewell and Staples are collectively referred to herein as the “Parties”. All capitalized terms used herein shall have the meaning assigned to them in the Contract, unless otherwise defined herein.

WHEREAS, Sourcewell and Staples wish to amend the Contract by updating the Core List price file; and

WHEREAS, Sourcewell and Staples consent to and approve the amendment of the Contract as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:


1. **Effective Date.** The Effective Date of this P&P Amendment shall be August 1, 2022.
2. **Products & Pricing.** The Contract is hereby amended by updating the list of products and/or prices for those Products specifically set forth in the pricing file attached hereto as “Appendix I - Core List Changes”.

Unless otherwise modified by this P&P Amendment, all terms and conditions contained in the Contract shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this P&P Amendment as of the Effective Date.

SOURCEWELL

STAPLES CONTRACT & COMMERCIAL LLC

DocuSigned by:

C0FD2A139D06489...

By: 
(signature)

Jeremy Schwartz

(print name)

Matthew Eckhouse

(print name)

Date: 8/11/2022 | 10:28 PM CDT

Date: Jul 26, 2022

Appendix I - Core List Changes